

Regular Meeting

Monday, July 15, 2024 6:00 PM

Board Room 209, 205 2nd Street South, Long Prairie, Minnesota 56347

A. Call to Order and Pledge of Allegiance

B. Roll Call

C. Adoption of the Agenda

D. Consent Agenda

D.1. Minutes

D.2. Bills

D.2.a. Regular Bills

D.2.b. Funds Transfers

D.2.c. Revolving Fund

D.2.d. P-Card Statement

D.3. Financial Report

D.4. Personnel

D.4.a. Hires

D.4.b. Coaching

D.4.c. Resignations

D.4.d. Conferences/Trainings

D.5. EDIAM Authorization for Daniel Ludvigson,
Superintendent

D.6. 24-25 Meal Pricing

D.7. Cyber Security and Student Device Policy

D.8. Temporary Easement Resolution

E. Reports, Correspondence, and Guests

E.1. Student Representatives

E.2. Guests

E.2.a. Senator Utke

E.3. Program Reports

E.3.a. Activities Report

E.3.a.1) Recommendation to start Soccer Program
Fall 25

E.3.b. Community Education

E.3.c. Technology

E.4. Principals

E.4.a. Handbook Changes

E.5. Board

E.6. Superintendent

E.6.a. Board Minute

F. **Board Highlight**

G. **Unfinished Business**

H. **New Business**

H.1. Donations

H.2. Milk and Bread Bids

H.3. Approval of the LTFM Plan

H.4. Model MN School Board Policy Adoption

H.5. Resolutions Filling School Board Vacancies

I. **Adjourn**

Consent Agenda Notes 07-15-2024

D.1 – D.3 – see attachments

D.4 –Personnel –

- a. Hires – Maxx Wiley
- b. Coaching – Josiah Tonder (Volunteer Soccer), Kim Crosby (Volunteer Vb), Donovan Nuckols (Volunteer Fb), Jino Stoner (JHVB)
- c. Resignations – Mikayla Jasmer (JH Volleyball), Sue Hayungs (Para/Health Aide)
- d. Conferences and Training -

D.5 – EDIAM Authorization for Daniel Ludvigson, Superintendent - annual resolution authorizing EDIAM (also called IOwA) status for the superintendent.

D.6 - Meal Pricing - This only affects adult meal prices. These are going up \$0.10

D.7 - Cyber Security and Student Device Policy - minor changes, see attachment

D.8 Temporary Easement Resolution - This is in relation to the crosswalks around the elementary school. The city is doing work to make them more handicap accessible, affecting the part of the sidewalk that transitions to the road. This provides authorization to do this work as well as minor compensation for the inconvenience. The work is slated for next summer.

School Board Minutes
Regular Meeting
Monday, June 17, 2024

The Meeting of the Board of Education was called to order by Chairman Lemke at 6:00 pm, Monday, June 17, 2024 in the District Board Room 209. Board members present: Gohman, Lemke, Levin, Lux, Wolf and Wright. Others in attendance were: Superintendent Daniel Ludvigson, Sherri Evenson, Tammy Cebulla, Barton Rud, Mitchell Ganske, Randy Meyer, Jim Downes, Carissa Bitz, Maressa Rousslange, David Nelson, Christopher Johnson, Jennifer Houdek, Patti Larson, Chantel Panek, Barb Graves, Lori Hovey, Heather Luebesmier, Bonnie Middendorf, Erin Gillie, Stacy Dirks-Custer, Chet Hudalla, Tom Zastrow, Ryan Bothun, Chris Psihos, Max Psihos, Vanessa Wielenberg, Ashley Pesta, Missy Becker, Jonathan Young, Jenny Thelen, Lauralee Mertes, Audrey Morrill, Amy Moldenhauer, Mike Wiener, Marion Wiener, David Blanchard, Tracy Schultz, Nancy Hillman, Luan Brunkhorst, Cindy Dalton and Amanda Hinson of the Long Prairie Leader.

The Pledge of Allegiance was recited by all present.

Member Hinson addressed the board turning in his resignation effective immediately. He left the meeting at 6:03.

Member Lux addressed the board turning in her resignation effective June 28, 2024.

It was moved by Wolf to adopt the agenda with the addition of a Chromebook lease being added under new business. Levin seconded the motion. Motion unanimously carried.

It was moved by Levin to approve the following Consent Agenda with the addition of two resignations, Ruda and Vogel. Lux seconded the motion:

CA-1. Regular meeting minutes May 20, 2024

CA-2. Bills

CA-2a. Prewrite checks numbered to and including 21524-21571=\$223,558.64

Checks numbered to and including 21572-21669=\$794,899.78 – FY23-24

Checks numbered to and including 21670-21697=\$48,015.38 – FY24-25

CA-2b. Fund Transfers:

Date	Type	Vendor	Amount
5/7/24	WX	ELECTRONIC FED TAX PAY SYSTEM	19447.01
5/7/24	WX	COMMISSIONER OF REVENUE	2744.95
5/7/24	WX	PUBLIC EMPLOYEES RETIREMT ASSN	13881.49
5/7/24	WX	TEACHERS RETIREMENT ACCOUNT	40.66
5/17/24	WX	PUBLIC EMPLOYEES RETIREMT ASSN	37943.21
5/17/24	WX	TEACHERS RETIREMENT ACCOUNT	80056.22
5/15/24	WX	COMMISSIONER OF REVENUE	30382.11
5/15/24	WX	ELECTRONIC FED TAX PAY SYSTEM	168394.04
5/15/24	WX	AVIBEN	7263.54
5/15/24	WX	AVIBEN	3317.04
5/15/24	WX	AVIBEN	750.01
5/15/24	WX	AVIBEN	16.1
5/15/24	WX	AVIBEN	3333.38

5/15/24	WX	AVIBEN	150
5/15/24	WX	AVIBEN	4785.47
5/15/24	WX	AVIBEN	3846.73
5/15/24	WX	AVIBEN	420.01
5/15/24	WX	AVIBEN	425
5/15/24	WX	AVIBEN	333.34
5/15/24	WX	AVIBEN	1984.17
5/15/24	WX	AVIBEN	1716.64
5/14/24	WX	EYE MED VISION CARE, LLC	286.46
5/14/24	WX	HEALTH PARTNERS	110507.38
5/14/24	WX	DELTA DENTAL OF MN	3677.86
5/31/24	WX	AMERICAN HERITAGE NATL BANK	49
5/31/24	WX	REVTRAK INC	738.32
5/31/24	WX	EMPOWER	1185
5/14/24	WX	BMO	9643.18
5/31/24	WX	MINNESOTA NATIONAL BANK	10

CA-2c. Revolving checks numbered to and including – 5816-5828=\$623.75

CA-2d. P-Card Statement.

CA-3. Financial Report 2023

CA-4 Personnel

A. New Hires

- 1) Matt Mills – Lane B Custodian night shift
- 2) Eugene Holmquist – Lane A Custodian night shift
- 3) Sue Hayungs (para/health aid)

The following appointments are made contingent upon adequate enrollment/participation in the program. The board retains broad discretion to discontinue programs, without notice if enrollment/participation is not adequate.

- 1) Nikke Rohde – Volunteer Tennis Coach

B. Accept the following resignations:

- 1) Nathan Ruda – Junior High Boys Basketball Coach
- 2) Jessica Vogel – Elementary Para

C. Conferences/Training:

June 24 – Summer Artificial Intelligence Training for School Leaders,
August 5 – MSBA Back to School Conference

CA-5 Lead in Water Management Plan

CA-6 Finalized Custodial MOU

CA-7 Policy 533 Wellness

CA-8 Resolution of election Notice

Motion unanimously carried.

Representative Mike Wiener shared his thoughts regarding housing, business growth in central Minnesota, and how we have both challenges and opportunities here in central Minnesota.

Chris Psihos from iDeal Energies shared information regarding the solar grant and plans for the solar panels to be placed on the thermal field at the secondary school.

Mitchell Ganske presented a Chromebook lease for the secondary that will be new this year. This lease will be for five years instead of four as we have had in the past. Member Gohman moved to accept the new lease as presented. Member Wolf seconded the motion. Motion unanimously passed.

Superintendent Ludvigson gave his report and budget is tracking to finish in the green. Federal title funds experienced a reduction due to pulling poverty numbers from 2022. Rates sharply dipped that year and we anticipate that trending back up due to current free and reduced lunch numbers indicating high poverty. The superintendent's minute was some strategies for responding to concerns as a board member.

Board Highlight – LPGE Trap JV team finished 11th and the Novice team finished 13th at the Trap Shooting Championship in Alexandria. Community Ed has a very high registration for Summer Academy and high interest in the summer programming. 12u Predators placed 2nd at the John Hellie Tournament in Pierz and received a bid to the MSF state tournament. Caroline Kuehne placed 10th at the State Track meet in the 1600m. Congratulations to all our graduates – seniors, 6th graders and kindergarteners. Thank you to Steve Hinson and Stacy Lux for their service on the LPGE School Board. Thank you to Mr. Rud, Audrey Morrill, Jonathan Young, Chris Dubois, and Russ Bruder for a smooth graduation program with the new changes that were implemented. Baseball team did very well and had a great playoff run and the track team did well at subsections.

Dean of Students MOU - Discussion was held around the benefits of looking into an SRO. Possibilities related to assistance with drug screenings, classes like DARE, security planning, and working as a liaison between the school and the police department were mentioned. The administration mentioned this would be more beneficial than simply splitting the Dean of Students and Counseling position apart. Member Wolf moved we move ahead with the MOU for the Dean of Students. Lux seconded the motion. Motion carried unanimously.

The donation resolution was moved by Levin and seconded by Wright:

RESOLUTION ACCEPTING DONATIONS for June 2024

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Long Prairie Grey Eagle, ISD 2753, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Minnesota National Bank	\$100	Activities Banquet
Vanguard Insurance Services	\$100	Activities Banquet

Oscar Jacobson American Legion Post 417	\$1,350	Golf
Browerville Lions	\$1,500	Golf
Lions Club of Long Prairie	\$500	Elementary Color Run
Rahn's Oil & Propane, Inc	\$500	Elementary Color Run
Todd County AFSCME Union	\$50	Elementary Color Run
Peace United Church (Women of Peace)	\$50	Elementary Color Run
Long Prairie Rotary Club	\$250	Elementary Color Run
Lakeland Dental, PLLC	\$250	Elementary Color Run
The Blackbaud Giving Fund (Casey's)	\$500	Elementary Color Run
Phillip's Repairables & Collison Center, LLC	\$500	Elementary Color Run
ECP Enterprise-CP.LLC	\$500	Elementary Color Run
Long Prairie Leader/Practical Printing LLC	\$500	Elementary Color Run
American Legion Post 12	\$531.55	Gymnastics
American Legion Post 12	\$586.45	Gymnastics
Long Prairie Dairy Queen	\$250	Activities
Advantage 1 Insurance Agency	\$250	Activities

The vote on adoption of the Resolution was as follows:

Aye: Gohman, Lemke, Levin, Lux, Wolf and Wright

Nay: 0

Absent: 0

Whereupon, said Resolution was declared duly adopted.

Member Gohman made a motion to approve the revised 2023-24 budget. Member Wolf seconded the motion. Motion carried unanimously.

Member Wolf made a motion to approve the preliminary 2024-25 budget. Member Lux seconded the motion. Motion carried unanimously.

Vacant board position discussion was held on what actions need to be taken. Member Levin made a motion to proceed with the following: Applications due by July 8th at noon along with a letter of intent and a resume. There will be a special meeting on July 10th at 6pm for interviews. Members will be appointed at the July 15th meeting. Appointed members will start official meetings at the August 19th meeting. Member Wright seconded the motion. Motion carried unanimously.

Member Gohman made a motion for a second in-house substitute position be filled. Member Wright seconded the motion. Motion carried unanimously.

Member Wolf made a motion to approve the Solar Grant Resolution. Member Gohman seconded the motion. Motion carried unanimously.

Member Gohman made a motion to approve the contracts for the following positions: Licensed Practical Nurse, Speech Language Pathology Assistant, and the Onboarding & Exiting Specialist. Member Wolf seconded the motion. Motion carried unanimously.

Mr. Ludvigson waived his privacy rights to have an open evaluation meeting. All evaluations were compiled to a spreadsheet and shared with the board prior to the meeting. Converting the evaluations to a 4-point scale the average score would be 2.49. Mr. Ludvigson asked if this was a satisfactory score and received no answer. There was no further discussion.

The meeting was adjourned at 7:31 pm by Chairman Lemke.

Tanja Levin, Clerk

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
2753	MNBK	21778	3126		AMAZON CAPITAL SERVICES		Check	
				B 01	131 000	B086P836K4 X-ACTO Pencil Sharpener, Sch	\$29.99	
				B 01	131 000	Amazon Shipping Charge	\$6.99	
PO#: 1670	Voucher #:	5096	Invoice	Invoice No:	1H66-DWWQ-H9QR	7/10/2024	Paid Amt:	\$36.98
			E 01	200 257	088 302 555	B07G7F8HV5 Officemate Double Coat Hooks	\$14.17	
			E 01	200 257	088 302 555	B0B3SR5M71 Command 20 Lb XL Heavyweig	\$13.59	
			E 01	200 257	088 302 555	B0BW91BNQS GangMei Metal Wall Storage C	\$206.97	
PO#: 1724	Voucher #:	5232	Invoice	Invoice No:	1R4V-HYGM-H9PQ	7/10/2024	Paid Amt:	\$234.73
			E 01	103 203	000 000 401	B0CM62T7RM FAURIMMER 15 Pack Square	\$140.97	
			E 01	103 203	000 000 401	Amazon Shipping Charge	\$0.00	
PO#: 1722	Voucher #:	5234	Invoice	Invoice No:	1G6H-HR9Q-9CXQ	7/10/2024	Paid Amt:	\$140.97
			E 01	103 203	000 000 401	B087RDHVXR Boooooom Jackson Classroom	\$229.99	
			E 01	103 203	000 000 401	Amazon Shipping Charge	\$0.00	
PO#: 1723	Voucher #:	5236	Invoice	Invoice No:	174M-XKY4-1CHM	7/10/2024	Paid Amt:	\$229.99
			B 01	131 000		B08DV6FJY6 Butterfly Goodie Bags-24 Pcs E	\$51.96	
			B 01	131 000		B08GPCW6FN Volcanics Window Privacy Fil	\$34.99	
			B 01	131 000		B0BJ8YF9WB Rustic Teacher Coffee Wood B	\$12.99	
			B 01	131 000		B0BXCVTFQ4 480 Sheets Colorful Butterfly	\$71.91	
			B 01	131 000		B0BZDLCCCL Ainrvteers Calm Stickers for A	\$59.90	
			B 01	131 000		B0C2RVLQ1 The Totally Appropriate Shirt A	\$9.99	
			B 01	131 000		B0C5DJBVGT Landhoow Butterfly Scratch C	\$14.99	
			B 01	131 000		B0C65MDBNH Yinder 36 Pcs Thank You Sticl	\$20.99	
			B 01	131 000		B0CHJ5HJGG MCPINKY 26PCS Magic Flying	\$39.92	
			B 01	131 000		Amazon Shipping Charge	\$0.00	
			B 01	131 000		PROMOS & DISCOUNTS	(\$6.39)	
PO#: 1711	Voucher #:	5162	Invoice	Invoice No:	1GLN-PKM9-DHTY	7/10/2024	Paid Amt:	\$311.25
			E 01	101 407	000 740 433	B0013CNU6U Smead SuperTab File Folder, C	\$16.99	
			E 01	101 407	000 740 433	B07XFNTJTL jllin Super Mario Bros Stickers l	\$4.99	
			E 01	101 407	000 740 433	B08BG727NK Teacher Created Resources Ei	\$9.49	
			E 01	101 407	000 740 433	B08BG7WRDZ Teacher Created Resources E	\$9.49	
			E 01	101 407	000 740 433	B0C52N6X4C 100Pcs Mario Stickers, Cartoo	\$4.99	
			E 01	101 407	000 740 433	B0CH74NYKW 48 Pcs Mario Party Favors-Mi	\$9.66	
			E 01	101 407	000 740 433	B0CP22LZZ1 120 Pack Fidget Toys Set,Pop	\$14.99	
			E 01	101 407	000 740 433	B0CXY8TWWVT Play Sand with 6 Colored Sar	\$32.99	
			E 01	101 407	000 740 433	B0CYX55B2S S1acuomg Super Run Bulletin l	\$19.98	
			E 01	101 407	000 740 433	Amazon Shipping Charge	\$0.00	
PO#: 1719	Voucher #:	5207	Invoice	Invoice No:	13JV-3M6T-CJQ4	7/10/2024	Paid Amt:	\$123.57
			E 01	400 294	051 000 401	B01H2ODK0I Office Solutions Direct Clipboar	\$37.49	
			E 01	400 294	051 000 401	B07BQGDW2R Case of 125 Instant Cold Pacl	\$59.35	

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2753	MNBK	21778	3126		AMAZON CAPITAL SERVICES		Check		
				E 01	400 294 051 000 401	B07FSFF9RW BETCKEY - Compatible DYMC		\$56.33	
				E 01	400 294 051 000 401	B07MDCRVXN Utopia Home Clothes Hangers		\$67.94	
				E 01	400 294 051 000 401	B0BQM1JHLN DALTACK 9-Tier Paper Letter		\$73.96	
				E 01	400 294 051 000 401	B0CRR8QPB4 VityElk Kinesiology Tape (2 Ro		\$9.99	
				E 01	400 294 051 000 401	B0CXHLDR2 Famyards Magnetic Dry Erase		\$18.99	
				E 01	400 294 051 000 401	Amazon Shipping Charge		\$34.34	
PO#: 1718	Voucher #:	5208	Invoice		Invoice No: 1VM3-QHYV-TH6Y	7/10/2024	Paid Amt:	\$358.39	
			E 01	102 203 032 000 430	B01HGIOU7C Storex Modular 24-Compartment		\$86.79		
			E 01	102 203 032 000 430	B07GHSXBQW Better Office Products Yellow		\$25.73		
			E 01	102 203 032 000 430	Amazon Shipping Charge		\$6.99		
PO#: 1712	Voucher #:	5209	Invoice		Invoice No: 1GHQ-MQJV-9QQV	7/10/2024	Paid Amt:	\$119.51	
							Check Amount:	\$1,555.39	
2753	MNBK	21779	1174		BENCHMARK EDUCATION		Check		
				E 01	101 216 000 401 401	SUBSCRIPTION RENEWAL		\$11,220.00	
PO#: 1673	Voucher #:	5104	Invoice		Invoice No: 530716	7/10/2024	Paid Amt:	\$11,220.00	
							Check Amount:	\$11,220.00	
2753	MNBK	21780	1278		CAROLINA BIOLOGICAL SUPPLY CO		Check		
				E 01	303 260 000 000 430	Item # 158883 Pea, Little Marvel, Viable Seed,		\$13.95	
				E 01	303 260 000 000 430	Item # 159716 Humus, 8 qt		\$36.00	
				E 01	303 260 000 000 430	Item # 753605 Drinking Bird		\$13.15	
				E 01	303 260 000 000 430	Item # 703032 Applicators, Cotton-Tipped, Ste		\$7.95	
				E 01	303 260 000 000 430	Shipping		\$38.40	
PO#: 1683	Voucher #:	5213	Invoice		Invoice No: 52601195 RI	7/10/2024	Paid Amt:	\$109.45	
							Check Amount:	\$109.45	
2753	MNBK	21781	1360		CMERDC		Check		
				B 01	131 000	SKU 02033401 - CLEAR PLASTIC GARBAGE (\$2,808.00	
PO#: 1436	Voucher #:	5106	Invoice		Invoice No: 196462	7/10/2024	Paid Amt:	\$2,808.00	
			B 01	131 000	SKU 02001401 - 5 GAL DISINFECTANT CLEAN		\$235.20		
			B 01	131 000	SKU 02002401 - LAUNDRY DETERGENT POW		\$120.40		
			B 01	131 000	SKU 02005501 - GLASS CLEANER		\$56.36		
			B 01	131 000	SKU 02006301 - BOWL CLEANER		\$175.56		
			B 01	131 000	SKU 02010201 - LYSOL DISINFECTANT SPR,		\$404.56		
			B 01	131 000	SKU 02010502 - LAV FOAM ALL PURPOSE C		\$237.65		
			B 01	131 000	SKU 02014401 - ANGLE HOUSEHOLD BROOM		\$24.24		
			B 01	131 000	SKU 02027901 - SCRUBBING SPONGES		\$44.58		
			B 01	131 000	SKU 02033401 - CLEAR PLASTIC GARBAGE (\$2,106.00		
PO#: 1435	Voucher #:	5105	Invoice		Invoice No: 196463	7/10/2024	Paid Amt:	\$3,404.55	

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2753	MNBK	21781	1360		CMERDC		Check		
				B 01	131 000	FY 25 MEMBERSHIP		\$725.00	
PO#:	Voucher #:	5065	Invoice	Invoice No:	196714	7/10/2024	Paid Amt:	\$725.00	
				B 01	131 000	FY 25 1ST QUARTER TIMER TRACKER FEES		\$565.85	
PO#:	Voucher #:	5064	Invoice	Invoice No:	196627	7/10/2024	Paid Amt:	\$565.85	
				B 01	131 000	1ST QUARTER UFARS/ACCTING FEES		\$525.00	
				B 01	131 000	1ST QUARTER SMART SYSTEM SERVICES FE		\$3,402.00	
				B 01	131 000	1ST QUARTER CITRIX HOSTED SERVICES		\$952.88	
PO#:	Voucher #:	5066	Invoice	Invoice No:	196529	7/10/2024	Paid Amt:	\$4,879.88	
							Check Amount:	\$12,383.28	
2753	MNBK	21782	1536		EDUCATOR BENEFIT CONSULTANTS, LLC-H		Check		
				E 01	005 160 000 000 305	HRA-Plan 3rd Quarter 2024 July, August, Sep		\$984.00	
PO#:	Voucher #:	5227	Invoice	Invoice No:	33431	7/10/2024	Paid Amt:	\$984.00	
				E 01	005 160 000 000 305	ACS TPA MONTHLY FEE		\$138.40	
PO#:	Voucher #:	5184	Invoice	Invoice No:	33299	7/10/2024	Paid Amt:	\$138.40	
							Check Amount:	\$1,122.40	
2753	MNBK	21783	1688		GROTH MUSIC		Check		
				B 01	131 000	NINO89NT Wood Conga Set - Natural-NINO89I		\$379.99	
				B 01	131 000	Rhythm Tech RT2019 9" Studio Shaker-RT201		\$19.99	
				B 01	131 000	SHIPPING		\$35.00	
PO#: 1674	Voucher #:	5100	Invoice	Invoice No:	3612113	7/10/2024	Paid Amt:	\$434.98	
							Check Amount:	\$434.98	
2753	MNBK	21784	3177		HERITAGE EMBROIDERY & DESIGN		Check		
				E 01	400 294 053 000 401	ADULT COMPOSITE FOOTBALL		\$420.00	
				E 01	400 294 053 000 401	SHIPPING		\$50.00	
PO#:	Voucher #:	5224	Invoice	Invoice No:	61151	7/10/2024	Paid Amt:	\$470.00	
							Check Amount:	\$470.00	
2753	MNBK	21785	1768		ILLUMINATE EDUCATION INC		Check		
				E 01	101 216 000 401 433	FASTBRIDGE SUBSCRIPTION		\$8,712.50	
				E 01	101 216 000 401 433	TRAINING - FAST FLIX SUSCRPTION - TIER 2		\$750.00	
PO#:	Voucher #:	5189	Invoice	Invoice No:	INVIE0102974	7/10/2024	Paid Amt:	\$9,462.50	
							Check Amount:	\$9,462.50	
2753	MNBK	21786	1875		JANIS FEARING		Check		
				R 01	400 294 051 000 099	24-25 Athletic Startup Money		\$1,000.00	
				R 01	400 296 051 000 099	24-25 Athletic Startup Money		\$1,000.00	
PO#:	Voucher #:	5170	Invoice	Invoice No:	06102024	7/10/2024	Paid Amt:	\$2,000.00	
							Check Amount:	\$2,000.00	

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2753	MNBK	21787	1921		JK SPORTS		Check		
				E 01	400 296 054 000 401	VOLLEYBALLS		\$719.40	
				E 01	400 296 054 000 401	SHIPPING		\$26.80	
PO#:	Voucher #:	5225	Invoice	Invoice No:	96446	7/10/2024	Paid Amt:	\$746.20	
				E 01	400 298 461 301 401	BASKETBALLS		\$148.00	
				E 01	400 298 461 301 401	SHIPPING		\$12.60	
PO#:	Voucher #:	5264	Invoice	Invoice No:	96447	7/10/2024	Paid Amt:	\$160.60	
				E 01	400 294 053 000 401	FOOTBALLS		\$439.80	
				E 01	400 294 053 000 401	SHIPPING		\$11.85	
PO#:	Voucher #:	5266	Invoice	Invoice No:	96451	7/10/2024	Paid Amt:	\$451.65	
				B 01	131 000	WRESTLING SUPPLIES		\$127.40	
				B 01	131 000	WRESTLING SUPPLIES		\$127.40	
PO#:	Voucher #:	5151	Invoice	Invoice No:	96403	7/10/2024	Paid Amt:	\$254.80	
							Check Amount:	\$1,613.25	
2753	MNBK	21788	2002		KATIE LIESER		Check		
				B 01	131 000	T-BALL/TOSS BALL SUPPLIES		\$23.43	
PO#:	Voucher #:	5177	Invoice	Invoice No:	06262024	7/10/2024	Paid Amt:	\$23.43	
							Check Amount:	\$23.43	
2753	MNBK	21789	2013		KEMPS		Check		
				E 02	005 770 000 701 495	milk		\$356.40	
PO#:	Voucher #:	5179	Invoice	Invoice No:	5249623	7/10/2024	Paid Amt:	\$356.40	
							Check Amount:	\$356.40	
2753	MNBK	21790	2124		LONG PRAIRIE LEADER		Check		
				E 02	005 770 000 701 401	BANNER PRINTING FOR LUNCHROOM		\$5.00	
PO#:	Voucher #:	5198	Invoice	Invoice No:	15548	7/10/2024	Paid Amt:	\$5.00	
							Check Amount:	\$5.00	
2753	MNBK	21791	2132		LONG PRAIRIE SPORTSMAN'S CLUB		Check		
				E 01	400 298 413 301 401	SPRING TRAP LEAGUE		\$1,890.75	
PO#:	Voucher #:	5197	Invoice	Invoice No:	1 2024	7/10/2024	Paid Amt:	\$1,890.75	
							Check Amount:	\$1,890.75	
2753	MNBK	21792	3454		MARY MIKLAVCICH		Check		
				B 01	131 000	MEDALS		\$23.98	
PO#:	Voucher #:	5176	Invoice	Invoice No:	06272024	7/10/2024	Paid Amt:	\$23.98	
							Check Amount:	\$23.98	
2753	MNBK	21793	2206		MASA		Check		
				B 01	131 000	BACK TO SCHOOL REGISTRATION FOR DANI		\$209.00	
PO#:	Voucher #:	5114	Invoice	Invoice No:	21-50057	7/10/2024	Paid Amt:	\$209.00	
							Check Amount:	\$209.00	

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2753	MNBK	21794	2255		MESPA		Check
				E 01	103 640 000 316 366	24-25 CEBULLA SCHOOL LAW SEMINAR	\$175.00
PO#:	Voucher #:	5252	Invoice	Invoice No:	17866	7/10/2024	Paid Amt: \$175.00
							Check Amount: \$175.00
2753	MNBK	21795	3456		MFAC, LLC		Check
				E 01	400 294 000 302 530	STARTING BLANKS	\$207.00
				E 01	400 296 000 302 530	STARTING BLANKS	\$207.00
PO#:	Voucher #:	5270	Invoice	Invoice No:	SO959228	7/10/2024	Paid Amt: \$414.00
							Check Amount: \$414.00
2753	MNBK	21796	2390		NASCO		Check
				B 01	131 000	SB28462 Human Skeleton Photo	\$20.74
PO#: 1684	Voucher #:	5174	Invoice	Invoice No:	608193	7/10/2024	Paid Amt: \$20.74
							Check Amount: \$20.74
2753	MNBK	21797	2465		OSAKIS FASTPITCH DUGOUT CLUB		Check
				E 01	400 298 473 301 401	2024 SUMMER LEAGUE SOFTBALL	\$200.00
PO#:	Voucher #:	5268	Invoice	Invoice No:	2024	7/10/2024	Paid Amt: \$200.00
							Check Amount: \$200.00
2753	MNBK	21798	3371		RADIO ACCOUNTING SERVICE		Check
				E 01	005 010 000 000 401	ADVERTISING - BACK TO SCHOOL	\$420.00
PO#:	Voucher #:	5183	Invoice	Invoice No:	KDDGF0254	7/10/2024	Paid Amt: \$420.00
							Check Amount: \$420.00
2753	MNBK	21799	2621		RESOURCE TRAINING & SOLUTIONS		Check
				E 01	005 865 000 352 305	24-25 MEMBERSHIP	\$1,000.00
PO#:	Voucher #:	5178	Invoice	Invoice No:	40559	7/10/2024	Paid Amt: \$1,000.00
							Check Amount: \$1,000.00
2753	MNBK	21800	2775		SFM		Check
				E 01	302 211 000 000 270	WORKER'S COMPENSATION 24-25	\$18,127.50
				E 01	103 203 000 000 270	WORKER'S COMPENSATION 24-25	\$18,127.50
PO#:	Voucher #:	5255	Invoice	Invoice No:	3339983	7/10/2024	Paid Amt: \$36,255.00
							Check Amount: \$36,255.00
2753	MNBK	21801	2782		SHERRI EVENSON		Check
				E 01	005 110 000 000 366	MILEAGE - CMERDC	\$73.70
PO#:	Voucher #:	5228	Invoice	Invoice No:	07092024	7/10/2024	Paid Amt: \$73.70
							Check Amount: \$73.70
2753	MNBK	21802	2802		SKYWARD ACCOUNTING DEPT		Check
				E 01	200 211 000 302 505	RENEWAL 2024-2025	\$21,926.00
PO#:	Voucher #:	5265	Invoice	Invoice No:	0000232960	7/10/2024	Paid Amt: \$21,926.00
							Check Amount: \$21,926.00

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2753	MNBK	21803	2924		TECH CHECK		Check		
				B 01	131 000	FIREWALL & SUBSCRIPTION LICENSE FOR FC		\$5,885.85	
	PO#:	Voucher #:	5149	Invoice	Invoice No: 60525	7/10/2024	Paid Amt:	\$5,885.85	
				B 01	131 000	CHARGING CARTS		\$13,845.00	
				B 01	131 000	SHIPPING		\$715.00	
	PO#:	Voucher #:	5150	Invoice	Invoice No: 56224	7/10/2024	Paid Amt:	\$14,560.00	
								Check Amount:	\$20,445.85
2753	MNBK	21804	2952		THOMASKELLY SOFTWARE ASSOCIATES		Check		
				E 04	005 505 076 499 304	EZ REPORTS SAAS SOFTWARE 24-25		\$2,500.00	
	PO#:	Voucher #:	5186	Invoice	Invoice No: 072410	7/10/2024	Paid Amt:	\$2,500.00	
								Check Amount:	\$2,500.00
2753	MNBK	21805	3026		UPPER LAKES FOODS INC		Check		
				E 02	005 770 000 701 401	breakfast, lunch & supplies		\$7.95	
				E 02	005 770 000 701 490	breakfast, lunch & supplies		\$598.34	
				E 02	005 770 000 705 490	breakfast, lunch & supplies		\$128.11	
	PO#:	Voucher #:	5180	Invoice	Invoice No: 476104-00	7/10/2024	Paid Amt:	\$734.40	
								Check Amount:	\$734.40
2753	MNBK	21806	3068		WARD'S NATURAL SCIENCE EST LLC		Check		
				B 01	131 000	470221-930 Earthworm Visual Dissection Gui		\$143.10	
	PO#: 1685	Voucher #:	5099	Invoice	Invoice No: 8816232761	7/10/2024	Paid Amt:	\$143.10	
								Check Amount:	\$143.10
								Report Total:	\$127,187.60

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
2753	AHNB	10068	2169		MADISON NATIONAL LIFE INS CO		Check	
				B 01	215 031	PR LIFE INSURANCE		\$1,816.91
				B 02	215 031	PR LIFE INSURANCE		\$160.77
				B 04	215 031	PR LIFE INSURANCE		\$34.02
				B 01	215 031	Payoff Collections		(\$1,390.45)
				B 01	215 032	PR LTD INSURANCE		\$1,556.25
				B 02	215 032	PR LTD INSURANCE		\$72.79
				B 04	215 032	PR LTD INSURANCE		\$33.58
				B 01	215 031	FROM V#5039		\$29.40
PO#:	Voucher #:	5036	Invoice	Invoice No:	M2024120	6/13/2024	Paid Amt:	\$2,313.27
							Check Amount:	\$2,313.27
2753	AHNB	10069	3210		AFSCME COUNCIL 65		Check	
				B 01	215 000	PR Liability		\$2,027.27
				B 02	215 000	PR		\$213.89
				B 04	215 000	PR		\$34.74
PO#:	Voucher #:	5022	Invoice	Invoice No:	M2024120	6/14/2024	Paid Amt:	\$2,275.90
							Check Amount:	\$2,275.90
2753	AHNB	10070	3246		American General Life		Check	
				B 01	215 036	PR FRANKLIN LIFE INSURANCE		\$157.75
				B 04	215 036	PR FRANKLIN LIFE INSURANCE		\$102.25
PO#:	Voucher #:	5023	Invoice	Invoice No:	M2024120	6/14/2024	Paid Amt:	\$260.00
							Check Amount:	\$260.00
2753	AHNB	10071	2109		LOCAL 70 IUOE		Check	
				B 01	215 040	PR MEA		\$627.50
PO#:	Voucher #:	5027	Invoice	Invoice No:	M2024120	6/14/2024	Paid Amt:	\$627.50
							Check Amount:	\$627.50
2753	AHNB	10072	2308		MINNESOTA CHILD SUPPORT		Check	
				B 01	215 029	PR DENTAL		\$36.00
PO#:	Voucher #:	5037	Invoice	Invoice No:	M2024120	6/14/2024	Paid Amt:	\$36.00
							Check Amount:	\$36.00
2753	AHNB	10073	2413		NCPERS GROUP LIFE INS		Check	
				B 01	215 039	PR PERA LIFE		\$16.00
PO#:	Voucher #:	5043	Invoice	Invoice No:	M2024120	6/14/2024	Paid Amt:	\$16.00
							Check Amount:	\$16.00
2753	AHNB	10074	3271		Trustmark Voluntary Benefit Solutions, Inc		Check	
				B 01	215 031	PR LIFE INSURANCE		\$227.79
PO#:	Voucher #:	5047	Invoice	Invoice No:	M2024120	6/26/2024	Paid Amt:	\$227.79
							Check Amount:	\$227.79

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2753	AHNB	10075	3320		NORTH AMERICAN BENEFITS COMPANY		Check
				B 01	215 034	PR MAD NAT LIFE	\$806.36
				B 04	215 034	PR MAD NAT LIFE	\$4.89
				B 01	215 034	N.Hibbs Jul24	(\$33.62)
				B 01	215 034	N.Hibbs Aug24	(\$33.62)
				B 01	215 034	L.Decker Jul24	(\$60.69)
				B 01	215 034	L.Decker Aug24	(\$60.69)
				B 01	215 034	V.Gonzalez Jul24	(\$7.65)
				B 01	215 034	V.Gonzalez Aug24	(\$7.65)
PO#:	Voucher #:	5038	Invoice	Invoice No:	M2024120	6/27/2024	Paid Amt: \$607.33
							Check Amount: \$607.33
							Report Total: \$6,363.79

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
2753	MNBK	21698	1028		ACE		Check	
				E 01	005 810 000 000 401	MISC SUPPLIES - ELEM		\$167.67
				E 01	005 810 103 000 401	MISC SUPPLIES - HS		\$25.36
PO#:	Voucher #:	5018	Invoice	Invoice No:	052312024	6/17/2024	Paid Amt:	\$193.03
							Check Amount:	\$193.03
2753	MNBK	21699	3414		BCI CONSTRUCTION, INC		Check	
				E 06	005 867 000 000 305	CONSTRUCTION PAYMENT - ELEM		\$25,460.00
PO#:	Voucher #:	5051	Invoice	Invoice No:	01-APRIL	6/17/2024	Paid Amt:	\$25,460.00
				E 06	005 867 000 000 305	CONSTRUCTION PROJECT - ELEM		\$17,860.00
PO#:	Voucher #:	5052	Invoice	Invoice No:	02-MAY	6/17/2024	Paid Amt:	\$17,860.00
							Check Amount:	\$43,320.00
2753	MNBK	21700	1269		CARD SERVICES		Check	
				E 01	103 203 000 000 401	CREDIT CARD PURCHASES - STAFF DAYCAF		\$82.28
				E 04	005 570 501 321 490	CREDIT CARD PURCHASES - SUMMER LP KID		\$48.42
				E 01	302 211 000 000 401	CREDIT CARD PURCHASES - HS		\$15.87
				E 04	005 505 076 499 401	CREDIT CARD PURCHASES - 21ST CENTURY		\$17.96
				E 01	400 298 494 301 401	CREDIT CARD PURCHASES - CLASS OF 24		\$44.94
				E 01	400 298 457 301 401	CREDIT CARD PURCHASES - COLOR RUN & F		\$132.77
				E 01	005 010 000 000 401	CREDIT CARD PURCHASES - BOARD		\$69.01
PO#:	Voucher #:	5017	Invoice	Invoice No:	06012024	6/17/2024	Paid Amt:	\$411.25
							Check Amount:	\$411.25
2753	MNBK	21701	2389		NAPA CENTRAL		Check	
				E 01	005 810 000 000 401	MISC SUPPLIES		\$14.71
				E 01	005 810 000 000 401	MISC SUPPLIES		\$30.98
PO#:	Voucher #:	5019	Invoice	Invoice No:	06112024	6/17/2024	Paid Amt:	\$45.69
							Check Amount:	\$45.69
2753	MNBK	21702	2571		QUADIANT FINANCE USA INC		Check	
				E 01	005 105 000 000 329	POSTAGE		\$2,200.00
PO#:	Voucher #:	5020	Invoice	Invoice No:	7900044080991569	6/17/2024	Paid Amt:	\$2,200.00
							Check Amount:	\$2,200.00
2753	MNBK	21703	3126		AMAZON CAPITAL SERVICES		Check	
				E 01	303 220 000 000 430	0142419044 The Grimm Legacy		\$35.96
				E 01	303 220 000 000 430	0385386109 Nest		\$29.97
				E 01	303 220 000 000 430	0689832834 The Callender Papers		\$59.94
				E 01	303 220 000 000 430	Amazon Shipping Charge		\$0.00
PO#: 1638	Voucher #:	5068	Invoice	Invoice No:	1R43-MJ7H-9FKV	6/26/2024	Paid Amt:	\$125.87
							Check Amount:	\$125.87

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2753	MNBK	21704	3448		ASHLEY AYALA		Check		
				E 02	005 770 000 701 170	PAYCHECK (6/15) AS ACCOUNT WAS CLOSE		\$168.56	
	PO#:	Voucher #:	5116	Invoice	Invoice No: 06142024	6/26/2024	Paid Amt:	\$168.56	
							Check Amount:	\$168.56	
2753	MNBK	21705	1249		BUDGET INN LONG PRAIRIE		Check		
				E 04	005 505 076 499 303	HOTEL FOR VIRGINIA TUDOR		\$463.61	
	PO#:	Voucher #:	5053	Invoice	Invoice No: 10895	6/26/2024	Paid Amt:	\$463.61	
							Check Amount:	\$463.61	
2753	MNBK	21706	3123		CINDY ROOS		Check		
				E 01	400 298 457 301 401	PBIS REWARD PURCHASE CHECK CORRECTI		\$29.94	
	PO#:	Voucher #:	5117	Invoice	Invoice No: 05312024	6/26/2024	Paid Amt:	\$29.94	
							Check Amount:	\$29.94	
2753	MNBK	21707	1404		CTC		Check		
				E 01	005 810 000 000 320	MONTHLY INTERNET		\$1,920.84	
	PO#:	Voucher #:	5061	Invoice	Invoice No: 21393270	6/26/2024	Paid Amt:	\$1,920.84	
							Check Amount:	\$1,920.84	
2753	MNBK	21708	3426		CUBE SOLUTIONS		Check		
				E 01	005 810 000 302 530	CUBICLES FOR TECH DEPARTMENT PD IN FI		\$2,571.05	
	PO#:	Voucher #:	5063	Invoice	Invoice No: 30648	6/26/2024	Paid Amt:	\$2,571.05	
							Check Amount:	\$2,571.05	
2753	MNBK	21709	3436		GROVER PRO PERCUSSION		Check		
				E 01	400 298 452 301 401	Suspended Cymbal Stand		\$151.00	
				E 01	400 298 452 301 401	SHIPPING		\$18.00	
	PO#: 1675	Voucher #:	5057	Invoice	Invoice No: 1255884	6/26/2024	Paid Amt:	\$169.00	
							Check Amount:	\$169.00	
2753	MNBK	21710	3407		INTERNATIONAL ALLIANCE GROUP LLC		Check		
				E 01	301 219 000 317 305	JUDITH LAWAS		\$7,028.03	
	PO#:	Voucher #:	5058	Invoice	Invoice No: 2324 INV 118	6/26/2024	Paid Amt:	\$7,028.03	
							Check Amount:	\$7,028.03	
2753	MNBK	21711	1831		ISD 743		Check		
				E 01	400 294 062 000 401	BOYS HOCKEY EXPENSES		\$4,364.68	
	PO#:	Voucher #:	5118	Invoice	Invoice No: 06242024	6/26/2024	Paid Amt:	\$4,364.68	
							Check Amount:	\$4,364.68	
2753	MNBK	21712	3286		JESSICA RICHTER		Check		
				E 04	005 570 501 321 490	LUNCH FOR LP KIDS - NO WATER IN BUILDIN		\$60.11	
	PO#:	Voucher #:	5055	Invoice	Invoice No: 06172024	6/26/2024	Paid Amt:	\$60.11	
							Check Amount:	\$60.11	

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2753	MNBK	21713	3438		JESSIE SOGGE		Check
				E 01	400 298 459 301 401	MILEAGE FOR GYM COACH COURSE	\$58.96
PO#:	Voucher #:	5056	Invoice	Invoice No:	05282024	6/26/2024	Paid Amt: \$58.96
							Check Amount: \$58.96
2753	MNBK	21714	3446		MARLA LOWERS		Check
				E 01	303 258 000 000 433	INSTRUMENTS PURCHASED	\$800.00
PO#:	Voucher #:	5062	Invoice	Invoice No:	6-11-2024	6/26/2024	Paid Amt: \$800.00
							Check Amount: \$800.00
2753	MNBK	21715	2499		PERCUSSION SOURCE		Check
				E 01	400 298 452 301 401	Zildjian S Series S18SUS 18" Suspended Cyr	\$179.95
				E 01	400 298 452 301 401	Zildjian Planet Z ZP16BPR 16" Concert Hand C	\$179.95
PO#: 1676	Voucher #:	5059	Invoice	Invoice No:	SI2413946	6/26/2024	Paid Amt: \$359.90
							Check Amount: \$359.90
2753	MNBK	21716	3447		PURE INTENSITY BASKETBALL		Check
				E 01	400 298 416 301 401	GIRLS BASKETBALL SKILLS CAMP	\$1,200.00
PO#:	Voucher #:	5110	Invoice	Invoice No:	LPGE SUMMER '24	6/26/2024	Paid Amt: \$1,200.00
							Check Amount: \$1,200.00
2753	MNBK	21717	2607		REGENTS OF THE UNIVERSITY OF MINNESOTA		Check
				E 04	005 505 076 499 303	21ST CENTURY CONSULT	\$146.25
PO#:	Voucher #:	5054	Invoice	Invoice No:	2010970417	6/26/2024	Paid Amt: \$146.25
							Check Amount: \$146.25
2753	MNBK	21718	2610		REGION 5A		Check
				B 01	230 050	ENTRY FEE FOR SECTION 6AA GOLF	\$150.00
PO#:	Voucher #:	5113	Invoice	Invoice No:	06182024	6/26/2024	Paid Amt: \$150.00
							Check Amount: \$150.00
2753	MNBK	21719	2624		REVOLVING FUND		Check
				E 01	005 110 000 000 401	REPLENISH 23-24	\$40.00
				B 01	230 051	REPLENISH 23-24	\$105.00
				E 04	703 590 000 351 460	REPLENISH 23-24	\$5.05
				R 01	000 000 000 000 099	REPLENISH 23-24	\$0.50
				E 01	005 105 000 000 329	REPLENISH 23-24	\$28.75
				R 04	005 570 501 321 050	REPLENISH 23-24	\$450.50
				R 02	000 000 000 701 601	REPLENISH 23-24	\$305.75
				E 04	005 560 069 321 401	REPLENISH 23-24	\$350.00
PO#:	Voucher #:	5167	Invoice	Invoice No:	06262024	6/26/2024	Paid Amt: \$1,285.55
							Check Amount: \$1,285.55
2753	MNBK	21720	3327		SUMMERHILL ADVENTURES		Check
				E 01	400 298 457 301 401	2024 5th & 6th Grade Field Trip	\$2,097.50

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2753	MNBK	21720	3327		SUMMERHILL ADVENTURES		Check		
				E 01	102 203 036 734 313	2024 5th & 6th Grade Field Trip		\$400.00	
				E 01	102 203 035 734 313	2024 5th & 6th Grade Field Trip		\$400.00	
PO#:	Voucher #:	5112	Invoice	Invoice No:	110392	6/26/2024	Paid Amt:	\$2,897.50	
								Check Amount:	\$2,897.50
2753	MNBK	21721	1200		BOND TRUST SERVICES CORP		Check		
				E 07	005 910 000 000 720	TAX ABATEMENT & FACILITIES MAINTENANC		\$44,125.00	
PO#:	Voucher #:	5187	Invoice	Invoice No:	88181	7/10/2024	Paid Amt:	\$44,125.00	
			E 07	005 910 000 000 720	CAPITAL FACILITIES BONDS		\$3,673.80		
PO#:	Voucher #:	5188	Invoice	Invoice No:	8810	7/10/2024	Paid Amt:	\$3,673.80	
								Check Amount:	\$47,798.80
2753	MNBK	21722	1783		INTEGRATED SYSTEMS CORPORATION		Check		
				E 01	005 110 000 000 305	HOSTING SERVICES JULY 2023-AUG 2024		\$4,536.00	
PO#:	Voucher #:	5196	Invoice	Invoice No:	0740773	7/10/2024	Paid Amt:	\$4,536.00	
								Check Amount:	\$4,536.00
2753	MNBK	21723	2108		LITTLE ROSE CUSTOM CREATIONS		Check		
				E 04	005 505 000 321 401	KIDS SHIRTS		\$130.00	
PO#:	Voucher #:	5175	Invoice	Invoice No:	000642	7/10/2024	Paid Amt:	\$130.00	
								Check Amount:	\$130.00
								Report Total:	\$122,434.62

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor				Pmt/Void Date	Pmt Type	
2753	MNBK	21724	1028		ACE					Check	
				E 01	005 810 103 000 401			HS SUPPLIES			\$206.94
				E 01	005 810 000 000 401			ELEM SUPPLIES			\$113.41
PO#:	Voucher #:	5211	Invoice		Invoice No: 9003744				7/10/2024	Paid Amt:	\$320.35
										Check Amount:	\$320.35
2753	MNBK	21725	1049		AKSAMIT TRANSPORTATION OF LONG PRAI					Check	
				E 01	303 258 000 000 433			SENIOR MUSIC TRIP TO FARGO			\$730.61
PO#: 1660	Voucher #:	5140	Invoice		Invoice No: 375 (MAY)				7/10/2024	Paid Amt:	\$730.61
				E 01	400 298 457 301 401			BAND CONCERT DRESS REHEARSAL - 6TH C			\$75.00
PO#: 1600	Voucher #:	5130	Invoice		Invoice No: 375 (MAY)				7/10/2024	Paid Amt:	\$75.00
				E 01	102 203 031 734 313			5/17/24 1ST GRADE TO AMAZN FARMYARD			\$714.22
PO#: 1214	Voucher #:	5135	Invoice		Invoice No: 375 (MAY)				7/10/2024	Paid Amt:	\$714.22
				E 01	400 296 075 733 360			TRANSPORTATION			\$1,504.18
				E 01	400 296 074 733 360			TRANSPORTATION			\$1,439.22
				E 04	005 505 076 499 360			TRANSPORTATION			\$3,049.32
				E 01	005 760 000 720 360			TRANSPORTATION			\$57,341.05
				E 01	400 296 051 000 401			TRANSPORTATION			\$487.50
				E 01	303 259 000 000 430			TRANSPORTATION			\$467.93
				E 01	400 294 051 000 401			TRANSPORTATION			\$487.50
				E 01	005 760 000 725 360			TRANSPORTATION			\$1,275.00
				E 01	400 294 071 733 360			TRANSPORTATION			\$1,354.49
				E 01	005 760 000 723 360			TRANSPORTATION			\$24,811.74
				E 01	400 294 074 733 360			TRANSPORTATION			\$1,439.21
PO#:	Voucher #:	5123	Invoice		Invoice No: 373 (APRIL)				7/10/2024	Paid Amt:	\$93,657.14
				E 01	400 298 457 301 401			EDUCATIONAL FIELD TRIP - 4TH GRADE			\$730.29
PO#: 1393	Voucher #:	5133	Invoice		Invoice No: 375 (MAY)				7/10/2024	Paid Amt:	\$730.29
				E 01	400 298 457 301 401			5TH & 6TH TO PARK RAPIDS			\$1,888.73
PO#: 1340	Voucher #:	5134	Invoice		Invoice No: 375 (MAY)				7/10/2024	Paid Amt:	\$1,888.73
				E 01	400 298 412 301 401			4/8 & 4/21-23/24 FFA TO ST PAUL			\$1,371.63
PO#: 1213	Voucher #:	5126	Invoice		Invoice No: 373 (APRIL)				7/10/2024	Paid Amt:	\$1,371.63
				E 01	400 298 457 301 401			BAND CONCERT DRESS REHEARSAL - 5TH C			\$75.00
PO#: 1599	Voucher #:	5127	Invoice		Invoice No: 373 (APRIL)				7/10/2024	Paid Amt:	\$75.00
				E 04	005 505 076 499 360			April 19 gr 5 Math Masters to Woodland Elem/			\$309.50
PO#: 1380	Voucher #:	5125	Invoice		Invoice No: 373 (APRIL)				7/10/2024	Paid Amt:	\$309.50
				E 01	400 298 457 301 401			SCHOOL PATROL FIELD TRIP			\$376.55
PO#: 1561	Voucher #:	5137	Invoice		Invoice No: 375 (MAY)				7/10/2024	Paid Amt:	\$376.55
				E 01	400 298 457 301 401			2024 Kindergarten Field Trip			\$485.37
PO#: 1495	Voucher #:	5136	Invoice		Invoice No: 375 (MAY)				7/10/2024	Paid Amt:	\$485.37
				E 01	400 296 051 000 401			TRANSPORTATION			\$150.00

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2753	MNBK	21725	1049		AKSAMIT TRANSPORTATION OF LONG PRAI		Check
				E 01	005 760 000 720 360	TRANSPORTATION	\$57,341.05
				E 01	303 259 000 000 430	TRANSPORTATION	\$232.56
				E 01	400 294 071 733 360	TRANSPORTATION	\$1,820.41
				E 01	400 294 051 000 401	TRANSPORTATION	\$150.00
				E 01	400 294 074 733 360	TRANSPORTATION	\$1,515.10
				E 01	400 296 075 733 360	TRANSPORTATION	\$1,909.04
				B 01	230 050	TRANSPORTATION	\$271.54
				E 01	400 296 074 733 360	TRANSPORTATION	\$1,515.10
				E 01	005 760 000 723 360	TRANSPORTATION	\$18,215.46
				E 04	005 505 076 499 360	TRANSPORTATION	\$976.44
				E 01	200 211 000 313 366	TRANSPORTATION	\$65.28
				E 01	303 258 000 000 433	TRANSPORTATION	\$75.00
				E 01	005 760 000 725 360	TRANSPORTATION	\$1,125.00
PO#:	Voucher #:	5129	Invoice	Invoice No:	375 (MAY)	7/10/2024	Paid Amt: \$85,361.98
			E 01	400 298 457 301 401	COLOR RUN - LPGE TRACK GR 9-12	\$75.00	
PO#: 1569	Voucher #:	5132	Invoice	Invoice No:	375 (MAY)	7/10/2024	Paid Amt: \$75.00
			E 01	400 298 457 301 401	SCHOOL PATROL LUNCHEON	\$75.00	
PO#: 1589	Voucher #:	5131	Invoice	Invoice No:	375 (MAY)	7/10/2024	Paid Amt: \$75.00
			E 01	400 298 494 301 401	SENIOR CLASS TRIP TO VALLEYFAIR - MAY	\$1,549.53	
PO#: 1601	Voucher #:	5138	Invoice	Invoice No:	375 (MAY)	7/10/2024	Paid Amt: \$1,549.53
			E 01	400 298 412 301 401	3/26/24 TRIP TO GRAND RAPIDS	\$783.36	
PO#: 1212	Voucher #:	5124	Invoice	Invoice No:	373 (APRIL)	7/10/2024	Paid Amt: \$783.36
			E 01	400 298 457 301 401	2nd Grade Field Trip to Safari North Zoo	\$400.00	
			E 01	400 298 457 301 401	2nd Grade Field Trip to Safari North Zoo	\$276.56	
PO#: 1512	Voucher #:	5139	Invoice	Invoice No:	375 (MAY)	7/10/2024	Paid Amt: \$676.56
			E 01	400 298 457 301 401	Van for 5th & 6th Grade to MSUM Beginner H	\$591.33	
PO#: 1438	Voucher #:	5128	Invoice	Invoice No:	373 (APRIL)	7/10/2024	Paid Amt: \$591.33
Check Amount:							\$189,526.80
2753	MNBK	21726	1059		ALEXANDRIA TECHNICAL COLLEGE		Check
				E 04	005 505 076 499 303	June-July Nurse Aide Course - Chloe Becker	\$834.55
				E 04	005 505 076 499 303	June-July Nuse Aide Course - Jacob Hidalgo	\$834.55
PO#:	Voucher #:	5226	Invoice	Invoice No:	00151164	7/10/2024	Paid Amt: \$1,669.10
Check Amount:							\$1,669.10
2753	MNBK	21727	1064		ALL STAR TROPHY & AWARDS INC		Check
				E 04	005 505 000 321 401	WHITE SIMBA R-W-B NECK RIBBONS	\$8.00
				E 04	005 505 000 321 401	DISCS ONLY	\$24.50
				E 04	005 505 000 321 401	SHIPPING	\$10.00
PO#: 1705	Voucher #:	5269	Invoice	Invoice No:	9002	7/10/2024	Paid Amt: \$42.50

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2753	MNBK	21727	1064		ALL STAR TROPHY & AWARDS INC		Check
				E 01	400 298 461 301 401	PLAQUES	\$105.00
PO#:	Voucher #:	5158		Invoice	Invoice No: 8725	7/10/2024	Paid Amt: \$105.00
							Check Amount: \$147.50
2753	MNBK	21728	3126		AMAZON CAPITAL SERVICES		Check
				E 01	200 257 088 302 555	B09SKZTFM9 42Wh YRDD6 1VX1H VM732 E	\$82.41
				E 01	200 257 088 302 555	B0CRNKNNYW FLYRLB H5CKD Battery Rep	\$36.08
				E 01	200 257 088 302 555	Amazon Shipping Charge	\$0.00
PO#: 1669	Voucher #:	5098		Invoice	Invoice No: 1HYF-LTPP-99WX	7/10/2024	Paid Amt: \$118.49
				E 01	200 257 088 302 555	B093X3PT28 Dell Latitude 3410 Laptop 14 - Ir	\$1,010.31
				E 01	200 257 088 302 555	Amazon Shipping Charge	\$0.00
PO#: 1701	Voucher #:	5093		Invoice	Invoice No: 1PPD-31LL-Y13W	7/10/2024	Paid Amt: \$1,010.31
				E 01	301 403 000 740 433	B07M9ZDYJ3 Classic Sand and Play Sand fo	\$0.00
				E 01	301 403 000 740 433	B07ZKMLMVP WISE HEDGEHOG Telling Tim	\$0.00
				E 01	301 403 000 740 433	B08FJ87TG5 Walfos Muffin Pan Set - 12 Cup	\$0.00
				E 01	301 403 000 740 433	B08LVY3F83 HOMURE H Cookie Scoop Set -	\$0.00
				E 01	301 403 000 740 433	B09J8RLXD9 Sand Timer, Hourglass Sand Tir	\$0.00
PO#: 1530	Voucher #:	5121		Invoice	Invoice No: 1VLJ-1W6M-6VVF	7/10/2024	Paid Amt: \$0.00
				E 01	005 810 000 302 530	B01MRZ02TL Homall Gaming Chair, Office Ch	\$99.96
				E 01	005 810 000 302 530	B0CK8984TV Sweetcrispy Waiting Room Cha	\$149.99
				E 01	005 810 000 302 530	Amazon Shipping Charge	\$0.00
PO#: 1663	Voucher #:	5142		Invoice	Invoice No: 19WM-WY7C-NG4C	7/10/2024	Paid Amt: \$249.95
				E 04	005 505 464 321 401	B0CW19NTC4 17 Piece Pots and Pans Set N	\$0.00
PO#: 1405	Voucher #:	5122		Invoice	Invoice No: 1TLF-M3XK-39RD	7/10/2024	Paid Amt: \$0.00
				E 01	302 051 000 000 401	B08TLRL392 DYMO® LabelWriter 550 Series	\$84.99
				E 01	302 051 000 000 401	Amazon Shipping Charge	\$0.00
PO#: 1694	Voucher #:	5143		Invoice	Invoice No: 1M9N-6KV4-LWV6	7/10/2024	Paid Amt: \$84.99
				E 01	103 203 000 000 401	B0019QGVIE Boss Office Products Nylon Bla	\$224.00
				E 01	103 203 000 000 401	B00TT1VAAU Staples 470383 4 Drawer Vertic	\$0.00
				E 01	103 203 000 000 401	B08KSCDM47 Neo Chair Office Computer De:	\$118.71
				E 01	103 203 000 000 401	B096NXV57Z LAO XUE Basketball Net Outdc	\$18.98
				E 01	103 203 000 000 401	B09HH6TJCN Hoikwo Bulk 8x10 Magnetic Pic	\$14.65
				E 01	103 203 000 000 401	B0D25CQXK7 Justforjoyful Butterfly Bulletin E	\$10.99
				E 01	103 203 000 000 401	B0D6LRK3JC The Butterfly Effect: A Mindful C	\$7.99
				E 01	103 203 000 000 401	Amazon Shipping Charge	\$0.00
PO#: 1702	Voucher #:	5144		Invoice	Invoice No: 1DNC-GKX9-KXLR	7/10/2024	Paid Amt: \$395.32
				E 01	200 257 088 302 555	B01MRZ02TL Homall Gaming Chair, Office Ch	\$99.96
				E 01	200 257 088 302 555	B09HP5MPG4 Premium Label Supply White S	\$12.98
				E 01	200 257 088 302 555	B0BW91BNQS GangMei Metal Wall Storage C	\$275.96

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
2753	MNBK	21728	3126		AMAZON CAPITAL SERVICES		Check	
				E 01	200 257 088 302 555	B0CKP98VKV OLIXIS Waiting Room Recepti		\$161.96
				E 01	200 257 088 302 555	Amazon Shipping Charge		\$0.00
PO#: 1707	Voucher #:	5145	Invoice		Invoice No: 194Q-NQXD-7GH9	7/10/2024	Paid Amt:	\$550.86
				E 01	103 203 000 000 401	B002IT6E9C Closetmaid Decorative Home St:		\$38.93
				E 01	103 203 000 000 401	B076X3XPFP Sorbus 11 Inch Fabric Storage I		\$22.49
				E 01	103 203 000 000 401	B0CFYBGPML 12 Sheets Daisy Wall Decals I		\$16.99
				E 01	103 203 000 000 401	Amazon Shipping Charge		\$7.09
PO#: 1714	Voucher #:	5146	Invoice		Invoice No: 11GR-3VD7-FH9F	7/10/2024	Paid Amt:	\$85.50
				E 01	200 257 088 302 555	CREDIT FOR RETURN OF ITEM		\$68.99
PO#:	Voucher #:	5233	Credit		Invoice No: 194Q-NQXD-7GH9	7/10/2024	Paid Amt:	(\$68.99)
				E 01	005 110 000 000 401	PAGE MARKER		\$6.99
				E 01	005 110 000 000 401	POCKETS		\$5.99
				E 01	005 110 000 000 401	DAILY		\$2.68
				E 01	005 110 000 000 401	PLANNER		\$33.49
PO#: 1688	Voucher #:	5160	Invoice		Invoice No: 196T-T34C-T113	7/10/2024	Paid Amt:	\$49.15
				E 01	103 203 000 000 401	B01N57QFDI Scranton and Co 22" Deep 4 Dr.		\$283.09
				E 01	103 203 000 000 401	Amazon Shipping Charge		\$0.00
PO#: 1703	Voucher #:	5094	Invoice		Invoice No: 197Q-LQK4-NMDF	7/10/2024	Paid Amt:	\$283.09
				E 04	701 590 000 351 460	Everyday Mathematics 4, Grade 3, Student M:		\$99.84
				E 04	701 590 000 351 460	Everyday Mathematics 4, Grade 5, Student M:		\$179.10
				E 04	701 590 000 351 460	Everyday Mathematics 4, Grade 5, Student M:		\$144.00
				E 04	701 590 000 351 460	Everyday Mathematics 4, Grade 2, Student M:		\$134.37
				E 04	701 590 000 351 460	Everyday Mathematics 4, Grade 2, Student M:		\$60.75
				E 04	701 590 000 351 460	Everyday Mathematics 4, Grade 4, Student M:		\$134.70
				E 04	701 590 000 351 460	Everyday Mathematics 4, Grade 4, Student M:		\$94.50
				E 04	701 590 000 351 460	Everyday Mathematics 4, Grade 6, Student M:		\$112.00
				E 04	701 590 000 351 460	SHIPPING		\$135.66
PO#: 1698	Voucher #:	5107	Invoice		Invoice No: 1DNC-GKX9-3HTQ	7/10/2024	Paid Amt:	\$1,094.92
				E 01	200 257 088 302 555	B0CRNKNNYW FLYRLB H5CKD Battery Rep		\$72.16
PO#: 1669	Voucher #:	5157	Invoice		Invoice No: 1P1M-3TM3-9J9F	7/10/2024	Paid Amt:	\$72.16
				E 01	400 298 457 301 401	B01HMURGR0 ADVANTUS Grip-A-Strip Displ		\$450.00
				E 01	400 298 457 301 401	Amazon Shipping Charge		\$0.00
PO#: 1681	Voucher #:	5095	Invoice		Invoice No: 1FF9-PJYX-4LGN	7/10/2024	Paid Amt:	\$450.00
				E 01	103 203 000 000 401	B081T7RDC5 BROTOU Extra Large Sports B		\$99.68
				E 01	103 203 000 000 401	B082B6VDNN Realspace™ Magnetic Dry-Era		\$410.34
				E 01	103 203 000 000 401	B098HZYZSV VIZ-PRO Cork Notice Board, 4€		\$375.84
				E 01	103 203 000 000 401	Amazon Shipping Charge		\$0.00
PO#: 1682	Voucher #:	5097	Invoice		Invoice No: 1W1T-7QCK-1HJY	7/10/2024	Paid Amt:	\$885.86

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
2753	MNBK	21728	3126		AMAZON CAPITAL SERVICES		Check	
				E 01	005 110 000 000 401	TONER CARTRIDGE FOR CANON		\$29.99
				E 01	005 110 000 000 401	Shipping		\$6.99
PO#:	1709	Voucher #:	5108	Invoice	Invoice No: 1D14-RDQN-LDN1	7/10/2024	Paid Amt:	\$36.98
							Check Amount:	\$5,298.59
2753	MNBK	21729	1123		ARC ELECTRICAL SERVICE INC		Check	
				E 01	005 865 000 370 350	ELEMENTARY ELECTRICAL - TRANSFORMER		\$421.07
PO#:		Voucher #:	5191	Invoice	Invoice No: AR17567	7/10/2024	Paid Amt:	\$421.07
				E 01	005 865 000 370 350	ELEMENTARY ELECTRICAL - RECONNECT SP		\$439.85
PO#:		Voucher #:	5190	Invoice	Invoice No: AR17400	7/10/2024	Paid Amt:	\$439.85
				E 01	005 865 000 370 350	ELECTRICAL REPAIRS - ELEMENTARY		\$2,386.92
PO#:		Voucher #:	5147	Invoice	Invoice No: AR17168	7/10/2024	Paid Amt:	\$2,386.92
							Check Amount:	\$3,247.84
2753	MNBK	21730	3140		BARTON RUD		Check	
				E 01	302 640 000 316 366	MILEAGE MASSP CONFERENCE		\$99.16
PO#:		Voucher #:	5260	Invoice	Invoice No: 06252024	7/10/2024	Paid Amt:	\$99.16
				E 01	302 640 000 316 366	MILEAGLE MASSP CONFERENCE - DAY 2		\$99.16
PO#:		Voucher #:	5261	Invoice	Invoice No: 06262024	7/10/2024	Paid Amt:	\$99.16
							Check Amount:	\$198.32
2753	MNBK	21731	1209		BRADLEY EVENSON		Check	
				E 04	005 505 076 499 366	MILEAGE 6/19 - 21ST CENTURY		\$85.76
				E 04	005 560 069 321 401	MILEAGE 6/14 - LITTLE LEAGUE		\$49.58
PO#:		Voucher #:	5230	Invoice	Invoice No: 07092024	7/10/2024	Paid Amt:	\$135.34
							Check Amount:	\$135.34
2753	MNBK	21732	1247		BSN SPORTS INC		Check	
				B 01	230 050	5' PLAYER BENCH W/SHELF		\$2,798.00
				B 01	230 050	SHIPPING		\$195.00
PO#:		Voucher #:	5239	Invoice	Invoice No: 11767353	7/10/2024	Paid Amt:	\$2,993.00
							Check Amount:	\$2,993.00
2753	MNBK	21733	1255		BUTTWEILERS DO ALL INC		Check	
				E 01	005 865 000 383 350	REPAIRS - ELEM ROOF		\$560.11
PO#:		Voucher #:	5238	Invoice	Invoice No: 016029	7/10/2024	Paid Amt:	\$560.11
							Check Amount:	\$560.11
2753	MNBK	21734	1265		CANON USA C/O CANON FIN SERV		Check	
				E 01	005 170 000 000 401	CONTRACT CHARGE 6/1/24 - 6/30/24		\$359.65
PO#:		Voucher #:	5101	Invoice	Invoice No: 33151284	7/10/2024	Paid Amt:	\$359.65
							Check Amount:	\$359.65

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
2753	MNBK	21735	1348		CITY OF LP		Check	
				E 01	005 810 000 000 330	SEWER/WATER - BASEBALL FIELD		\$27.62
PO#:	Voucher #:	5222	Invoice	Invoice No:	01-00313300-00-9	7/10/2024	Paid Amt:	\$27.62
				E 01	005 810 000 000 330	SEWER/WATER - EARLY CHILDHOOD CENTE		\$61.39
PO#:	Voucher #:	5221	Invoice	Invoice No:	01-00313800-00-4	7/10/2024	Paid Amt:	\$61.39
				E 01	005 810 000 000 330	SEWER/WATER - TRACK & FIELD		\$123.40
PO#:	Voucher #:	5219	Invoice	Invoice No:	01-00160300-00-9	7/10/2024	Paid Amt:	\$123.40
				E 01	005 810 103 000 330	SEWER/WATER - HS		\$121.53
PO#:	Voucher #:	5220	Invoice	Invoice No:	01-00465900-00-3	7/10/2024	Paid Amt:	\$121.53
				E 01	005 810 103 000 330	SEWER/WATER - TENNIS COURTS		\$3.65
PO#:	Voucher #:	5217	Invoice	Invoice No:	01-00465500-00-5	7/10/2024	Paid Amt:	\$3.65
				E 01	005 810 000 000 330	SEWER/WATER - ELEM		\$70.73
PO#:	Voucher #:	5218	Invoice	Invoice No:	01-00313500-00-3	7/10/2024	Paid Amt:	\$70.73
							Check Amount:	\$408.32
2753	MNBK	21736	3443		DATA RECOGNITION CORPORATION		Check	
				E 01	101 216 000 401 433	ISBN # C654000 Form C Examiner's Kit - Engli		\$875.00
				E 01	101 216 000 401 433	SHIPPING & HANDLING		\$52.91
PO#: 1695	Voucher #:	5141	Invoice	Invoice No:	178305	7/10/2024	Paid Amt:	\$927.91
							Check Amount:	\$927.91
2753	MNBK	21737	3449		DOUGLAS FREIE		Check	
				E 01	005 865 000 381 350	REPAIR - HS		\$160.00
PO#:	Voucher #:	5240	Invoice	Invoice No:	39828	7/10/2024	Paid Amt:	\$160.00
							Check Amount:	\$160.00
2753	MNBK	21738	1520		ECKROTH MUSIC CO		Check	
				E 01	102 258 000 000 430	Service Chem Clean - Double		\$160.00
				E 01	102 258 000 000 430	Service Tenon Cork Replacement		\$45.00
PO#: 1710	Voucher #:	5262	Invoice	Invoice No:	5301842 & 5302142	7/10/2024	Paid Amt:	\$205.00
							Check Amount:	\$205.00
2753	MNBK	21739	1620		FRESHWATER EDUCATION DISTRICT		Check	
				E 04	005 505 076 499 144	21ST CENTURY PARA REIMB JAN 1 - JUNE 3		\$429.64
PO#:	Voucher #:	5231	Invoice	Invoice No:	20085	7/10/2024	Paid Amt:	\$429.64
				E 01	005 110 000 000 305	JUNE 2024 PAYROLL SERVIES - A NELSON -		\$1,068.75
				E 01	005 110 000 000 305	JUNE 2024 PAYROLL SERVICES - J ASHBAU		\$320.63
				E 01	005 110 000 000 305	MAY 2024 MILEAGE 5/2 & 5/22		\$107.20
PO#:	Voucher #:	5204	Invoice	Invoice No:	20060	7/10/2024	Paid Amt:	\$1,496.58
							Check Amount:	\$1,926.22

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2753	MNBK	21740	1739		HILLYARD/HUTCHINSON		Check
				E 01	005 810 103 000 401	CARPET SPRAY - HS	\$465.24
PO#:	Voucher #:	5154	Invoice	Invoice No:	24883850	7/10/2024	Paid Amt: \$465.24
							Check Amount: \$465.24
2753	MNBK	21741	1776		INGMAN CONCRETE & MASONRY		Check
				E 06	005 870 000 000 305	REPLACE CONCRETE - CURB/RAMP BY TENN	\$1,380.00
PO#:	Voucher #:	5250	Invoice	Invoice No:	06262024	7/10/2024	Paid Amt: \$1,380.00
							Check Amount: \$1,380.00
2753	MNBK	21742	3143		JILL HANSON		Check
				E 01	005 110 000 000 366	MILEAGE CMERDC TRAINING	\$87.10
PO#:	Voucher #:	5115	Invoice	Invoice No:	06182024	7/10/2024	Paid Amt: \$87.10
				E 01	304 365 000 628 433	PERKINS REIMBURSEMENT	\$1,531.16
				E 01	103 640 000 316 366	REMAINING BALANCE	\$64.12
PO#:	Voucher #:	5120	Invoice	Invoice No:	06102024	7/10/2024	Paid Amt: \$1,595.28
							Check Amount: \$1,682.38
2753	MNBK	21743	1922		JLG ARCHITECTS		Check
				E 06	005 867 000 000 305	PROFESSIONAL SERVICES FOR PERIOD END	\$2,277.00
PO#:	Voucher #:	5256	Invoice	Invoice No:	23054-9	7/10/2024	Paid Amt: \$2,277.00
							Check Amount: \$2,277.00
2753	MNBK	21744	2013		KEMPS		Check
				E 02	005 770 000 701 495	milk	\$32.40
PO#:	Voucher #:	5092	Invoice	Invoice No:	5242272	7/10/2024	Paid Amt: \$32.40
							Check Amount: \$32.40
2753	MNBK	21745	2117		LONG PRAIRIE BASKETBALL ASSOCIATION		Check
				R 04	005 505 000 321 040	REIMBURSEMENT FOR FEES COLLECTED FO	\$325.00
PO#:	Voucher #:	5169	Invoice	Invoice No:	06262024	7/10/2024	Paid Amt: \$325.00
							Check Amount: \$325.00
2753	MNBK	21746	2121		LONG PRAIRIE FLEET SUPPLY		Check
				E 01	005 810 103 000 401	HS MAINTENANCE	\$433.81
				E 01	005 810 103 000 401	ELEM MAINTENANCE	\$71.26
PO#:	Voucher #:	5254	Invoice	Invoice No:	06302024	7/10/2024	Paid Amt: \$505.07
							Check Amount: \$505.07
2753	MNBK	21747	2124		LONG PRAIRIE LEADER		Check
				E 01	005 010 000 000 401	ADVERTISING - MILK & BREAD BIDS & PN ON	\$147.00
PO#:	Voucher #:	5060	Invoice	Invoice No:	15385	7/10/2024	Paid Amt: \$147.00
				E 01	005 010 000 000 401	ADVERTISING - CONCESSION STAND	\$216.00
PO#:	Voucher #:	5182	Invoice	Invoice No:	15110	7/10/2024	Paid Amt: \$216.00

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2753	MNBK	21747	2124		LONG PRAIRIE LEADER		Check		
				E 01	005 110 000 000 401	BUSINESS CARDS		\$74.36	
	PO#:	Voucher #:	5067	Invoice	Invoice No: 15255	7/10/2024	Paid Amt:	\$74.36	
				E 01	005 010 000 000 401	MINUTES/SCHOOL BOARD APPLICATION		\$930.00	
	PO#:	Voucher #:	5253	Invoice	Invoice No: 15476	7/10/2024	Paid Amt:	\$930.00	
				E 01	005 010 000 000 401	PARA ADVERTISING		\$216.00	
	PO#:	Voucher #:	5181	Invoice	Invoice No: 15461	7/10/2024	Paid Amt:	\$216.00	
								Check Amount:	\$1,583.36
2753	MNBK	21748	2128		LONG PRAIRIE OIL		Check		
				E 01	005 810 000 000 353	FUEL - HS & ELEM		\$356.02	
				E 01	005 810 000 000 352	TIRE ROTATION		\$30.00	
	PO#:	Voucher #:	5258	Invoice	Invoice No: 06302024	7/10/2024	Paid Amt:	\$386.02	
								Check Amount:	\$386.02
2753	MNBK	21749	2129		LONG PRAIRIE PLUMBING & HEATING		Check		
				E 01	005 865 000 381 350	REPAIR OF TOILET & URINAL - ELEM		\$310.26	
	PO#:	Voucher #:	5259	Invoice	Invoice No: 48456	7/10/2024	Paid Amt:	\$310.26	
								Check Amount:	\$310.26
2753	MNBK	21750	2131		LONG PRAIRIE SANITARY SERVICE		Check		
				E 01	005 810 000 000 332	GARBAGE SERVICES		\$789.90	
				E 01	005 810 103 000 332	GARBAGE SERVICES		\$789.89	
	PO#:	Voucher #:	5185	Invoice	Invoice No: 8544	7/10/2024	Paid Amt:	\$1,579.79	
								Check Amount:	\$1,579.79
2753	MNBK	21751	3404		MARCO		Check		
				E 01	005 170 000 000 401	COPIER LEASE AGREEMENT		\$2,427.92	
	PO#:	Voucher #:	5257	Invoice	Invoice No: 36900651	7/10/2024	Paid Amt:	\$2,427.92	
								Check Amount:	\$2,427.92
2753	MNBK	21752	2203		MARY SCHMIDT		Check		
				E 04	005 505 076 499 430	21ST CENTURY COOKING BAKING CLASS SL		\$82.33	
	PO#:	Voucher #:	5119	Invoice	Invoice No: 06182024	7/10/2024	Paid Amt:	\$82.33	
				E 04	005 505 076 499 401	SUMMER ENRICHMENT SUPPLIES		\$54.35	
	PO#:	Voucher #:	5173	Invoice	Invoice No: 06252024	7/10/2024	Paid Amt:	\$54.35	
								Check Amount:	\$136.68
2753	MNBK	21753	2209		MASSP		Check		
				E 01	302 640 000 316 366	2024 SUMMER CONFERENCE MEALS		\$60.00	
	PO#:	Voucher #:	5241	Invoice	Invoice No: 20009	7/10/2024	Paid Amt:	\$60.00	
								Check Amount:	\$60.00

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2753	MNBK	21754	3455		MATT MILLS		Check		
				E 01	005 810 000 000 366	MILEAGE TO PICK UP PALLET JACK		\$94.47	
PO#:	Voucher #:	5223		Invoice	Invoice No: 06272024	7/10/2024	Paid Amt:	\$94.47	
				E 01	005 810 000 000 366	MILEAGE TO PICK UP FLOOR JACK		\$50.25	
PO#:	Voucher #:	5243		Invoice	Invoice No: 06242024	7/10/2024	Paid Amt:	\$50.25	
							Check Amount:	\$144.72	
2753	MNBK	21755	2233		MCGRAW HILL EDUCATION		Check		
				E 04	701 590 000 351 460	Everyday Mathematics 4th Edition, Grade 5, S		\$14.16	
				E 04	701 590 000 351 460	Everyday Mathematics 4th Edition, Grade 4, S		\$14.16	
				E 04	701 590 000 351 460	Everyday Mathematics 4th Edition, Grade 5, S		\$14.16	
				E 04	701 590 000 351 460	Everyday Mathematics 4th Edition, Grade 4, S		\$14.16	
				E 04	701 590 000 351 460	Everyday Mathematics 4th Edition, Grade 5, S		\$8.04	
				E 04	701 590 000 351 460	Everyday Mathematics 4th Edition, Grade 3, S		\$8.04	
				E 04	701 590 000 351 460	Everyday Mathematics 4th Edition, Grade 6, S		\$8.04	
				E 04	701 590 000 351 460	Everyday Mathematics 4th Edition, Grade 4, S		\$8.04	
				E 04	701 590 000 351 460	SHIPPING		\$21.87	
PO#: 1699	Voucher #:	5159		Invoice	Invoice No: 132876224001	7/10/2024	Paid Amt:	\$110.67	
							Check Amount:	\$110.67	
2753	MNBK	21756	2280		MIDWEST MACHINERY CO		Check		
				E 01	005 810 000 000 401	PARTS - ELEM		\$36.55	
PO#:	Voucher #:	5242		Invoice	Invoice No: 10101118	7/10/2024	Paid Amt:	\$36.55	
							Check Amount:	\$36.55	
2753	MNBK	21757	3196		MILLER BROTHERS CONSTRUCTION		Check		
				E 01	005 865 000 379 350	MATERIALS FOR ELEMENTARY WALL		\$1,218.13	
PO#:	Voucher #:	5244		Invoice	Invoice No: 1202	7/10/2024	Paid Amt:	\$1,218.13	
				E 01	005 865 000 379 350	LABOR FOR ELEMENTARY WALL		\$650.00	
PO#:	Voucher #:	5245		Invoice	Invoice No: 1202	7/10/2024	Paid Amt:	\$650.00	
							Check Amount:	\$1,868.13	
2753	MNBK	21758	2389		NAPA CENTRAL		Check		
				E 01	005 810 000 000 352	MIRROR FOR TRUCK		\$49.71	
				E 01	005 810 000 000 352	SHIPPING		\$9.99	
PO#:	Voucher #:	5246		Invoice	Invoice No: 875222	7/10/2024	Paid Amt:	\$59.70	
				E 01	005 810 000 000 401	OIL & OIL FILTER		\$91.39	
PO#:	Voucher #:	5152		Invoice	Invoice No: 06212024	7/10/2024	Paid Amt:	\$91.39	
							Check Amount:	\$151.09	

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
2753	MNBK	21759	3233		NORTHERN CONSULTING ACTUARIES, INC		Check		
				E 01	005 010 000 000 401	COMPLETION OF FYE 2024		\$2,000.00	
	PO#:	Voucher #:	5111	Invoice	Invoice No: LGE-2024-05	7/10/2024	Paid Amt:	\$2,000.00	
							Check Amount:	\$2,000.00	
2753	MNBK	21760	2449		NORTHERN STAR COOPERATIVE		Check		
				E 01	005 810 000 000 353	FUEL		\$142.83	
	PO#:	Voucher #:	5205	Invoice	Invoice No: 534484	7/10/2024	Paid Amt:	\$142.83	
							Check Amount:	\$142.83	
2753	MNBK	21761	2491		PEARSON		Check		
				E 04	701 590 000 351 460	MCA TESTING - ST. MARY'S		\$801.36	
	PO#: 1697	Voucher #:	5161	Invoice	Invoice No: 91000016302	7/10/2024	Paid Amt:	\$801.36	
							Check Amount:	\$801.36	
2753	MNBK	21762	2496		PEMBERTON LAW P.L.L.P.		Check		
				E 01	005 150 000 000 305	LEGAL SERVICES		\$289.50	
	PO#:	Voucher #:	5212	Invoice	Invoice No: STATEMENT NO 83	7/10/2024	Paid Amt:	\$289.50	
				E 01	005 150 000 000 305	LEGAL SERVICES - JMH LABOR NEGOTIATIC		\$3,277.50	
	PO#:	Voucher #:	5156	Invoice	Invoice No: STATEMENT 6	7/10/2024	Paid Amt:	\$3,277.50	
							Check Amount:	\$3,567.00	
2753	MNBK	21763	2502		PERFORMANCE FOODSERVICE - TWIN CITI		Check		
				E 04	005 570 501 321 490	LP kids		\$2,669.75	
	PO#:	Voucher #:	5050	Invoice	Invoice No: 158372	7/10/2024	Paid Amt:	\$2,669.75	
							Check Amount:	\$2,669.75	
2753	MNBK	21764	2554		PREMIUM WATERS INC		Check		
				E 01	005 110 000 000 401	SUPPLIES - DO		\$37.75	
				E 01	302 211 000 000 401	SUPPLIES - HS		\$36.00	
				E 01	103 203 000 000 401	SUPPLIES - ELEM		\$56.50	
	PO#:	Voucher #:	5235	Invoice	Invoice No: 840047-06-24	7/10/2024	Paid Amt:	\$130.25	
							Check Amount:	\$130.25	
2753	MNBK	21765	2618		RENAISSANCE LEARNING INC		Check		
				E 01	101 216 000 401 433	AR & STAR READING SUBSCRIPTION 24-25		\$2,884.08	
	PO#:	Voucher #:	5200	Invoice	Invoice No: INV5323571	7/10/2024	Paid Amt:	\$2,884.08	
							Check Amount:	\$2,884.08	
2753	MNBK	21766	2723		SCHOLASTIC		Check		
				E 01	400 298 457 301 401	Where Is...? 8-Pack		\$63.98	
				E 01	400 298 457 301 401	Unicorn Diaries - 6-Pack		\$24.99	
				E 01	400 298 457 301 401	Classroom Favorites Value Pack: Grades		\$40.00	
				E 01	400 298 457 301 401	Who Were the Navajo Code Talkers?		\$39.98	
				E 01	400 298 457 301 401	Teacher Favorites 20-Pack: Grades 203		\$40.00	

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2753	MNBK	21766	2723		SCHOLASTIC		Check
				E 01	400 298 457 301 401	National Geographic Kids	\$29.98
				E 01	400 298 457 301 401	My First I Can Read! 10-Pack	\$19.99
				E 01	400 298 457 301 401	Who Would Win? Complete Collection	\$117.98
				E 01	400 298 457 301 401	I survived 22-Pack	\$159.98
				E 01	400 298 457 301 401	I Can Read! with Pete the Cat Pack	\$29.99
				E 01	400 298 457 301 401	Fly Guy 10 Pack	\$59.98
				E 01	400 298 457 301 401	Fly Guy Presents Mega Collection	\$51.98
PO#:	1268	Voucher #:	5210	Invoice	Invoice No: 9633874	7/10/2024	Paid Amt: \$678.83
							Check Amount: \$678.83
2753	MNBK	21767	3453		SECURLY, INC		Check
				E 01	302 211 000 000 401	IMPLEMENTATION: PASS STANDARD	\$450.00
				E 01	302 211 000 000 401	PASS CORE - DIGITAL HALLPASS	\$1,575.00
PO#:		Voucher #:	5248	Invoice	Invoice No: 129346	7/10/2024	Paid Amt: \$2,025.00
							Check Amount: \$2,025.00
2753	MNBK	21768	2782		SHERRI EVENSON		Check
				E 01	005 110 000 000 366	MILEAGE - CMERDC 6/27/24	\$73.70
PO#:		Voucher #:	5229	Invoice	Invoice No: 07092024	7/10/2024	Paid Amt: \$73.70
				E 01	005 110 000 000 366	MILEAGE & MEALS (MASBO & FED)	\$122.22
PO#:		Voucher #:	5102	Invoice	Invoice No: 06182024	7/10/2024	Paid Amt: \$122.22
							Check Amount: \$195.92
2753	MNBK	21769	2790		SHRED-N-GO INC		Check
				E 01	005 110 000 000 401	SHREDDING FEE	\$30.98
				E 04	005 505 076 499 401	SHREDDING FEE	\$30.98
				E 01	103 203 000 000 401	SHREDDING FEE	\$61.97
				E 01	302 211 000 000 401	SHREDDING FEE	\$93.93
PO#:		Voucher #:	5103	Invoice	Invoice No: 168253	7/10/2024	Paid Amt: \$217.86
							Check Amount: \$217.86
2753	MNBK	21770	3442		SITELOGIQ INC - ACCOUNTS RECEIVABLES MIDWEST		Check
				E 06	005 867 000 366 305	PROJECT # PUBMID-006145	\$66,112.00
PO#:		Voucher #:	5251	Invoice	Invoice No: 11833	7/10/2024	Paid Amt: \$66,112.00
							Check Amount: \$66,112.00
2753	MNBK	21771	2814		SOURCEWELL		Check
				E 01	103 640 066 316 366	EDUCATION SOLUTIONS PROVIDED	\$50.00
				E 01	400 291 407 000 401	EDUCATION SOLUTIONS PROVIDED	\$140.00
				E 04	005 505 076 499 303	EDUCATION SOLUTIONS	\$120.00
PO#:		Voucher #:	5247	Invoice	Invoice No: INV00002910	7/10/2024	Paid Amt: \$310.00
				E 01	103 640 066 316 366	DAPE TRAINING REGISTRATION FEE	\$15.00

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check
2753	MNBK	21771	2814		SOURCEWELL			
				E 01	103 640 066 316 366	3RD QUARTER BILLING STATEMENT		\$325.00
PO#:	Voucher #:	5249		Invoice	Invoice No: INV2829 & INV2910	7/10/2024	Paid Amt:	\$340.00
				E 01	103 640 000 316 366	2024 JUNE STRUCTURED TEACHING		\$175.00
PO#:	Voucher #:	5267		Invoice	Invoice No: INV00003190	7/10/2024	Paid Amt:	\$175.00
Check Amount:								\$825.00
2753	MNBK	21772	2894		SYSCO WESTERN MINNESOTA			Check
				E 02	005 770 000 705 490	breakfast		\$26.36
PO#:	Voucher #:	5201		Credit	Invoice No: 253471150	7/10/2024	Paid Amt:	(\$26.36)
				E 02	005 770 000 705 490	breakfast		\$182.30
PO#:	Voucher #:	5202		Credit	Invoice No: 253632027	7/10/2024	Paid Amt:	(\$182.30)
				E 02	005 770 000 701 490	breakfast & lunch		\$292.64
				E 02	005 770 000 705 490	breakfast & lunch		\$844.85
PO#:	Voucher #:	5203		Invoice	Invoice No: 253630691	7/10/2024	Paid Amt:	\$1,137.49
Check Amount:								\$928.83
2753	MNBK	21773	2922		TEAM LABORATORY CHEMICAL LLC			Check
				E 01	005 810 000 000 401	ELEMENTARY MAINTENANCE		\$2,590.00
PO#:	Voucher #:	5192		Invoice	Invoice No: INV0041933	7/10/2024	Paid Amt:	\$2,590.00
				E 01	005 810 000 000 401	ELEMENTARY MAINTENANCE		\$810.00
PO#:	Voucher #:	5193		Invoice	Invoice No: INV0041938	7/10/2024	Paid Amt:	\$810.00
				E 01	005 810 103 000 401	HS MAINTENANCE		\$4,180.00
PO#:	Voucher #:	5194		Invoice	Invoice No: INV0041923	7/10/2024	Paid Amt:	\$4,180.00
				E 01	005 810 103 000 401	HS MAINTENANCE		\$1,620.00
PO#:	Voucher #:	5195		Invoice	Invoice No: INV0041937	7/10/2024	Paid Amt:	\$1,620.00
				E 01	005 810 000 000 401	CLEANING SUPPLIES		\$4,116.00
				E 01	005 810 000 000 401	FREIGHT		\$218.00
PO#:	Voucher #:	5148		Invoice	Invoice No: INV0041565	7/10/2024	Paid Amt:	\$4,334.00
				E 01	005 810 000 000 401	GLOSS FLOOR FINISH - ELEM		\$620.00
				E 01	005 810 000 000 401	SHIPPING		\$71.50
PO#:	Voucher #:	5155		Invoice	Invoice No: INV0041507	7/10/2024	Paid Amt:	\$691.50
Check Amount:								\$14,225.50
2753	MNBK	21774	2969		T-MOBILE			Check
				E 04	005 505 076 499 320	HOT SPOTS		\$40.00
				B 01	215 082	HOT SPOTS		\$80.00
PO#:	Voucher #:	5214		Invoice	Invoice No: 958084262	7/10/2024	Paid Amt:	\$120.00
Check Amount:								\$120.00

Long Prairie-Grey Eagle Detail Payment Register By Check

Co	Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
2753	MNBK	21775	2975		TODD COUNTY TRANSFER STATION		Check
				E 01	005 810 103 000 401 GARBAGE		\$19.00
		PO#:	Voucher #:	5153	Invoice Invoice No: 00153308	7/10/2024	Paid Amt: \$19.00
							Check Amount: \$19.00
2753	MNBK	21776	3080		WEST CENTRAL LIGHTING SUPPLY		Check
				E 01	005 810 103 000 401 BULBS - HS		\$1,566.00
				E 01	005 810 103 000 401 SHIPPING		\$84.85
		PO#:	Voucher #:	5263	Invoice Invoice No: 00028968	7/10/2024	Paid Amt: \$1,650.85
							Check Amount: \$1,650.85
2753	MNBK	21777	3100		WL HALL CO INTERIOR SERVICE		Check
				E 01	005 865 000 369 350 MAINTENANCE ON ELECTRIC OPERABLE WA		\$1,450.00
		PO#:	Voucher #:	5109	Invoice Invoice No: 14433	7/10/2024	Paid Amt: \$1,450.00
							Check Amount: \$1,450.00
Report Total:							\$324,190.39

Long Prairie-Grey Eagle Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
												Void	Date	
AHNB		3026		Wire	1	1543		ELECTRONIC FED TAX PAY SYSTEM		No	No	No	06/14/2024	165,998.43
AHNB		3027		Wire	1	2918		TEACHERS RETIREMENT ACCOUNT		No	No	No	06/14/2024	79,899.51
AHNB		3028		Wire	1	1372		COMMISSIONER OF REVENUE		No	No	No	06/14/2024	29,760.74
AHNB		3029		Wire	1	2565		PUBLIC EMPLOYEES RETIREMT ASSN		No	No	No	06/14/2024	40,460.05
AHNB		3030		Wire	1	1155		AVIBEN		No	No	No	06/14/2024	1,716.64
AHNB		3031		Wire	1	3279		AVIBEN		No	No	No	06/14/2024	2,144.17
AHNB		3032		Wire	1	1155		AVIBEN		No	No	No	06/14/2024	4,645.93
AHNB		3033		Wire	1	1155		AVIBEN		No	No	No	06/14/2024	17,376.92
AHNB		3039		Wire	1	1580		EYE MED VISION CARE, LLC		No	No	No	06/14/2024	281.25
AHNB		3040		Wire	1	1717		HEALTH PARTNERS		No	No	No	06/10/2024	108,970.96
AHNB		3042		Wire	1	1467		DELTA DENTAL OF MN		No	No	No	06/13/2024	4,454.62
AHNB		3049		Wire	1	2918		TEACHERS RETIREMENT ACCOUNT		No	No	No	06/26/2024	142,316.23
AHNB		3050		Wire	1	2565		PUBLIC EMPLOYEES RETIREMT ASSN		No	No	No	06/26/2024	4,500.82
AHNB		3051		Wire	1	1543		ELECTRONIC FED TAX PAY SYSTEM		No	No	No	06/20/2024	209,876.14
AHNB		3052		Wire	1	1372		COMMISSIONER OF REVENUE		No	No	No	06/20/2024	37,069.97
AHNB		3053		Wire	1	2565		PUBLIC EMPLOYEES RETIREMT ASSN		No	No	No	06/28/2024	5,275.65
AHNB		3054		Wire	1	2918		TEACHERS RETIREMENT ACCOUNT		No	No	No	06/28/2024	446.76
AHNB		3055		Wire	1	1372		COMMISSIONER OF REVENUE		No	No	No	06/28/2024	1,444.47
AHNB		3056		Wire	1	1543		ELECTRONIC FED TAX PAY SYSTEM		No	No	No	06/28/2024	8,218.74
AHNB		3077		Wire	1	1155		AVIBEN		No	No	No	06/28/2024	14,349.58
AHNB		3078		Wire	1	1155		AVIBEN		No	No	No	06/28/2024	1,166.66
AHNB		3079		Wire	1	1155		AVIBEN		No	No	No	06/28/2024	1,166.64
AHNB		3080		Wire	1	1155		AVIBEN		No	No	No	06/28/2024	28,112.31
AHNB		3081		Wire	1	3279		AVIBEN		No	No	No	06/28/2024	1,504.17
AHNB		3082		Wire	1	3279		AVIBEN		No	No	No	06/28/2024	1,504.17

Bank Total: \$912,661.53

Report Total: \$912,661.53

REVOLVING FUND

DATE	CHECK #	VENDOR	MEMO	AMOUNT
6/20/2024	5829	Amanda Hinson	Food Service	\$ 20.75
7/10/2024	5830	Goffery Ogaard	Food Service	\$ 44.60

Statement Manager

BMO, Statement Period 05/28/2024 to 06/27/2024

Statement New	Card Account	Previous	Current
Billing Account 027692	XXXX-XXXX-XXXX-7692	9,517.39	3,778.71
Rud Barton	XXXX-XXXX-XXXX-6780	0	362.46
Evenson Bradley	XXXX-XXXX-XXXX-3534	0	1,097.26
PAURUS KELSEY	XXXX-XXXX-XXXX-4098	0	916.19
Ganske Mitchell	XXXX-XXXX-XXXX-8325	0	198.59
Evenson Sherrilynn	XXXX-XXXX-XXXX-9873	0	588.74
Cebulla Tammy	XXXX-XXXX-XXXX-4387	0	615.47

Statement Report

BMO - U.S. Dollar

05/28/2024 to 06/27/2024

Rud Barton - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
05/29/2024	Amzn Mktp US 6q9nf73r3	.	.	30.24	440.03	?   
05/30/2024	Ace Hardware	.	.	2.67	38.93	?   
06/14/2024	Menards Alexandria Mn	.	.	-8.00	-116.50	?   

Statement Report

BMO - U.S. Dollar

05/28/2024 to 06/27/2024

Evenson Bradley - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
05/28/2024	Coborns	.	.	0.78	11.33	?   <i>i</i>
05/29/2024	Sams Club #8183	.	.	10.52	263.16	?   <i>i</i>
06/09/2024	Wal-Mart #1634	.	.	1.67	24.35	?   <i>i</i>
06/10/2024	Coborns	.	.	2.32	33.75	?   <i>i</i>
06/10/2024	Coborns	.	.	2.87	41.81	?   <i>i</i>
06/11/2024	Countryside Restaurant	.	.	8.25	120.17	?   <i>i</i>
06/13/2024	Coborns	.	.	1.38	20.06	?   <i>i</i>
06/13/2024	Coborns	.	.	4.60	66.90	?   <i>i</i>
06/14/2024	Samsclub #8183	.	.	12.47	181.52	?   <i>i</i>
06/15/2024	Coborns	.	.	1.10	16.07	?   <i>i</i>
06/19/2024	Sams Club #8183	.	.	18.74	272.82	?   <i>i</i>
06/20/2024	Coborns	.	.	0.71	10.36	?   <i>i</i>
06/20/2024	Coborns	.	.	2.40	34.96	?   <i>i</i>

Statement Report

BMO - U.S. Dollar

05/28/2024 to 06/27/2024

PAURUS KELSEY - Statement Report	Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
06/04/2024 Minnesota State Colleg	.	.	23.18	300.00	?   <i>i</i>
06/05/2024 Www.Mshsl.Org	.	.	0.63	8.00	?   <i>i</i>
06/05/2024 Www.Mshsl.Org	.	.	4.08	52.00	?   <i>i</i>
06/05/2024 Www.Mshsl.Org	.	.	0.63	8.00	?   <i>i</i>
06/07/2024 Comfort Inns	.	.	.	182.73	?   <i>i</i>
06/07/2024 Comfort Inns	.	.	.	182.73	?   <i>i</i>
06/07/2024 Comfort Inns	.	.	.	182.73	?   <i>i</i>

Statement Report

BMO - U.S. Dollar

05/28/2024 to 06/27/2024

Ganske Mitchell - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
05/31/2024	Cubebackup Inc.	.	.	.	70.00	?   <i>i</i>
06/13/2024	Ebay O 18-11685-86066	.	.	6.09	88.63	?   <i>i</i>
06/14/2024	Dri Crashplan	.	.	0.08	39.96	?   <i>i</i>

Statement Report

BMO - U.S. Dollar

05/28/2024 to 06/27/2024

Evenson Sherrilynn - Statement Report	Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
05/31/2024 Masbo	.	.	30.41	399.00	?   
06/04/2024 Lunas	.	.	12.00	174.75	?   
06/14/2024 St Cloud Times	.	.	1.02	14.99	?   

Statement Report

BMO - U.S. Dollar

05/28/2024 to 06/27/2024

Cebulla Tammy - Statement Report	Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
05/27/2024 Wal-Mart #4253	.	.	10.60	159.35	?   
05/27/2024 Wm Supercenter #4253	.	.	11.42	161.24	?   
05/30/2024 Wal-Mart #4253	.	.	17.42	261.89	?   
05/31/2024 Ace Hardware	.	.	2.27	32.99	?   

Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending July 31, 2024

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										25AB			% YTD			Remaining										
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202501	Year To Date	% YTD	Encumbrances	+ Enc	Balance										
01	General																									
	408	SPECIAL OLYMPIC																								
R	01	400	298	408	301	099	401	408	Misc Revenue - SPECIAL OL	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)										
E	01	400	298	408	301	401	401	408	Supplies - SPECIAL OLYMPI	100.00	0.00	37.01	37%	0.00	37%	62.99										
B	01	401	408														400	408	SPECIAL OLYMPIC	0.00	0.00	(519.81)	0%	0.00	0%	519.81
	408	SPECIAL OLYMPIC															0.00	0.00	(482.80)	0%	0.00	0%	482.80			
	410	ELEM DCD																								
R	01	400	298	410	301	099	401	410	Misc Revenue - ELEM DCD	(2,000.00)	0.00	0.00	0%	0.00	0%	(2,000.00)										
E	01	400	298	410	301	401	401	410	Supplies - ELEM DCD	2,000.00	0.00	0.00	0%	0.00	0%	2,000.00										
B	01	401	410														400	410	ELEM DCD	0.00	0.00	(903.43)	0%	0.00	0%	903.43
	410	ELEM DCD															0.00	0.00	(903.43)	0%	0.00	0%	903.43			
	412	FFA																								
R	01	400	298	412	301	099	401	412	Misc Revenue - FFA	(37,500.00)	0.00	(28,380.00)	76%	0.00	76%	(9,120.00)										
E	01	400	298	412	301	401	401	412	Supplies - FFA	37,500.00	0.00	33,042.33	88%	0.00	88%	4,457.67										
B	01	401	412														400	412	FFA	0.00	0.00	(5,069.39)	0%	0.00	0%	5,069.39
	412	FFA															0.00	0.00	(407.06)	0%	0.00	0%	407.06			
	413	TRAPSHOOTING																								
R	01	400	298	413	301	099	401	413	Misc Revenue - TRAPSHOOT	(8,000.00)	0.00	(14,798.61)	185%	0.00	185%	6,798.61										
E	01	400	298	413	301	401	401	413	Supplies - TRAPSHOOTING	8,000.00	1,890.75	12,191.97	152%	0.00	152%	(4,191.97)										
B	01	401	413														400	413	TRAPSHOOTING	0.00	0.00	(7,414.80)	0%	0.00	0%	7,414.80
	413	TRAPSHOOTING															0.00	1,890.75	(10,021.44)	0%	0.00	0%	10,021.44			
	415	VOLLEYBALL																								
R	01	400	298	415	301	099	401	415	Misc Revenue - VOLLEYBA	(7,000.00)	0.00	(1,435.00)	21%	0.00	21%	(5,565.00)										
E	01	400	298	415	301	401	401	415	Supplies -VOLLEYBALL	7,000.00	0.00	3,775.72	54%	0.00	54%	3,224.28										
B	01	401	415														400	415	VOLLEYBALL	0.00	0.00	(7,396.68)	0%	0.00	0%	7,396.68
	415	VOLLEYBALL															0.00	0.00	(5,055.96)	0%	0.00	0%	5,055.96			
	416	GIRLS BASKETBAL																								
R	01	400	298	416	301	099	401	416	Misc Revenue - GIRLS BASK	(100.00)	0.00	(4,415.00)	4415%	0.00	4415%	4,315.00										
E	01	400	298	416	301	401	401	416	Supplies - GIRLS BASKETB	100.00	0.00	3,830.00	3830%	0.00	3830%	(3,730.00)										
B	01	401	416														400	416	GIRLS BASKETBAL	0.00	0.00	(1,871.98)	0%	0.00	0%	1,871.98
	416	GIRLS BASKETBAL															0.00	0.00	(2,456.98)	0%	0.00	0%	2,456.98			
	417	SECONDARY LIBRA																								
R	01	400	298	417	301	099	401	417	Misc Revenue - SECONDAR	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)										
E	01	400	298	417	301	401	401	417	Supplies - SECONDARY LIBI	100.00	0.00	0.00	0%	0.00	0%	100.00										

Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending July 31, 2024

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										25AB				% YTD		Remaining
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202501	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General															
	417	SECONDARY LIBRA														
B	01	401	417				400	417	SECONDARY LIBRA	0.00	0.00	(1,383.92)	0%	0.00	0%	1,383.92
	417	SECONDARY LIBRA														
										0.00	0.00	(1,383.92)	0%	0.00	0%	1,383.92
	418	BOYS BASKETBALL														
R	01	400	298	418	301	099	401	418	Misc Revenue - BOYS BASK	0.00	0.00	(1,356.14)	0%	0.00	0%	1,356.14
E	01	400	298	418	301	401	401	418	Supplies - BOYS BASKETB/	0.00	0.00	646.56	0%	0.00	0%	(646.56)
B	01	401	418				400	418	BOYS BASKETBALL	0.00	0.00	174.58	0%	0.00	0%	(174.58)
	418	BOYS BASKETBALL														
										0.00	0.00	(535.00)	0%	0.00	0%	535.00
	429	TRACK														
R	01	400	298	429	301	099	401	429	Misc Revenue - TRACK	(5,200.00)	0.00	(55.00)	1%	0.00	1%	(5,145.00)
E	01	400	298	429	301	401	401	429	Supplies - TRACK	5,200.00	0.00	0.00	0%	0.00	0%	5,200.00
B	01	401	429				400	429	TRACK	0.00	0.00	(861.28)	0%	0.00	0%	861.28
	429	TRACK														
										0.00	0.00	(916.28)	0%	0.00	0%	916.28
	441	ELEMENTARY LIBR														
R	01	400	298	441	301	099	401	441	Misc Revenue - ELEMENTAF	(2,000.00)	0.00	(3,455.77)	173%	0.00	173%	1,455.77
E	01	400	298	441	301	401	401	441	Supplies - ELEMENTARY LIB	2,000.00	0.00	4,186.77	209%	0.00	209%	(2,186.77)
B	01	401	441				400	441	ELEMENTARY LIBR	0.00	0.00	(1,544.01)	0%	0.00	0%	1,544.01
	441	ELEMENTARY LIBR														
										0.00	0.00	(813.01)	0%	0.00	0%	813.01
	446	WEB/LINK CREW														
R	01	400	298	446	301	099	401	446	Misc Revenue - WEB/LINK C	0.00	0.00	(28.00)	0%	0.00	0%	28.00
B	01	401	446				400	446	WEB/LINK CREW	0.00	0.00	(904.14)	0%	0.00	0%	904.14
	446	WEB/LINK CREW														
										0.00	0.00	(932.14)	0%	0.00	0%	932.14
	451	CROSS COUNTRY														
R	01	400	298	451	301	099	401	451	Misc Revenue - CROSS COL	0.00	0.00	(90.00)	0%	0.00	0%	90.00
E	01	400	298	451	301	401	401	451	Supplies - CROSS COUNTR'	0.00	0.00	174.00	0%	0.00	0%	(174.00)
B	01	401	451				400	451	CROSS COUNTRY	0.00	0.00	(154.92)	0%	0.00	0%	154.92
	451	CROSS COUNTRY														
										0.00	0.00	(70.92)	0%	0.00	0%	70.92
	452	ELEMENTARY BAND														
R	01	400	298	452	301	099	401	452	Misc Revenue - ELEMENTAF	(200.00)	0.00	(3,932.04)	1966%	0.00	1966%	3,732.04
E	01	400	298	452	301	401	401	452	Supplies - ELEMENTARY BA	200.00	0.00	528.90	264%	0.00	264%	(328.90)
B	01	401	452				400	452	ELEMENTARY BAND	0.00	0.00	(2,280.03)	0%	0.00	0%	2,280.03
	452	ELEMENTARY BAND														
										0.00	0.00	(5,683.17)	0%	0.00	0%	5,683.17
	454	CHOIR														
R	01	400	298	454	301	099	401	454	Misc Revenue - CHOIR	(4,500.00)	0.00	(100.00)	2%	0.00	2%	(4,400.00)

Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending July 31, 2024

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										25AB				% YTD	Remaining	
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202501	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General															
	454	CHOIR														
E	01	400	298	454	301	401	401	454	Supplies - CHOIR	4,500.00	0.00	350.00	8%	0.00	8%	4,150.00
B	01	401	454				400	454	CHOIR	0.00	0.00	0.00	0%	0.00	0%	0.00
	454	CHOIR								0.00	0.00	250.00	0%	0.00	0%	(250.00)
	457	ELEMENTARY ACTI														
R	01	400	298	457	301	099	401	457	Misc Revenue - ELEMENTAF	(50,000.00)	0.00	(57,841.44)	116%	0.00	116%	7,841.44
E	01	400	298	457	301	401	401	457	Supplies - ELEMENTARY AC	45,000.00	0.00	46,386.28	103%	0.00	103%	(1,386.28)
B	01	401	457				400	457	ELEMENTARY ACTI	0.00	0.00	(79,224.81)	0%	0.00	0%	79,224.81
	457	ELEMENTARY ACTI								(5,000.00)	0.00	(90,679.97)	1814%	0.00	1814%	85,679.97
	459	GYMNASTICS														
R	01	400	298	459	301	099	401	459	Misc Revenue - GYMNASTIC	(1,000.00)	0.00	(3,494.00)	349%	0.00	349%	2,494.00
E	01	400	298	459	301	401	401	459	Supplies - GYMNASTICS	1,000.00	0.00	1,087.61	109%	0.00	109%	(87.61)
B	01	401	459				400	459	GYMNASTICS	0.00	0.00	(11,603.97)	0%	0.00	0%	11,603.97
	459	GYMNASTICS								0.00	0.00	(14,010.36)	0%	0.00	0%	14,010.36
	460	MARCHING BAND														
R	01	400	298	460	301	099	401	460	Misc Revenue - MARCHING	(25,000.00)	0.00	(51,233.98)	205%	0.00	205%	26,233.98
E	01	400	298	460	301	401	401	460	Supplies - MARCHING BAND	25,000.00	0.00	28,334.74	113%	0.00	113%	(3,334.74)
B	01	401	460				400	460	MARCHING BAND	0.00	0.00	(17,961.63)	0%	0.00	0%	17,961.63
	460	MARCHING BAND								0.00	0.00	(40,860.87)	0%	0.00	0%	40,860.87
	461	LETTERCLUB														
R	01	400	298	461	301	099	401	461	Misc Revenue - LETTERCLU	(28,000.00)	0.00	(46,405.74)	166%	0.00	166%	18,405.74
E	01	400	298	461	301	401	401	461	Supplies - LETTERCLUB	28,000.00	160.60	45,783.54	164%	0.00	164%	(17,783.54)
B	01	401	461				400	461	LETTERCLUB	0.00	0.00	(13,684.61)	0%	0.00	0%	13,684.61
	461	LETTERCLUB								0.00	160.60	(14,306.81)	0%	0.00	0%	14,306.81
	462	MINNESOTA HONOR														
R	01	400	298	462	301	099	401	462	Misc Revenue - MINNESOTA	0.00	0.00	0.00	0%	0.00	0%	0.00
E	01	400	298	462	301	401	401	462	Supplies - MINNESOTA HON	0.00	0.00	0.00	0%	0.00	0%	0.00
B	01	401	462				400	462	MINNESOTA HONOR	0.00	0.00	(351.03)	0%	0.00	0%	351.03
	462	MINNESOTA HONOR								0.00	0.00	(351.03)	0%	0.00	0%	351.03
	465	SECONDARY ACTIV														
R	01	400	298	465	301	099	401	465	Misc Revenue - SECONDAR	(8,000.00)	0.00	(10,686.45)	134%	0.00	134%	2,686.45
E	01	400	298	465	301	401	401	465	Supplies - SECONDARY AC	8,000.00	0.00	6,819.99	85%	0.00	85%	1,180.01
B	01	401	465				400	465	SECONDARY ACTIV	0.00	0.00	(10,958.10)	0%	0.00	0%	10,958.10
	465	SECONDARY ACTIV								0.00	0.00	(14,824.56)	0%	0.00	0%	14,824.56

Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending July 31, 2024

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										25AB				% YTD	Remaining	
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202501	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General															
	467	YEARBOOK														
R	01	400	298	467	301	099	401	467	Misc Revenue - YEARBOOK	(10,000.00)	0.00	(2,063.98)	21%	0.00	21%	(7,936.02)
E	01	400	298	467	301	401	401	467	Supplies - YEARBOOK	10,000.00	0.00	3,914.95	39%	0.00	39%	6,085.05
B	01	401	467				400	467	YEARBOOK	0.00	0.00	5,886.37	0%	0.00	0%	(5,886.37)
	467	YEARBOOK								0.00	0.00	7,737.34	0%	0.00	0%	(7,737.34)
	469	GIRLS TENNIS														
R	01	400	298	469	301	099	401	469	Misc Revenue - GIRLS TENN	(2,000.00)	0.00	0.00	0%	0.00	0%	(2,000.00)
E	01	400	298	469	301	401	401	469	Supplies - GIRLS TENNIS	2,000.00	0.00	0.00	0%	0.00	0%	2,000.00
B	01	401	469				400	469	GIRLS TENNIS	0.00	0.00	(2,597.28)	0%	0.00	0%	2,597.28
	469	GIRLS TENNIS								0.00	0.00	(2,597.28)	0%	0.00	0%	2,597.28
	470	SECONDARY STUDE														
R	01	400	298	470	301	099	401	470	Misc Revenue - SECONDAR'	(7,500.00)	0.00	(1,377.61)	18%	0.00	18%	(6,122.39)
E	01	400	298	470	301	401	401	470	Supplies - SECONDARY STL	7,500.00	0.00	2,890.65	39%	0.00	39%	4,609.35
B	01	401	470				400	470	SECONDARY STUDE	0.00	0.00	(13,671.53)	0%	0.00	0%	13,671.53
	470	SECONDARY STUDE								0.00	0.00	(12,158.49)	0%	0.00	0%	12,158.49
	472	INTEREST														
R	01	400	298	472	301	099	401	472	Misc Revenue - INTEREST	0.00	0.00	0.00	0%	0.00	0%	0.00
B	01	401	472				400	472	INTEREST	0.00	0.00	0.00	0%	0.00	0%	0.00
	472	INTEREST								0.00	0.00	0.00	0%	0.00	0%	0.00
	473	SOFTBALL														
R	01	400	298	473	301	099	401	473	Misc Revenue - SOFTBALL	0.00	0.00	(2,744.00)	0%	0.00	0%	2,744.00
E	01	400	298	473	301	401	401	473	Supplies - SOFTBALL	0.00	200.00	4,662.48	0%	0.00	0%	(4,662.48)
B	01	401	473				400	473	SOFTBALL	0.00	0.00	(3,798.75)	0%	0.00	0%	3,798.75
	473	SOFTBALL								0.00	200.00	(1,880.27)	0%	0.00	0%	1,880.27
	474	BASEBALL														
R	01	400	298	474	301	099	401	474	Misc Revenue - BASEBALL	(800.00)	0.00	0.00	0%	0.00	0%	(800.00)
E	01	400	298	474	301	401	401	474	Supplies - BASEBALL	800.00	0.00	0.00	0%	0.00	0%	800.00
B	01	401	474				400	474	BASEBALL	0.00	0.00	(0.65)	0%	0.00	0%	0.65
	474	BASEBALL								0.00	0.00	(0.65)	0%	0.00	0%	0.65
	475	FOOTBALL														
R	01	400	298	475	301	099	401	475	Misc Revenue - FOOTBALL	(10,000.00)	0.00	(10,723.75)	107%	0.00	107%	723.75
E	01	400	298	475	301	401	401	475	Supplies - FOOTBALL	10,000.00	0.00	4,196.82	42%	0.00	42%	5,803.18
B	01	401	475				400	475	FOOTBALL	0.00	0.00	(3,098.25)	0%	0.00	0%	3,098.25
	475	FOOTBALL								0.00	0.00	(9,625.18)	0%	0.00	0%	9,625.18

Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending July 31, 2024

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										25AB			% YTD			Remaining
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202501	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General															
	490	CLASS OF 2020														
R	01	400	298	490	301	099	401	490	Misc Revenue - CLASS OF 2020	(5,700.00)	0.00	0.00	0%	0.00	0%	(5,700.00)
E	01	400	298	490	301	401	401	490	Supplies - CLASS OF 2020	5,700.00	0.00	0.00	0%	0.00	0%	5,700.00
B	01	401	490				400	490	CLASS OF 2020	0.00	0.00	0.00	0%	0.00	0%	0.00
	490	CLASS OF 2020								0.00	0.00	0.00	0%	0.00	0%	0.00
	491	CLASS OF 2021														
R	01	400	298	491	301	099	401	491	Misc Revenue - CLASS OF 2021	(10,000.00)	0.00	0.00	0%	0.00	0%	(10,000.00)
E	01	400	298	491	301	401	401	491	Supplies - CLASS OF 2021	10,000.00	0.00	0.00	0%	0.00	0%	10,000.00
B	01	401	491				400	491	CLASS OF 2021	0.00	0.00	0.00	0%	0.00	0%	0.00
	491	CLASS OF 2021								0.00	0.00	0.00	0%	0.00	0%	0.00
	492	CLASS OF 2022														
R	01	400	298	492	301	099	401	492	Misc Revenue - CLASS OF 2022	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)
E	01	400	298	492	301	401	401	492	Supplies - CLASS OF 2022	100.00	0.00	0.00	0%	0.00	0%	100.00
B	01	401	492				400	492	CLASS OF 2022	0.00	0.00	0.00	0%	0.00	0%	0.00
	492	CLASS OF 2022								0.00	0.00	0.00	0%	0.00	0%	0.00
	493	CLASS OF 2023														
R	01	400	298	493	301	099	401	493	Misc Revenue - CLASS OF 2023	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)
E	01	400	298	493	301	401	401	493	Supplies - CLASS OF 2023	100.00	0.00	606.27	606%	0.00	606%	(506.27)
B	01	401	493				400	493	CLASS OF 2023	0.00	0.00	(358.67)	0%	0.00	0%	358.67
	493	CLASS OF 2023								0.00	0.00	247.60	0%	0.00	0%	(247.60)
	494	CLASS OF 2024														
R	01	400	298	494	301	099	401	494	Misc Revenue - CLASS OF 2024	(100.00)	0.00	(3,638.00)	3638%	0.00	3638%	3,538.00
E	01	400	298	494	301	401	401	494	Supplies - CLASS OF 2024	100.00	0.00	534.74	535%	0.00	535%	(434.74)
B	01	401	494				400	494	CLASS OF 2024	0.00	0.00	(2,441.12)	0%	0.00	0%	2,441.12
	494	CLASS OF 2024								0.00	0.00	(5,544.38)	0%	0.00	0%	5,544.38
	495	CLASS OF 2025														
R	01	400	298	495	301	099	401	495	Misc Revenue - CLASS OF 2025	(5,000.00)	0.00	(8,305.00)	166%	0.00	166%	3,305.00
E	01	400	298	495	301	401	401	495	Supplies - CLASS OF 2025	5,000.00	0.00	8,370.24	167%	0.00	167%	(3,370.24)
B	01	401	495				400	495	CLASS OF 2025	0.00	0.00	(1,812.52)	0%	0.00	0%	1,812.52
	495	CLASS OF 2025								0.00	0.00	(1,747.28)	0%	0.00	0%	1,747.28
	496	CLASS OF 2026														
R	01	400	298	496	301	099	401	496	Misc Revenue - CLASS OF 2026	0.00	0.00	(175.00)	0%	0.00	0%	175.00
E	01	400	298	496	301	401	401	496	Supplies - CLASS OF 2026	0.00	0.00	70.35	0%	0.00	0%	(70.35)

Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending July 31, 2024

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										25AB			% YTD	Remaining			
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202501	Year To Date	% YTD	Encumbrances	+ Enc	Balance	
01	General																
							496		CLASS OF 2026								
B	01	401	496				400	496	CLASS OF 2026	0.00	0.00	(4,526.83)	0%	0.00	0%	4,526.83	
							496		CLASS OF 2026	0.00	0.00	(4,631.48)	0%	0.00	0%	4,631.48	
							497		CLASS OF 2027								
R	01	400	298	497	301	099	401	497	Misc Revenue - CLASS OF 2027	0.00	0.00	(1,803.06)	0%	0.00	0%	1,803.06	
E	01	400	298	497	301	401	401	497	Supplies - CLASS OF 2027	0.00	0.00	38.43	0%	0.00	0%	(38.43)	
B	01	401	497				400	497	CLASS OF 2027	0.00	0.00	(6,082.90)	0%	0.00	0%	6,082.90	
							497		CLASS OF 2027	0.00	0.00	(7,847.53)	0%	0.00	0%	7,847.53	
							498		CLASS OF 2028								
R	01	400	298	498	301	099	401	498	Misc Revenue - CLASS OF 2028	0.00	0.00	1,630.56	0%	0.00	0%	(1,630.56)	
E	01	400	298	498	301	401	401	498	Supplies - CLASS OF 2028	0.00	0.00	4,348.31	0%	0.00	0%	(4,348.31)	
B	01	401	498				400	498	CLASS OF 2028	0.00	0.00	(10,768.02)	0%	0.00	0%	10,768.02	
							498		CLASS OF 2028	0.00	0.00	(4,789.15)	0%	0.00	0%	4,789.15	
							499		CLASS OF 2029								
R	01	400	298	499	301	099	401	499	Misc Revenue - CLASS OF 2029	0.00	0.00	(27.50)	0%	0.00	0%	27.50	
E	01	400	298	499	301	401	401	499	Supplies - CLASS OF 2029	0.00	0.00	0.00	0%	0.00	0%	0.00	
B	01	401	499				400	499	CLASS OF 2029	0.00	0.00	0.00	0%	0.00	0%	0.00	
							499		CLASS OF 2029	0.00	0.00	(27.50)	0%	0.00	0%	27.50	
01	General									(5,000.00)	2,251.35	(247,309.96)	4946%	0.00	4946%	242,309.96	
Report Totals:										(5,000.00)	2,251.35	(247,309.96)	4946%	0.00	4946%	242,309.96	



Long Prairie-Grey Eagle School District
205 Second Street South
Long Prairie, MN 56347

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We Are Thunder Nation, United We Stand

Small School, Big Opportunities

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 that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency 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 the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

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

Organization Name: Long Prairie Grey Eagle School District #2753

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 41-1810819

Superintendent or Exec. Director Name: Daniel Ludvigson

Will act as the IOwA? Yes No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: _____

Title: _____

Board Member Signature:

Name: _____

Date: _____

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

LONG PRAIRIE-GREY EAGLE PUBLIC SCHOOL DISTRICT #2753

FOOD SERVICE PRICE RECOMMENDATION

This past legislative session Universal Meals was passed. This dramatically changes meal charging for students. We will no longer be charging for lunch or breakfast. This does not apply to adults and we still need to charge enough for those meals to cover costs. It is estimated we will see a supply cost increase of 20-30%. Adult meals are not a major part of our overall food service budget.

MEAL CURRENT PRICE	2022-23SY	2023-24 SY	2024-2025 SY
Breakfast	\$2.55	\$0	\$0
Elementary Lunch (Pre-K to 6)	\$2.90	\$0	\$0
Secondary Lunch (7-12)	\$3.00	\$0	\$0
Visiting Student Lunch	\$4.00	\$0	\$0
Adult Breakfast	\$3.55	\$3.65	\$3.75
Adult Lunch	\$4.50	\$4.60	\$4.70

Long Prairie-Grey Eagle Public School

Student Device Policy, Procedures, and Information

2024-2025

The Student Device will be your device for the life of the Student Device and it is your responsibility to take care of the device.

1) RECEIVING YOUR Student Device & Student Device CHECK-IN

This section goes over the procedures and rules for receiving your Student Device

1.1 Receiving your Student Device

Student Devices will be distributed at the beginning of each school year during open house for 7th-12th grade. 3rd-6th grade devices will be kept in school unless directed otherwise.

1.2 Policy and Procedures Document

Students and Parents of 4-12th grade must return Student Pledge documents and pay any fees from previous school year by September 30th. Failure to do this will result in loss of your Chromebook and Google Account on October 1. Students and Parents of 3rd Grade and new LPGE students must sign Student Pledge documents before receiving a Chromebook and Google Account for the school year.

1.3 Check-in Fines

1.3.1 Individual school Student Devices must be returned at the end of each year. Students who withdraw for any reason or are expelled must return their individual school Student Device on the date of termination.

1.3.2 The Student Device is LPGE school property. If a student fails to return the Student Device at the end of the school year or upon termination of enrollment at LPGE, it will be considered theft and that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Student Device.

2) TAKING CARE OF YOUR Student Device

Students are responsible for the general care of the Student Device they have been issued by the school. Student Devices that are broken or fail to work properly must be taken to the Elementary or Secondary School Media Center for an evaluation of the equipment.

2.1 General Precautions

2.1.1 The District will provide one charger; if the charger is damaged or lost, the student will be responsible for replacement. **Students must buy chargers from the school at cost.**

2.1.2 Student Devices must remain free of any writing, drawing, stickers, or labels that are not the property of LPGE.

2.1.3 Student Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.1.4 Students are responsible for keeping their Student Device battery charged for school each day.

2.2 Student Device

2.2.1 The Student Devices can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Never close the Student Device with anything sitting on the keyboard as this may damage the screen, even papers.

2.2.2 Do not put unnecessary pressure on the top of the Student Device.

2.2.3 Do not place anything near the Student Device that could put pressure on the screen.

2.2.4 Keep your Student Device clean by using a soft damp cloth.

2.2.5 Always carry your Student Device with the lid closed.

2.2.6 Keep food and drink away from your Student Device.

2.2.7 Never leave your Student Device in the cold as it could break the screen.

3) USING YOUR Student Device AT SCHOOL

Student Devices are intended for use at school each day. Students should bring their Student Device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Student Devices Left at Home

If students leave their Student Device at home, they are responsible for getting the course work completed as if their Student Device were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their Student Device at home, the student will be subject to appropriate disciplinary action.

3.2 Charging Your Student Device's Battery

Student Devices should be charged to full capacity each day before they are brought to school. Chargers should be left at home.

3.4 Home Internet Access

Students are allowed to set up additional wireless networks on their Student Devices. This will be necessary to use web-based services outside of the school setting.

3.5 Student owned Student Devices or Laptops College classes

Only students enrolled in college classes are allowed to use their own personal Student Device or laptop at school. However, it is their responsibility to acquire all required apps even if a cost is involved.

3.6 Chromebook Cases:

School issued devices will not be permitted to have the use of a personal case. Students who put a case on school-issued devices will be asked to remove them. Cases provided by the school shall not be removed from the device.

4) ACCEPTABLE USE

The use of the LPGE #2753 School District's technology resources are a privilege, not a right. The privilege of using the technology resources provided by LPGE #2753 is not transferable or

extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in LPGE #2753. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Students and parents are put on notice that videos of school employees and/or other students shall not be taken or uploaded to the Internet and/or social media without the express consent of everyone in the video. Prohibited sites include (but not limited to) Youtube, Twitter, Facebook, Instagram, Snapchat, Vimeo, etc.

Only “apps” that are approved by the District shall be allowed on the Student Device. Any unapproved “app” shall be deemed to be a violation of the acceptable use policy of the district and therefore will subject the student to the school discipline policy. The Student Device is a tool for educational use and is not to be used as a toy.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

4.1 Parent/Guardian Responsibilities

4.1.1 Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for Student Device use outside of the school day.

4.1.2 Technology devices using the school’s network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network’s capabilities.

4.1.3 LPGE will also be able to regulate the legally purchased content purchased through Chrome Store that can be put on the device.

4.2 School Responsibilities are to:

4.2.1 Provide Internet and email access to its students at school.

4.2.2 Provide Internet filtering at school.

4.2.3 Provide cloud data storage. (These will be treated similar to school lockers. LPGE #2753 reserves the right to review, monitor, and restrict information stored on or transmitted via LPGE owned equipment and to investigate inappropriate use of resources.)

4.2.4 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

4.3 Students responsible for:

4.3.1 Using Student Devices in a responsible and ethical manner.

4.3.2 Obeying general school rules concerning behavior and communication that applies to Student Device/computer use.

4.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.

4.3.4 Helping LPGE #2753 protect our computer system/device by contacting an administrator

about any security problems they may encounter.

4.3.5 Monitoring all activity on their account.

4.3.6 Securing their Student Device after they are done working to protect their work and information.

4.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

4.4 Student Activities Strictly Prohibited:

4.4.1 Illegal installation or transmission of copyrighted materials.

4.4.2 Any action that violates existing LPGE school policy or public law.

4.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

4.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.

4.4.5 Changing Student Device settings in an effort to circumvent the filtering system.

4.4.6 Downloading inappropriate apps.

4.4.7 Spamming-Sending inappropriate emails.

4.4.8 Gaining access to other student's accounts, files, and/or data.

4.4.9 Vandalism to your Student Device or another student's Student Device. To include but not limited to removing keys, drawing on Student Device, stickers, taking apart and general abuse.

4.4.10 Students must not remove inventory markings applied by the school including Student ID tag or barcodes.

4.6 Student Discipline:

If a student violates any part of the above policy, board policy, or LPGE handbook policy, the student may be subject to the following disciplinary steps:

4.6.1 Students will check-in/check-out their Student Device from the Media Center or Elementary teacher daily. This may include restriction of the device to only work in school.

4.6.2 Loss of Student Device while still being required to complete coursework.

4.6.3 Disciplinary/Legal action as deemed appropriate.

5) PROTECTING & STORING YOUR Student Device

5.1 Student Device Identification:

Student Devices will be labeled in the manner specified by the school. Student Devices can be identified based on serial number and LPGE identification number.

5.2 Storing Your Student Device:

When students are not using their Student Devices, they should be stored in a secured area. If a student needs a secure place to store their Student Device, they may check it in for storage at the media center or with the elementary classroom teacher. Student Devices should not be stored in a student's vehicle at school or at home.

5.3 Student Devices Left in Unsupervised Areas:

Under no circumstance should Student Devices be left in unsupervised areas. If a Student Device is found in an unsupervised area, it will be taken to the office or media center. A student may have disciplinary consequences if their Student Device is found unattended.

6) REPAIRING OR REPLACING YOUR Student Device / COST OF REPAIRS

LPGE #2753 recognizes that there is a need to protect the investment by both the District and the Student/Parent. *The District shall make available an insurance plan to families for the cost of \$35 per device per year payable in advance of the student receiving the device. This plan will help cover accidental damage to the device (but not charger); while this policy is not mandatory, it is highly recommended. The plan is subject to the terms and conditions contained elsewhere in this policy, and we have set the following guidelines in place.*

6.1 Student Device Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. **Students with paid insurance will be required to pay a \$10 copay for the first claim, \$25 copay for the second claim, \$50 for each additional claim within a school year.** A claim consists of repair or replacement of one item. There may be more than one claim per incident.

Cost of Repairs **without insurance** will be as follows:

Full Student Device: \$370

Screen \$80

Keyboard \$100

Motherboard \$190

Case \$30 (Not Included with Ins.)

Charger \$15 (Not included with Ins.)

6.1.1 If school technology staff sees that a Student Device is damaged the student can not refuse repair.

6.1.2 If the Student Device is returned damaged the student will be charged appropriate repair costs when returning the device.

6.1.3 **Loss of Student Device with insurance would result in a \$85 fee.**

6.1.4 Copay or fees must be paid before the student is allowed to take their device home. The Internet will be restricted to use in school only on the chromebook until the fees are paid in full.

6.3 Personal Home or Homeowners coverage

If parents choose to not purchase the insurance plan from the school, they are encouraged to carry their own personal insurance to protect the Student Device in cases of theft, loss, or accidental damage. Parents may wish to consult with their insurance agent for details about their coverage of the Student Device. Parents who choose not to carry insurance on the device will be responsible for any and all costs of repair or replacement.

7) SCHOOL RIGHTS:

7.1 Privacy Rights

The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all LPGE #2753 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all LPGE #2753 technology. LPGE #2753 may randomly check student devices on a weekly basis to inspect for damage or inappropriate use of the Student Device.

7.2 Appropriate Use

LPGE #2753 reserves the right to define inappropriate use of technology.

8) Internet Acceptable Use policy

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer systems and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

9) Web account Student Under 13 Parent consent form:

9.1 In order for Long Prairie- Grey Eagle Schools to continue to be able to provide your student with the most effective web based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Long Prairie- Grey Eagle Schools utilizes several computer software applications and web based services, operated not by Long Prairie- Grey Eagle Schools but by third parties. These include Google, Schoology, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying

information, generally the student's name and email address must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits Long Prairie- Grey Eagle Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site advisor.

This form will constitute consent for Long Prairie- Grey Eagle Schools to provide personal identifying information for your child consisting of first name, email address and username to the following web operators: Google, Schoology, and to the operators of any additional web based educational programs and services which Long Prairie- Grey Eagle Schools may add during the upcoming academic year.

Please be advised that without the receipt of this signed form, your son or daughter will not be allowed to have access to the school's devices or internet, thus preventing them from doing a significant amount of their school work. This will require the student to have access to the internet and a device outside of the school day in which to complete these requirements. This will also cause your son or daughter to take a zero on some electronic based assignments or assessments that need to be completed on the internet during the school day. The only exception to this is when students need to take the MCAs, which is a computer based state assessment.

Paying online is available on the LPGE website store. By making the payment you are agreeing to the Student Device Policy and the Student Under 13 Consent Form.

Parents may choose to fill out an Application for Educational Benefits to receive a coupon to wave the entire cost insurance. Currently \$35/year

LPGE Student Pledge for Student Device Use

1. I will take good care of my Student Device and never leave it unattended.
2. I will know where my Student Device is at all times and never loan it out to others.
3. I will charge my Student Device battery daily at home **Secondary**.
4. I will keep food and beverages away from my Student Device since they may cause damage to the device.
5. I will not disassemble any part of my Student Device or attempt any repairs.
6. I will use my Student Device in ways that are appropriate, meet LPGE expectations, and are educational in nature.
7. I will not place decorations (such as stickers, markers, etc.) on the Student Device. I will not deface the serial number on my Student Device.
8. I understand that my Student Device and its contents are subject to inspection at any

time without notice and remains the property of LPGE #2753.

9. I will follow the policies outlined in the Handbook while at school, as well as outside the school day.
10. I will report theft, vandalism, or accidental damage to the media center.
11. I will be responsible for all damage to or loss of the Student Device.
12. I agree to return the Student Device in good working condition.
13. I will not take or utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the Student Device Policy, Procedures, and Information.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

By signing this I agree to the 'Under 13 Parent Consent Form' as listed in the Student Device Policy. (9.1)

Please choose ONE of the following options:

Parent/Guardian Initial: _____ I have filled out the "Application for Educational Benefits form" This will cover 1 year of the District Insurance Policy to cover part of the cost of repair of the Student Device as outlined in this policy. (Does not include chargers **or cases**) I will be subject to a deductible as outlined in section 6.1 of this policy.

Parent/Guardian Initial: _____ I agree to pay \$35 for the School District Insurance Policy to cover part of the cost of repair of the Student Device as outlined in this policy. (Does not include chargers **or cases**) I will be subject to a deductible as outlined in section 6.1 of this policy.

Parent/Guardian Initial: _____ I decline the School District Insurance Policy. I will take full responsibility for full cost of loss/repairs of my students Student Device

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Paid _____ cash _____ check
Date _____ Initials _____

Long Prairie Grey Eagle Public Schools

Cyber Security Policy

July 2024

Introduction

Information Technology (IT) is an integral and critical component of Long Prairie Grey Eagle, (LPGE) daily business and educational needs. This policy seeks to ensure that LPGE's IT resources efficiently serve the primary business/educational functions of LPGE, provide security for LPGE and users electronic data, and comply with federal and other regulations. IT resources include hardware (computers, servers, peripherals), software (licensed applications, operating systems), network equipment (routers, firewalls, wiring), and IT personnel. The integrity of all IT resources is extremely important to the successful operation of LPGE.

All computer equipment, peripherals, and software are LPGE's property and are provided for business/educational purposes. Proper use and control of computer resources is the responsibility of all employees. Intentional or reckless violation of established policies or improper use of LPGE's computers will result in corrective action up to and including termination.

Employees should also be aware that any work completed on LPGE's computers is subject to monitoring and review, and they should not expect their communications to be private.

Policy Statement

It is the policy of LPGE Schools to use IT resources in a cost-effective manner that safeguards student and employee data and promotes accuracy, safety, Information, and efficiency. The overriding goal of this policy is to comply with all federal and other regulations and to protect the integrity of the private and confidential data that resides within LPGE's technology infrastructure.

Review and Acceptance

The School Board, Technology Director, and IT staff shall review this comprehensive policy at least annually, making such revisions and amendments as deemed appropriate and indicating approval and the date thereof in the policy header.

All LPGE staff are responsible for review and acceptance of this policy annually. Appropriate communications by way of a reminder will be sent by Administration or its assignee along with instructions for acceptance.

Acceptable Use of Information Systems

Definitions

Information Systems: All electronic means used to create, store, access, transmit, and use data, information, or communications in the conduct of administrative, instructional, research, or service activities. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

Authorized User: An individual or automated application or process that is authorized access to the resource by the system owner, in accordance with the system owner's procedures and rules.

Overview

Data, electronic file content, information systems, and computer systems at LPGE must be managed as valuable organization resources.

Information Technology's (IT) intentions are not to impose restrictions that are contrary to LPGE's established culture of openness, trust, and integrity. IT is committed to protecting LPGE's authorized users from illegal or damaging actions by individuals either knowingly or unknowingly.

Internet systems including, but not limited to, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and File Transfer Protocol (FTP) are the property of LPGE. These systems are to be used for school purposes in serving the interests of LPGE and of its students.

Effective security is a team effort involving the participation and support of every LPGE employee, volunteer, and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at LPGE. These rules are in place to protect the authorized user and LPGE. Inappropriate use exposes LPGE to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct LPGE business or interact with internal networks and business systems, whether owned or leased by LPGE, the employee, or a third party.

All employees, students, volunteers, contractors, consultants, subs, and other workers at LPGE, including all personnel affiliated with third parties, are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with LPGE policies and standards, local laws, and regulations.

Policy Detail

Ownership of Electronic Files

All electronic files created, sent, received, or stored on LPGE-owned, leased, or administered equipment or otherwise under the custody and control of LPGE are the property of LPGE.

Privacy

Electronic files created, sent, received, or stored on LPGE-owned equipment, or otherwise under the custody and control of LPGE are not private and may be accessed by LPGE IT employees or administration at any time without knowledge of the user, sender, recipient, or owner. Electronic file content may also be accessed by appropriate personnel in accordance with directives from Human Resources or the Superintendent.

General Use and Ownership

Authorized users are accountable for all activity that takes place under their username.

Authorized users should be aware that the data and files they create on the school's systems immediately become the property of LPGE. Because of the need to protect LPGE's network, there is no guarantee of privacy or confidentiality of any information stored on any network device belonging to LPGE.

For security and network maintenance purposes, authorized individuals within the LPGE IT Department may monitor equipment, systems, and network traffic at any time.

LPGE's IT Department reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

LPGE's IT Department reserves the right to remove any non-business-related software or files from any system. Examples of non-business related software or files include, but are not limited to; games, instant messengers, pop email, music files, image files, freeware, and shareware.

System-level and user-level passwords must comply with the Password Policy. Authorized users must not share their LPGE login ID(s), account(s), passwords, Personal Identification Numbers (PIN) or similar information or devices used for identification and authentication purposes. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

All PCs, laptops, and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less.

All users must lockdown their PCs, laptops, and workstations by locking (**Windows + L**) when the computer will be unattended for any amount of time.

All users are responsible for promptly reporting the theft, loss, or unauthorized disclosure of school information to their immediate supervisor and/or the IT Department.

All users must report any weaknesses in LPGE computer security and any incidents of possible misuse or violation of this agreement to their immediate supervisor and/or the IT Department.

Authorized users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses or e-mail phishing attempts.

Unacceptable Use

Users must not intentionally access, create, store, or transmit material which LPGE may deem to be offensive, indecent, or obscene.

Under no circumstances is an employee or temporary employee of LPGE authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing LPGE-owned resources.

System and Network Activities

The following activities are prohibited by users, with no exceptions:

- Violations of the rights of any person or company protected by copyright, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by LPGE.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email phishing, etc.).
- **Revealing your account password to others or allowing use of your account by others. This includes subs, student teacher assistants, paraprofessionals, family and other household members when work is being done at home.**
- Using a LPGE computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- Attempting to access any data, electronic content, or programs contained on LPGE systems for which they do not have authorization, explicit consent, or implicit need for their job duties.
- **Installing any software, upgrades, updates, or patches on any computer or information system without the prior consent of LPGE IT.**
- **Installing or using non-standard shareware or freeware software without LPGE IT approval.**

- Installing, disconnecting, or moving any LPGE owned computer equipment and peripheral devices without prior consent of LPGE's IT Department.
- **Purchasing software or hardware, for LPGE use, without prior IT compatibility review.**
- Purposely engaging in activity that may; degrade the performance of information systems; deprive an authorized LPGE user access to a LPGE resource; obtain extra resources beyond those allocated; or circumvent LPGE computer security measures.
- Downloading, installing, or running security programs or utilities that reveal passwords, private information, or exploit weaknesses in the security of a system. For example, LPGE users must not run spyware, adware, password cracking programs, packet sniffers, port scanners, or any other non- approved programs on LPGE information systems. The LPGE IT Department is the only department authorized to perform these actions.
- Circumventing user authentication or security of any computer, network, or account.
- Interfering with, or denying service to, any user other than the employee's computer (for example, denial of service attack).

Access to the Internet at home, from a LPGE-owned computer, must adhere to all the same policies that apply to use from within LPGE facilities. Authorized users must not allow family members or other non-authorized users to access LPGE computer systems.

LPGE information systems or hardware must not be used for personal benefit. **Examples include but not limited to: Selling products or merchandise, promoting non school related fundraising activities.**

User Passwords

Passwords for LPGE network access must be implemented according to the following guidelines:

- Passwords must adhere to a minimum length of 10 characters
- Passwords must contain a combination of alpha, numeric, and special characters, where the computing system permits (!@#\$%^&* _+=~/~';,<>|\).
- Passphrases are also encouraged. This could be as easy as using a sentence as your password.
- Passwords must not be easily tied back to the account owner such as: username, social security number, nickname, relative's names, birth date, etc.
- Passwords must not be dictionary words or acronyms
- Password changes may be required periodically.

Multi Factor Authentication

LPGE IT department will require Multi Factor Authentication on Google Apps (i.e. Email, Drive etc.) by September 30th 2022.

Employees will have two options to use for Multi Factor Authentication. (only need one of these)

- Personal Cell Phone Text Message
- Classroom Phone Number voice codes

Other district owned Software will be required to have Multi Factor Authentication as the software permits. (This is not available from Skyward at this time)

LPGE Wi-Fi Network

LPGE IT department will provide access to its secure wifi network on LPGE owned devices only.

LPGE also provides Guest Internet access to personal devices. **This is a password protected network. The password will be posted in each building for Guest access.** LPGE is not responsible for any damage to personal devices when using the Guest network. LPGE reserves the right to remove the Guest network or block access to users who are using the guest access in violation of policy.

Review and Acceptance

Each employee must complete a cyber security training program each school year or upon employment. This online training will be assigned and managed by the IT department. Training and assessment must be completed two weeks after the first workshop day. Failure to complete this training may result in the blocking of access to LPGE IT equipment.

Employees will be sent automated tests each month by email. These tests may include phishing attempts or other cyber security tactics to test each employee's understanding of security on IT equipment. The length of the test will be determined by how the employee handles the automated request. (For example, if a phishing email is sent to the user. The user deletes the message. That test is complete. If the user opens and responds to the phishing email they will be required to review material about phishing.)

If an employee fails two phishing tests they will be required to repeat the cybersecurity training within one week of notification from the IT team. Building level administration will be informed of the repeat training.

All LPGE staff are responsible for the review and acceptance of this policy. Acceptable use upon starting work at LPGE. New employee onboarding and training shall include this Policy at a minimum, and in addition to all other applicable training and orientation material, and instructions for acceptance shall be provided at that time. Signed acceptance will be received and retained by Information Technology management.

_____ Date:_____

LPGE Staff Member

TEMPORARY EASEMENT

C.S. 7710 (287=287) 901
Parcel 250
County of Todd

Date: _____

For and in consideration of the sum of _____ Dollars (\$ _____), Independent School District No. 2753, formerly known as Independent School District No. 11; also formerly known as Independent School District No. 792; also known as Long Prairie-Grey Eagle Schools, a body politic and corporate under the laws of the state of Minnesota, hereby to the State of Minnesota, Grantee, a temporary easement to be used for highway purposes on all that part of the following described property in Todd County, Minnesota:

The right to use the following described strips for highway purposes, which right shall cease on December 1, 2030, or on such earlier date upon which the Commissioner of Transportation determines by formal order that it is no longer needed for highway purposes:

- Tract A. Lots 6 through Lot 10, inclusive, Block 3, TWEEDS FOURTH ADDITION TO THE VILLAGE OF LONG PRAIRIE, according to the plat thereof on file and of record in the office of the County Recorder in and for Todd County, Minnesota; excepting therefrom Trunk Highway No. 287 as now located and established;

- Tract B. Lot 11, AUDITORS PLAT OF THE UNPLATTED PORTION OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF SECTION 20, TOWNSHIP 129 NORTH, RANGE 33 WEST, according to the plat thereof on file and of record in the office of the County Recorder in and for Todd County, Minnesota; and Lots 5, 46 and 47, Block 1, LAKESIDE ADDITION TO THE VILLAGE OF LONG PRAIRIE, according to the plat thereof on file and of record in the office of the County Recorder in and for said County; and that part of Third Street South and the alley as dedicated and included in said LAKESIDE ADDITION TO THE VILLAGE OF LONG PRAIRIE; excepting therefrom Trunk Highway No. 287 as now located and established;

A strip being the westerly 12 feet of the southerly 10 feet of Tract A hereinbefore described;

A strip being the easterly 12 feet of the southerly 10 feet of Tract A hereinbefore described;

A strip being the southerly 5 feet of Tract B hereinbefore described;

A strip being that part of Tract B hereinbefore described, adjoining and northerly of the last above described strip, which lies southerly and easterly of the following described line:

Beginning at a point on the east line of said Tract B, distant 20 feet north of the southeast corner thereof; thence run westerly parallel with the south line of said Tract B to an

intersection with a line run parallel with and distant 15 feet westerly of east line of said Tract B; thence southerly along said 15 foot parallel line to the south line of said Tract B and there terminating.

Independent School District No. 2753, formerly known as Independent School District No. 11; also formerly known as Independent School District No. 792; also known as Long Prairie-Grey Eagle Schools is the owner of the above described premises and has the lawful right and authority to convey and grant the temporary easement herein granted.

The said Independent School District No. 2753, formerly known as Independent School District No. 11; also formerly known as Independent School District No. 792; also known as Long Prairie-Grey Eagle Schools hereby release the State of Minnesota from any claims for damages to the fair market value of the above-described area covered by this temporary easement and for its use, or any claims for damages to the fair market value of the remaining property of Independent School District No. 2753, formerly known as Independent School District No. 11; also formerly known as Independent School District No. 792; also known as Long Prairie-Grey Eagle Schools caused by the use of the temporary easement, including grading and removal of materials from said easement area for highway purposes.

Notwithstanding the foregoing, Independent School District No. 2753, formerly known as Independent School District No. 11; also formerly known as Independent School District No. 792; also known as Long Prairie-Grey Eagle Schools does not release any claims Independent School District No. 2753, formerly known as Independent School District No. 11; also formerly known as Independent School District No. 792; also known as Long Prairie-Grey Eagle Schools may have as a result of the negligence of the Grantee, its agents or contractors, in conducting any of the above activities.

INDEPENDENT SCHOOL DISTRICT NO. 2753,
formerly known as Independent School District No.
11; also formerly known as Independent School
District No. 792; also known as Long Prairie-Grey
Eagle Schools

By _____

Its _____

And _____

Its _____

STATE OF MINNESOTA)
)SS.
COUNTY OF TODD)

The foregoing instrument was acknowledged before me this _____ day of
_____, _____, by _____ and
_____, the _____ and
_____ of Independent School District No. 2753, formerly
known as Independent School District No. 11; also formerly known as Independent School
District No. 792; also known as Long Prairie-Grey Eagle Schools, a body politic and
corporate under the laws of the state of Minnesota, on behalf of the corporation.

NOTARY PUBLIC

My commission expires: _____

Adopted as of the 15th day of July, 2024

School Board Clerk

This instrument was drafted by the
State of Minnesota, Department of
Transportation, Legal and Property
Management Unit,
395 John Ireland Blvd.
St. Paul, MN 55155-1800

E.2. Guests

E.2.a – Senator Utke

Long Prairie - Grey Eagle



Coach/Advisor Handbook

Handbook Purpose:

The purpose of this handbook is to define activity policies and procedures of Long Prairie-Grey Eagle. The success of the athletic/activity program depends upon the understanding, teamwork, and cooperation of administration, staff, athletes, and parents in carrying out the activity policies. In addition to the information in this handbook, the LPGE athletics is governed by the rules and regulations of the *Minnesota State High School League*.

It is important that we provide a good example to our students. We should strive to communicate effectively with both parents and students to ensure our program expectations, rules, and procedures.

If, at any time, there are concerns, talk it over with the Activities Director. The district wishes to have everyone work where they feel comfortable, can have open communication, and not be afraid to fail.

Developing relationships with parents, student participants, and fans is vital to our success. Parents should know the rules and expectations of the coaches for each program. When everyone understands and agrees, it is a lot easier to maintain support and direction in each program.

ACTIVITY PHILOSOPHY:

School Activities are a part of the extra-curricular educational process of LPGE. It serves as an arena for learning. We strive to have each student enjoy a positive experience while developing competitive teams. Within this framework, the participation of all students who are interested in any type of activity is encouraged, without compromising that competitive nature.

Why Do We Play Philosophy:

We play to give students more. When we are intentional, the more leads to development of important life skills like:

- Being responsible;
- Striving for excellence;
- Learning from mistakes and failure;
- Helping others succeed;
- Overcoming adversity; and
- Being a contributing member of a team

Activity Code for the Activities Director:

- Place the athletic policy of the school district in writing and communicate it often to coaches, students, parents, spectators, and support groups.
- Cooperatively lead the school and community in creating and maintaining an atmosphere which is conducive to an educationally sound activities program.
- Develop schedules which are educationally and physically sound for students.
- Originate contracts with school and officials which are complete and specific.
- Hire officials who have the confidence and agreement of both teams, and arrange for their comfort and security.
- Support officials in cases of adverse rulings, and rate officials objectively on the basis of all parts of their effort and all events, not isolated parts of a single contest.
- Provide every student on each level in activities proper equipment and uniforms for practice/competition.
- Prepare and maintain the contest site in the best possible condition.
- Maintain sidelines for exclusive use of players, coaches, and officials, and handle crowds so there is no encroachment on playing space.
- Refuse admission to contests to persons who have shown lack of sportsmanship.
- Provide printed programs which accurately report names of players and help spectators understand the purpose and rules of the activity and to encourage good sportsmanship.
- Provide working accommodations for media covering the contest.

Duties of the Activities Director:

- The Activities Director acts as the principal's designee in all matters concerning the activities program. He/she is charged with the supervision of the activities program.
- The Activities Director should constantly be aware of the need for good public relations with the staff, administration, patrons, and opposing schools. This also includes maintaining a highly acceptable level of publicity for the entire activities program.
- It is the duty of the Activities Director to work with the principal and coach/advisor of the activity in season in setting up a schedule of games that does not conflict school procedure.
- Formulates all schedules for interscholastic contests. In doing so, considers suggestions from the head coach in each sport and makes contracts with the approval of the principal.
- Contracts and makes payments to all game officials. Considers the coaches' recommendations pertaining to which officials to hire.
- Checks and keeps on file scholastic eligibility of each athlete.
- Verifies and keeps on file athletic physical and parent consent forms.

- Keeps on file an inventory of all activities equipment and supplies as reports by the head coach/advisor.
- Keeps records on file pertaining to each activity win-loss record by season, letter winners, and individual record holders as reports by each head coach/advisor.
- Arranges all transportation for away activity contests and practices.
- Schedules the use of all facilities, with the cooperation of the coaches/advisors involved.
- Oversees ticket sales and collecting money for contests, home and away as needed.
- Supervises advertising and publicity for contests. This may be delegated to coaches as deemed appropriate.
- Supervises maintenance of equipment and facilities. Facility maintenance will be coordinated with building administration.
- Schedules all ticket takers and sellers and supervisory help for home contests.
- Provides supervision of all home contests and has responsibility for crowd control.
- Submits all forms to the MSHSL pertaining to tournaments.
- Order and distributes tournament tickets.
- Works with parent organizations in promoting LPGE Activities.
- Works cooperatively with any booster clubs to develop a procedure for funding requests.
- Evaluates coaches
- Orders equipment, materials, and uniforms following purchasing procedures for the school sponsoring the activity.
- Authorizes payment for equipment, materials, and uniforms ordered and received.
- Keeps financial record of all receipts and expenses of each activity.

Activity Code for Coaches/Advisors:

The coach is the official representative of the school at interscholastic athletic activities. In this important capacity, these standards should be practiced:

- Develop an understanding of the role of interscholastic athletes and communicate it to players, parents and the public.
- Develop an up-to-date knowledge of the rules, strategies, safety precautions, and skills of the sport and communicate them to players and parents.
- Develop, communicate and model policies for student participants conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.
- Develop fair, unprejudiced relationships with all squad members.
- Allow student participants to prove themselves anew each season and not base team selections on previous seasons or out- of-season activities.
- Allow student participants time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
- Give the highest degree of attention to student participants physical well-being.
- Teach student participants, by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
- Teach student participants strict adherence to game rules and contest regulations.
- Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.
- Attend required meetings, keep abreast of MSHSL policies regarding the sport, and be familiar with MSHSL eligibility and contest regulations.
- Sportsmanship is a must. Lead by example, everywhere and at all times

Duties of Coaches/Advisors:

General Duties:

1. HAVE FUN, LEARN, TEACH, WIN
2. If a coach/advisor is sick on a given day, it is their responsibility to notify the Activities Director of the sponsoring school. Whether the coach/advisor is able to coach in practice or at a game on that particular day will be at the discretion of the Activities Director. General rule of thumb, if you are too sick to work or teach, do not coach.
3. Be present and actively working in a coaching capacity at all practice sessions and contests.
4. Be responsible for the good conduct of your team members.
5. Be visible and energetic to promote a positive image.
6. Conduct themselves in a professional manner at all times; especially when directing our student participants in competition with other schools.
7. Treat school equipment and property better than you would your own.
8. Do not leave anything lying out after practice and return all equipment to proper storage facilities.

9. All doors and facilities must be locked up after use.
10. Instruct athletes on proper use and storage of equipment.
11. Complete any Rules Meeting as required by MSHSL
12. Complete SafeSport Training
13. Abide by all binding MSHSL, and LPGE school policies and regulations.
14. Attend all athletic and MSHSL required meetings.
15. Rate officials in accordance with MSHSL.
16. Attendance at your sports state coaches' association annual conference is highly recommended.
17. Organize and schedule scouting method/assignments for the program.
18. Continued education within your activity and keep informed as to new techniques, points, plans, ideas,
19. *Never conduct a one-on-one meeting behind closed doors without the presence of a third party. Never transport a students or athlete outside of athletic contests.*
20. Develop and provide opportunities for out of season training, skill development and team building.
21. Organize and carry out youth programs, including summer camps.
22. Maintain statistics and records to submit at the end of the year.
23. Initiate and attend out of season activities that will promote your sport.
24. Make efforts to attend and support LPGE students at other activities outside of your sport.
25. Cooperation and respect for scheduling facilities with other coaches in regard to use of locker rooms, practice areas, equipment etc.
26. Participate in the post season banquet.
27. Develop and maintain positive public relations with the media and media personnel.
28. Provide pre/current/post season information to the media and allow access for featured articles to all media outlets. Also report contest results to local media:
 - Newspapers
 - Radio Stations
 - MSHSL
 - Television Channels
29. Submit a school announcement to the Activities Directors after each contest for posting on the website.
30. Coaches must ride the bus to and from away contests.
31. Communicate with parents to keep them informed about your program including camps, practices, games, fundraisers etc. and provide a minimum of one direct communication tool for parents to contact you.
32. Hazing and/or bullying is not tolerated at any level.
33. Coaches must have a plan for mass team communication in case of inclement weather or emergencies.
34. Create an activity specific handbook that consists of your rules/expectations for your

athletes, along with your philosophy of your activity.

35. Conduct pre-season parent/student meeting which should include: Reviewing activity handbook/activity specific handbook, Practice routines, schedule, tryout information (if necessary), lettering requirements, practice guidelines/team rules (written form).
36. Conduct a pre & post season meeting with each student to review their role throughout the season, and how the season ended.
37. Develop assistant coaches including sharing guidance, goals, and focus.
38. Participation of all students in activities is encouraged, especially at the lower levels of competition.
39. Nominate student participants for post season awards.

Coaches Duties Regarding Student Athletes:

1. Encourage all of our student participants to excel in the classroom as well as in activities.
2. Do not leave student participants unsupervised.
3. Strive to develop qualities, in our student participants, of sportsmanship and fair play.
4. No student participant may try, neither practice nor play without a physical. Copies of physicals should be carried with you at all games and practices.
5. Ensure that all athletes meet MSHSL requirements.
6. Follow MSHSL and LPGE procedures for return to play following an injury.
7. You are responsible for the conduct of all your student participants while under your supervision before, during and after the activity.
8. Encourage and promote healthy living practices, including hygiene and proper apparel.
9. Advise student participants to lock up their belongings.
10. student participants must wear appropriate clothing while at school facilities and shirts must be worn at all times.
11. Report ALL injuries to the Athletic Trainer and follow the member school emergency procedure when necessary.
12. Ensure student participants safety and well-being during all supervised activities.
13. Report any unusual conduct or problems, team or individual, to the Activities Director.
14. Actively assist student participants and their families with college recruitment.

Coaches Duties to the Activities Director:

1. Have team rules and expectations to Activities Director prior to parent meeting.
2. A facility use form must be completed and submitted to the activity's office for all out of season activities.
3. In cooperation with the Activities Directors, prepare a season practice schedule a minimum of 1 month prior to the start of the season, so it can be posted to the school websites.
4. Inform the activities office of changed, cancelled or added practices.
5. Create a developmental plan for the entire program from youth through varsity and age

- appropriate playbooks.
6. Coordinate any participation in tournaments with the Activities Directors.
 7. Assist the activities department in submitting paperwork for all tournaments.
 8. Evaluate all assistant and volunteer coaches using the provided evaluation tool.
 9. Submit roster list to the activities department after the first practice. Resubmit your roster list before the first contest with uniforms and demographic information.
 10. Collect physicals, team rules and sport consent forms.
 11. Assist the activities office in recruiting game workers. Provide lists of such workers to the activity's office.
 12. Hold student participants financially responsible for all unreturned school-owned equipment.
 13. Scheduling scrimmages: Activities Director must be informed and give final approval. Head Coach will be responsible for finding officials, if necessary.
 14. Responsible for any paperwork required to order equipment and supplies.
 15. Assist the Activities Director in the hiring process for hiring sub-varsity positions.
 16. Collect Equipment and Inventory: when your season has been completed, coaches/advisors are to collect equipment issued to the students. Do not allow student participants to keep any school equipment during the off season. The inventory should be turned in to the Activities Director.
 17. Final Meeting: Each head coach should meet with the A.D. for a post-season review. This meeting will cover the following: roster, letter winners, special awards, team accomplishments, summary of the season, recommendations for the future, inventory of equipment, evaluation of sub-varsity coaches, and intent to continue assignment. The meeting should be completed with the activity's director within fifteen days of the close of season.

Coaches Duties Regarding Facilities:

1. You are responsible for locker room supervision. Be sure that you are the last to the leave the locker room and facility after all activities.
2. School issued keys/cards are NOT to be given to student participants for their personal use
3. No cleats are to be worn in the building beyond the locker room entrance.
4. Report any facility and equipment damages that have occurred to the Activities Director and a plan for replacement.
5. Responsible for set up and take down of equipment before and after contests.
6. Keep accurate record of all equipment and supplies issued to their athletes.
7. At the conclusion of the season, collect, inventory and store equipment and uniforms.
8. Collect, clean and store uniforms and equipment at the conclusion the competitive season. School-owned equipment and uniforms are not to be used outside of authorized practice or competition.
9. See that activity areas are safe prior to the start of and secure following the conclusion of their practices.

Open Gym Expectations and Responsibilities:

- A facility use form must be filled out by a single individual that is willing to take responsibility for the open gym times requested. This individual will be the supervisor.
- The supervisor will be responsible for those individuals attending the open gym.
- The supervisor will be responsible for turning in a schedule of the individuals who will be supervising the open gyms if the designated supervisor happens to be unavailable. This schedule must be turned in to the Activities Director at the time of the request for the facility.
- The gym may be signed out 1 month at a time. This would be the 1st day through the last day of each month.
- Treat school equipment and property better than you would your own.
 - Properly store all equipment and clean up facility after use.
 - Lock up everything, every open gym.
 - Instruct student participants on proper use of equipment.
- You are responsible for the conduct of all your student participants while under your supervision.
- Always be the last to leave the building. Do not leave student participants unsupervised. Be sure that the student participants are gone before you leave.
- School issued keys/cards are NOT to be given to student participants for their personal use.
- If student participants use the locker rooms, be sure that they are clean before you leave the facility.
- student participants must wear appropriate clothing while at open gym.
- Report any misconduct or problems to the Activities Director.

Coaches Personnel Expectations:

As a professional educator, the coach will:

- Be encouraged to join State Associations and attend coaching clinics
 - See State Tournaments/Clinics
- Exemplify the highest moral character, behavior, and leadership
- Respect the integrity and personality of the individual athlete
- Abide by the rules of the game in letter and spirit
- Respect the integrity and judgement of sports officials
- Demonstrate a mastery of and continuing interest in coaching principals and techniques through professional improvement
- Encourage a respect for all athletics and their values
- Display modesty in victory and graciousness in defeat
- Fulfill responsibilities to provide health services and an environment free of

- safety hazards
- Encourage the highest standards of conduct and scholastic achievement among all athletes
- Seek to inculcate good health habits including establishment of sound training rules
- Strive to develop skills in each athlete such as:
 - Leadership
 - Responsibility
 - Initiative
 - Good judgement
- Volunteer Coaches who are a part of a LPGE Activity Program will no longer receive Professional Leave for leaving early for games/events/meets. This impacts their volunteer status. Hourly employees will need to punch out, and salary employees will need to take personal time. If a salaried employee can find coverage without the need for a substitute or coverage with someone not being paid extra, then in that particular circumstance, leave would not need to be taken due to being contracted.

Coaches Responsibilities Out of Season

MSHSL Bylaws

Coaches and Advisors recognize that everyone needs to work together to follow the MSHSL Bylaws to assure that our programs are being run in compliance with MSHSL Rules

Head Coaches/Advisors and Assistant Coaches/Advisors cannot organize out of season opportunities for students that are JV or Varsity athletes in the sports that they coach. It also includes undue influence that places students in situations where they feel that they have to participate in out of season sports to earn or retain a roster spot on in season teams.

Communication:

Head coaches must communicate with each other and administration before any of our season information is given to students or parents. This will help support student involvement in school activities.

Youth Programs:

Head coaches need to oversee skill based elementary programs that provide all students an opportunity to gain skills in practice and competition. Participation numbers in school activities are possibly being affected by student involvement in non-school activities.

District Support:

The school district will support head coaches that implement rules against out of season participation during in season activities.

Guidelines for Coaching Out of Season- MSHSL Bylaw 208

What may a coach do and not do before and after the high school season with his/her athletes?

May do:

1. Provide camp and non-school team information to athletes if approved for a summer waiver and authorized by your activities director to do so.
2. Coaches/Advisors approved for summer coaching may provide coaching during the prescribed time of summer
 - a. Summer Coaching Waiver:
 - i. Member schools shall have the authority to approve a coaching waiver following the fourth Friday in May through July 31 of the same calendar year. Coaches who have been granted a summer coaching waiver by their high school to coach a summer league team may continue to coach that team through Labor Day if that team participates in an end-of-season tournament as a natural extension of the summer team season. The high school athletic director of that school must approve said exception, in writing.
 - b. Summer Camp/Clinic Waiver:
 - i. Member schools shall have authority to approve a coaching waiver for camps and/or clinics following the fourth Friday in May and ending July 31.
 - c. Procedure for Granting Summer Coaching or Summer Camp/Clinic Waivers:
 - i. The designated school representative of the member high school shall document, in writing, and keep on file in the school.
 1. A letter of verification from the coach indicating an agreement to coach the students;
 2. The letter required for summer coaching shall be documents on an official League Summer Coaching Form, which is available on the league website.

May NOT Do:

During the school year, prior to and following the sports season

1. May not provide coaching, instruction, training, etc. to any members of their high school team, B-Squad, JV, or Varsity other than during the season or under the summer waiver.
2. May not influence or direct a player's non-school play. This includes:
 - a. Directing athletes to play in a league or attend a camp/clinic.
 - b. Place athletes on a roster, develop or organize a team roster; draft players for a team; select, secure, evaluate or otherwise influence the placement of athletes on a team for leagues, tournaments, camps/clinics other than those athletes approved for the summer coaching waiver.
 - c. May not direct, or unduly influence an athlete to participate in open gym, captain's practice, or non-school teams, leagues or camps.
 - d. May not organize, supervise, direct or otherwise be involved in the organization of a captain's practice.

Participation:

Varsity Programs

Varsity participants are those who have shown the most developed skills of those that are participating in the activity. They will have the opportunity to participate against other varsity teams from opposing schools. The purpose of the varsity team is to improve and refine the skills of those participating to provide the LPGE with the best win-loss record while promoting ethical play and positive character.

Junior Varsity Programs

Junior varsity programs are offered to those students, who do not yet possess the skills required of varsity participants, an opportunity to participate in a competitive setting. Junior varsity participants are in the process of gaining valuable knowledge, skill and experience required for varsity competition.

Junior varsity participants may participate in a varsity contest based on the discretion of the head coach/advisor. If the individual has shown significant progress, they may be rewarded by given the chance to show their skills against stronger competition. This should NOT be interpreted as a permanent move to the varsity team unless the head coach/advisor has indicated.

C Squad Programs

C squad participants are primarily freshman and sophomores, while exceptions are made, these are reserved for extenuating circumstances. C squad teams are offered to participants that do not yet possess the skills necessary to gain significant playing time on the junior varsity level. C squads are designed to provide a competitive setting in which to gain valuable knowledge, skill and experience required for promotion to the junior varsity team.

Junior High Programs

Junior high programs are designed to provide middle school students with the opportunity to participate in activities that will assist in the development of self-esteem, high ideals, and physical fitness. These programs will teach the basic skills of the activity to students who may choose to pursue these activities in the future. The main objective is to ensure that the competition provided is educationally sound without placing an emphasis on winning. We look to win when we can while providing everyone an opportunity to play. This is NOT to assume equal playing time.

Elementary Programs

Elementary programs are designed to provide an opportunity for elementary grade students to try new activities and to assist them in deciding if those activities are areas of interest. Emphasis at this level is placed on learning the rules of each activity, general fitness, fair play and sportsmanship. Fundamentals will be established to create a strong foundation upon which more advanced levels of competition are based. Students will learn in a fun atmosphere where winning is secondary to other goals. Students will be introduced to the idea of education-based activities. All students will be given quality minutes during the season.

Promoting Middle School Student Participants to High School Competition:

As students are considered for promotion to a higher level the welfare of the student is the first concern.

Approval Process:

**** There must be a demonstrated program need for promoting younger athletes to higher level of competition. ****

1. Promotion of athletes must be initiated by the coaching staff only.
2. A formal written request must be made by the high school coach to the Activity Directors for all schools involved in LPGE Activities.
3. Coaches at all levels must agree to promotion.
4. The coaches and Activities Director(s) must agree.
5. The Activities Director(s) will forward a recommendation regarding the promotion to the high school Principal for each school who is involved in this decision.
6. The Principal shall review academic standing and forward the recommendation regarding the promotion to the Superintendent(s) of the schools represented in LPGE Activities.
7. Final authority for any promotion shall rest with the Superintendent(s).
8. If the promotion is NOT recommended at any level it is considered unapproved.
- 9. There is no appeal process.**
10. The coach may reapply for promotion after the next scheduled contest.

Team Reduction Philosophy:

In accordance with our overall activity philosophy and our desire to see as many students as possible participate in any activity program while in school, we encourage our coaches to keep as many students as they can without unbalancing the integrity of their sport/activity. Obviously, time, space, facilities, personal preference and other factors will place limitations on the most effective squad size for any particular sport/activity; however, when developing your individual sport/activity policy in this area, please strive to maximize the opportunities for our students without diluting the quality of your program.

Limitation of Team Membership Policy:

Minimum and maximum team membership limits will be determined by the coaches of respective sports and the Activities Director. In cases when the "Squad Reduction Policy" is utilized, the coach should keep the Activities Director informed concerning the method and time of "cuts".

Team Reduction:

1. Responsibility
 - a. Choosing the members of any of our teams is the sole responsibility of the coaches/advisors of those teams and programs.
 - b. There is no such thing as a final team cut. The student's membership on any team is always subject to proper behavior and the following of specified team guidelines.
 - c. Sub varsity level coaches shall follow the policies as established by the head coach/advisor in that particular program when selecting team members.
2. Prior to try-outs, the coach/advisor shall provide the following information to all candidates for the team:
 - a. Extent of the try-out period
 - b. Criteria used to select team
 - c. Number to be selected
 - d. Practice commitment if they make the team
 - e. Every athlete has an equal opportunity to try out. Team membership is not pre-determined
3. Procedure
 - a. When a team cut becomes necessary, the process should include these important elements:
 - b. Have completed a minimum number of practices
 - c. Be allowed, when possible, to compete in a scrimmage situation.
 - d. Be informed by the coach of the cut and the reason for it in person.
4. Cut lists will not be posted.
5. Coaches/Advisors should take the opportunity to discuss alternative possibilities for participation in the sport/activity.
6. If a coach/advisor foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the Activities Director ahead of time

State Tournaments and Clinics:

The school district shall reimburse the head coach and one assistant coach/advisor per activity when they travel outside the district for clinics or meetings. Permission to go to these events must be authorized in advance by the District 2753 Activities Director and will be dependent upon each activities budget. Expenses that are eligible for reimbursement are the following:

1. Transportation: Mileage will be paid according to the dollar amount said by the board at the annual meeting.
2. Registration Fees: As required for participation
3. Meals: Meals will be reimbursed for the actual costs up to limits set by the school district.

The head coach/advisor is allowed to attend two days of the state tournament(s) at their own expenses for the activity that they coached/advised. The program assistant coaches/advisors are allowed to attend one day of the state tournament at their own expense for the activity that they coached/advised. The school will pay their substitutes. **If coaches/advisors are going to their state tournament as spectators and bringing students to watch, the expectation is that they all ride together.**

Lettering Policy:

All high school coaches/advisors will follow district criteria for lettering within their activities. This policy should be discussed with students at the beginning of the seasons. This information should also be provided to the Activities Director.

Eligibility Policy:

ELIGIBILITY (School Board Policy 510):

In order to represent the Long Prairie-Grey Eagle School as a participant in any contest, meet, or public performance as it relates to athletics or fine arts, the following rules set forth by the Long Prairie-Grey Eagle School Board.

All students who are living within the LPGE School District but going to an alternative schooling are held to the same academic standard as our enrolled LPGE students. It is the parent’s responsibility to provide the school an update on academic progress every midterm and quarter. This is based upon the LPGE School Calendar. Failure to do so could jeopardize the student’s eligibility.

LPGE 7-12 Eligibility Policy

Students can lose eligibility during the following dates throughout the school year:

- A. Midterm 1
- B. Quarter 1
- C. Midterm 2
- D. Quarter 2
- E. Midterm 3
- F. Quarter 3
- G. Midterm 4
- H. Quarter 4

A preliminary report informing you that you are in jeopardy of losing eligibility will be communicated to parents / guardians 2 weeks before grades will be pulled for eligibility.

Eligibility will be determined by **semester grades** at every grading period.

An eligibility report will be generated the following day after grades are posted and discipline will go into effect the following day.

For example: Grades post for Midterm 1 on October 5th, a report would be generated on October 6th, and any necessary disciplinary action would begin on October 7th.

Athletic Activities:

On the first "F", students will lose eligibility- 1 or 2 events, based on the activity.

- Basketball- 2
- Hockey- 2
- Softball- 2
- Baseball- 2

All other activities will be 1 event.

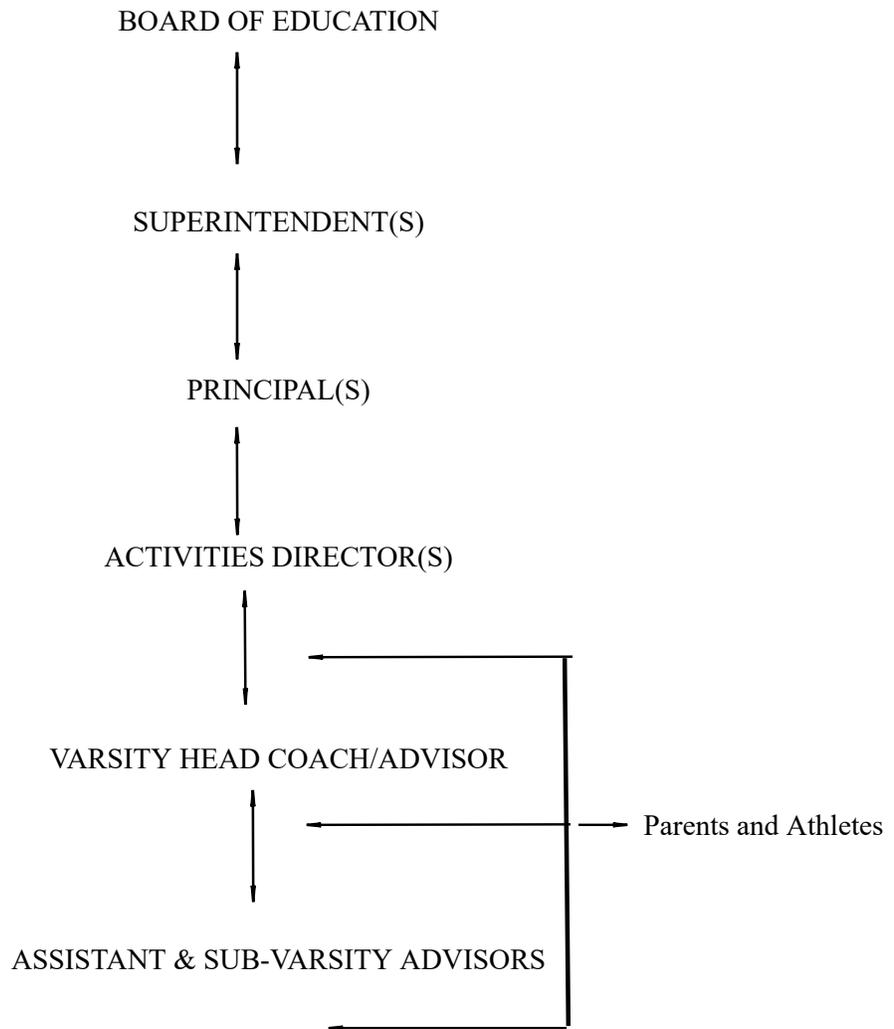
Fine Arts and Extra Curricular Activities:

On the first "F", students will lose eligibility for 1 event.

Communication Policies:

Chain of Communications:

The chain of command is a communication process that will be publicized to coaches, players, and parents in order to resolve concerns at the lowest possible level with the coach. In all competition, misunderstandings and disagreements can happen with all parties involved (coach, player parent, administrator, and school board). To deal with these concerns in the most effective and efficient way, there needs to be a chain of communication. The flow chart below represents a process for communication whereby any of the upset parties should understand how to bring a question/complaint for consideration. Information should flow from one end of the chain to the other.



The coach/advisor is directly in charge of team members. Concerns at this level, by student participant(s) or a participant's parent, should be directed to the coach as the primary step towards a solution. If a satisfactory result cannot be achieved, the next step in the chain is in order. While moving up the chain, it is recommended that all parties, including the coach be present for discussion.

This movement up the chain should also be used in all cases where a confrontational atmosphere is evident. In addition, any complaint from an organized group should be directed to the coach in the presence of the activities director.

Formal meetings between parties should be properly documented. If a situation is not remedied at the lower levels of the chain, this process can be followed to the top of the chain. Ultimately, the concern should be aired in a formal meeting of the school board. Though a rarity, such a meeting should include all parties that have been involved in this complaint or concern.

If any level of the chain has been passed over, it is the responsibility of the superior who received the complaint to redirect the persons involved to the appropriate level. Since communication in a small community is often of an informal nature, exception to this chain of communication will take place. For example, a parent may try to communicate directly to a school board member, superintendent, or principal. An appropriate response would be "I appreciate your concern, but you must first take your concern to the proper level. If you would like, I can set up a meeting for you."

This chain should be used when someone in the middle of the chain needs to express a concern. An individual's first step would be to address his/her immediate supervisor. If not satisfied, a further step up the chain is in order.

Finally, it should be noted that the chain of communications works both ways. Someone at the top of the chain must also direct concern through the proper links of the chain. For example, if the school board has a concern with a coach, it needs to first address the superintendent. The superintendent in turn would pass that concern on through the chain to the coach.

At any point in the chain, if the authority involved chooses to expedite the process he/she may pass the responsibility to the next higher level with permission from aggrieved party as well as his/her superior. For example, if a situation seems very serious, and activities director who has been called into the situation may opt to invite the principal/superintendent to the meeting. At such meeting, all links of the chain involved should be present.

By making proper use of this chain of communication, most concerns or problems should be remedied with the beginning steps. If a serious problem does arise, all parties have been given ample opportunity to state their case. Each step will be properly documented for final consideration.

24 Hour Rule:

The 24-Hour rule is a rule that should prevent discussions regarding playing time, positions, tactics, or general decision making immediately following the game. It is essentially a “cool off period” that removes emotion from the conversation which allows both parties to collect their thoughts prior to speaking about events.

If anyone has a concern about an activity that his/her child is participating in, to contact the coach/advisor at the school and arrange a meeting with the coach/advisor and activities directors to discuss the concern.

We ask your cooperation and if you have any questions about this policy please feel free to call Activities Director, Kelsey Paurus at 320-732-2194

Parent/Coach Communications:

Students will be advised to advocate for themselves. Parents will be advised to only follow this protocol if their student participant has talked to their coach/advisor.

1. Contact the Head Coach to discuss the issue or request a meeting. Please do not make this initial contact immediately after a game or contest. There is a 24 hour cooling off period.
2. Share your concerns with the coach and focus on developing a solution. Concerns are limited to your student-participant only. Discussion of other student participants is not an appropriate discussion topic, but discussion about how your student participant can improve is appropriate. The student participant may be present at this meeting. Coaches are strongly advised to have a third party attend this meeting.
3. If a satisfactory resolution to the concern is not reached after speaking with the coach, contact the Activities Director to discuss the concern or request a meeting.
4. Attend meeting on set date and discuss the concern and the proposed resolution to the concern by the Head Coach. The athlete will be present at this meeting.
5. Written appeals should follow the proper steps in the Chain of Communication protocol. Appeals will not be considered if the school policy was not followed.

Weight Room Rules:

Students shall be accompanied by an adult when they are in the LPGE Weight Room.

Students must have a spotter which is defined as someone who is strong enough to assist you and they are with you during the lift, especially for bench press, squats, power cleans, and inclined lifts.

Shirts must be worn by all lifters during workouts.

Belts must be worn for the following lifts: deadlifts, squats, power cleans.

Injuries and Accident Reporting Procedures:

The trainers or coaches/advisors will complete the School Injury Report Form immediately following all injuries or accidents that require medical care beyond immediate care by coach/advisor and/or trainer. This applies to all students under their supervision during practices, events, or while traveling to and from an event. The trainers or coaches/advisors are to call the Activities Director and inform him/her immediately if a participant is taken to the hospital.

The form shall be turned into health services the following morning with the trainer or coach/advisor retaining a copy.

When an accident report form is required, coaches/advisors will attempt to personally contact the parents or guardians.

If a physician, due to illness/injury, excuses a participant from events or practices, students must supply written statement from the physician allowing them to return to activity.

CONCUSSION MANAGEMENT RECOMMENDATIONS FOR MSHSL ATHLETES



Acute injury

When a player shows any symptoms or signs of a concussion, the following should be applied.

1. The player should not be allowed to return to play in the current game or practice.
2. The player should not be left alone, and regular monitoring for deterioration is essential over the initial few hours after injury.
3. The player should be medically evaluated after the injury.
4. Return to play must follow a medically supervised stepwise process.

A player should never return to play while symptomatic. "When in doubt, sit them out!"

Return to play protocol

Return-to-play decisions are complex. An athlete may be cleared to return to competition only when the player is free of all signs and symptoms of a concussion at rest and during exercise. Once free of symptoms and signs of concussion, a stepwise symptom free exercise process is required before a player can return to competition.

- Each step requires a minimum of 24 hours.
- The player can proceed to the next level only if he/she continues to be free of any symptoms and or signs at the current level.
- If any symptoms or signs recur, the player should drop back to the previous level.

The return to play after a concussion follows a stepwise process:

1. No activity, complete rest until all symptoms have resolved. Once asymptomatic, proceed to level 2.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training.
3. Sport specific exercise—for example, skating in hockey, running in soccer; progressive addition of resistance training at steps 3 or 4.
4. Non-contact training drills.
5. Full contact training after medical clearance.
6. Game play.

The final return to competition decision is based on clinical judgment and the athlete may return only with written permission from a health care provider who is registered, licensed, certified, or otherwise statutorily authorized by the state to provide medical treatment; is trained and experienced in evaluating and managing concussions; and is practicing within the person's medical training and scope of practice.

Neuropsychological testing or balance testing may help with the return to play decision and may be used after the player is symptom free, but the tests are not required for the symptom free player to return to play.

For more information please refer to the references listed below and www.concussionsafety.com.

Signs Observed By Coaching Staff

Appears dazed and stunned
Is confused about assignment or position
Forgets sports plays
Is unsure of game, score, or opponent
Moves clumsily
Answers questions slowly
Loses consciousness (even briefly)
Shows behavior or personality changes
Can't recall events prior to hit or fall
Can't recall events after hit or fall

Symptoms Reported By Athlete

Headache or "pressure" in head
Nausea or vomiting
Balance problems or dizziness
Double or blurry vision
Sensitivity to light
Sensitivity to noise
Feeling sluggish, hazy, foggy, or groggy
Concentration or memory problems
Confusion
Does not "feel right"

Concussion Care Plan		
RETURN TO LEARN	Functional Learning At Each Step	Progression To Next Stage
0 Step 0 Cognitive and Physical Rest 24-48 hours	Light cognitive activity. Limit television, computer, cell phone, and reading. Avoid schoolwork, physical exertion, and organized sports.	Symptoms start to improve OR after resting for 48 hours maximum.
0 Step 1 Light Cognitive Activity	Increase cognitive activity. Easy reading. Peer contact.	Progress to next level when able to complete 30 minutes of cognitive activity without an increase in symptoms.
0 Step 2 School-Type Work	School-type work for 30-minute increments Continued peer contact. Light physical activity such as walking.	Progress to next level when able to handle 60 minutes of cognitive activity without an increase in symptoms.
0 Step 3 Part-Time School	Partial school days. Core classes. Essential learning. Light physical activity.	Tolerating part-time school with restricted academic demands
0 Step 4 Full-Time School	Progressing to full days in school. Decreasing academic support as able. Limit homework and testing.	Progress when able to handle all class periods in succession without an increase in symptoms.
0 Step 5 Full-Time School	Minimal Learning Accommodations. Nearly normal cognitive activities. Routine schoolwork as able. Progressing to full homework.	Tolerating full academic load without worsening symptoms.
0 Step 6 Return to Full-Time School	No Learning Accommodations. Normal cognitive activities. Routine schoolwork Full curriculum load.	Student is now ready for final stages of return to play. Recommend 48 hours of relative physical and cognitive rest before beginning Return to Play Protocol.

**The above is a general guide - please be sure to consider factors such as environment, intensity, shift, and impact of decisions as this may influence patient progression.

Generally, each step should take 24 hours. If symptoms return, drop back to previous level and wait an additional 24 hours to progress again.

Concussion Care Plan		
RETURN TO PLAY	Functional Exercise At Each Step	Goal At Each Step
0 Step 1 Symptom Limited Activity	Daily activities that do not provoke symptoms (no participation in sports or physical education).	Gradual reintroduction of school, work, or other daily activities.
0 Step 2 Light Aerobic Exercise	Walking or stationary cycling at a slow to medium pace. May increase speed as tolerated. No resistance training. Minimize head movement and cognitive demand.	Increase heart rate
0 Step 3 Sports Specific Exercise	Jogging, skating, swimming, agility drills, jumping, shooting baskets, dribbling, serving, balance, training, simple plyometric. No head impact activities.	Add head movement (up, down, side to side), as well as full body movement.
0 Step 4 Non-Contact Training Drills	Harder training drills (e.g., passing drills, stick handling, catching throwing, sprinting, tumbling, dancing.) Progress to unstable/alternative surfaces (ice, pool, skates, bicycle, etc.) May start progressive resistance training.	Exercise, coordination, and increase thinking.
0 Step 5 Full Contact Practice	Following medical clearance, participate in normal training activities. May also return to physical education without restriction.	Restore confidence and allows for self-assessment.
0 Step 6 Return to Sport/Activity	Following medical clearance, full participation in sport and/or recreational activities, including contact sports.	Complete return to sport/activity upon final medical clearance. Recommendation: Complete at least 2 full practices before returning to competition.

**The above is a general guide - please be sure to consider factors such as environment, intensity, shift, and impact of decisions as this may influence patient progression.

Generally, each step should take 24 hours. No more than 1 step per day. If symptoms return, drop back to previous level and wait an additional 24 hours to progress again.

Emergency Procedure:

In case of serious injury, the following plan shall be implemented

1. If an athletic trainer is on site, follow their instructions before advancing
2. Call 911 and ask for an ambulance.
 - a. Who will call?
 - i. Assistant Coach
 - ii. Head Coach
 - iii. Responsible Adult
 - b. What to say on the phone:
 - i. Request an Ambulance
 - ii. What type of situation is it (life-threatening/non-life threatening)
 - iii. What type of injury?
 1. Head
 2. Neck
 3. Knee
 4. Etc.
 - iv. Is the athlete conscious?
 - v. The athlete's vital signs (if given)
 1. Pulse
 2. Breathing rate
 - vi. What assistance is being given?
 1. CPR
 2. Rescue Breathing
 3. Stabilizing Athlete
 4. AED
 - vii. Location of Phone
 - viii. Exact location of injury
 1. Town's Football Field, Town's Gymnasium
 - ix. ALWAYS HANG UP LAST

School Board Policies Included:

Please refer to the following policies:

- 413: Harassment and Violence
- 417: Chemical Use and Abuse
- 418: Drug-Free Workplace/Drug-Free School
- 419: Tobacco-Free Environment
- 510: Student Activities
- 514: Bullying Prohibition
- 522: Student Sex nondiscrimination
- 526: Hazing Prohibition
- 710: Extracurricular Transportation

Season Summary:

Sport/Activity: _____ **Year:** _____

Coach/Advisor: _____

Opponent:

Score:

- | | |
|-----------|-------------|
| 1. _____ | _____ W/L/T |
| 2. _____ | _____ W/L/T |
| 3. _____ | _____ W/L/T |
| 4. _____ | _____ W/L/T |
| 5. _____ | _____ W/L/T |
| 6. _____ | _____ W/L/T |
| 7. _____ | _____ W/L/T |
| 8. _____ | _____ W/L/T |
| 9. _____ | _____ W/L/T |
| 10. _____ | _____ W/L/T |
| 11. _____ | _____ W/L/T |
| 12. _____ | _____ W/L/T |
| 13. _____ | _____ W/L/T |
| 14. _____ | _____ W/L/T |
| 15. _____ | _____ W/L/T |
| 16. _____ | _____ W/L/T |
| 17. _____ | _____ W/L/T |
| 18. _____ | _____ W/L/T |
| 19. _____ | _____ W/L/T |
| 20. _____ | _____ W/L/T |
| 21. _____ | _____ W/L/T |
| 22. _____ | _____ W/L/T |
| 23. _____ | _____ W/L/T |
| 24. _____ | _____ W/L/T |
| 25. _____ | _____ W/L/T |

Season Record:

Conference Standing:

Section Standing:

Outstanding Performances and Accomplishments:

Sport/Activity: _____ ***Year:*** _____

Coach/Advisor: _____

Examples:

- ***All Conference, All Academic, All State, ETC.....***

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Coach/Advisor Preseason Review:

Sport/Activity: _____ **Year:** _____

Coach/Advisor: _____

1. Potential number of participants:

2. Team Strengths and Weaknesses:

3. Team Goals for individual games and season:

4. Areas of possible concern:

Coach/Advisor Interest Form:
(for next coaching season)

Name of Coach:

Current Position & Sport:

1. I intend to return to coach next year in the same coaching position

Yes

No

2. I intend to apply for a different coaching position next year, if available

Yes

No

3. If you answered “Yes” to above question, what position would be of interest to you?

I understand that answering the above information is not a coaching contract. The above information is merely to aid school administrators in determining my intent for coaching next season so that he/she may prepare accordingly.

Coaches Signature: _____

Date of Signature: _____

***Long Prairie-Grey Eagle Public Schools
Head Coach Evaluation Form***

Coach/Advisor: _____ Sport: _____ Date: _____

1. ***Exemplary:*** System wide Impact. A positive Role Model that supports the education of all students through athletics.
2. ***Proficient:*** Program-Wide Impact. A positive role model that builds a cohesive sports program.
3. ***Progressing:*** Meets Standards. A positive role model that narrows focus to a few sports programs.
4. ***Not Meeting Standard:*** Well Below Acceptable Best Practices. A poor role model that is not supportive of all sports programs.

Administrative Responsibilities:

- ___ 1. Cooperates with the athletic office regarding preseason responsibilities (coaches paperwork, player registration compliance, practice schedules, team rosters, etc.).
- ___ 2. Communicates roles, duties, and expectations to assistant coaches. Cooperates with requests for information from the athletic office.
- ___ 3. Hosts a parent/player preseason meeting to go over team Code of Conduct, player expectations, practice schedule, and season schedule.
- ___ 4. Follows all school policies, administrative directives, and MSHSL rules/regulations.
- ___ 5. Consults and communicates with the athletic director regarding any player-parent issues, practice/game scheduling requests, player discipline, officiating concerns/problems, etc.
- ___ 6. Provides proper supervision of athletes at all times/venues (locker rooms, fields, gyms, travel vessel and vehicles, practice area, locker rooms, etc.) whenever athletes are present.
- ___ 7. Follows proper budget and purchase order procedures with regards to any equipment/uniform purchases. Demonstrates proper care of school facilities and equipment.
- ___ 8. Maintains a detailed inventory of team equipment/uniforms and provides an updated report to the athletic department at the conclusion of each season.

___ 9. Submits an end-of-season report including a list of award winners in a timely fashion at the conclusion of each season of play.

___ 10. Maintains and updates team and individual student-athlete records regularly and in a timely manner. Works with the athletic department and media to publicize team and individual accomplishments.

___ 11. Provides a season ending celebration of player accomplishments and hands out all awards in a timely manner.

Relationships:

___ 1. Demonstrates enthusiasm for working with Jr/Sr high school student-athletes.

___ 2. Effectively communicates with all participating student-athletes and their parents.

___ 3. Fosters good relations with school administration, faculty, and coaching staff.

___ 4. Respect all opponents, their school, and other facilities.

___ 5. Develops and maintains a professional relationship with game officials.

___ 6. Respects all Thunder activities and encourages student-athletes to participate in a variety of activities throughout the school year.

___ 7. Works with the media regarding team information, statistics, and interviews.

___ 8. Works with student-athletes and their academic eligibility requirements.

___ 9. Communicates and cooperates with the athletic trainer in regards to student-athletes' health and physical well-being.

___ 10. Works to develop their program by working with student-athletes in the lower levels of the program as well as community youth development programs for those.

Coach/Advisor Performance:

- ___ 1. Keeps the sport interesting and fun for participating student-athletes.
- ___ 2. Conducts themselves in a professional and sportsmanlike manner.
- ___ 3. Teaches the fundamental philosophy, skills, and knowledge essential to the sport.
- ___ 4. Conducts a well-organized practice plan/schedule.
- ___ 5. Finds value in all participants on the team.
- ___ 6. Use praise and constructive criticism appropriately and effectively.
- ___ 7. Maintains discipline within the team while keeping enthusiasm, motivation, proper fundamentals and good sportsmanship in games and practice.
- ___ 9. Works to learn new strategies and trends in the sport by attending coaches' clinics and reading coaching publications.

LPGE Head Coach/Advisor
Evaluation Narrative

Activities Director's Comments

Coach/Advisor Comments

Coach/Advisor Signature: _____ Date: _____

AD Signature: _____ Date: _____

Long Prairie-Grey Eagle Public Schools
Sub-Varsity Coach/Advisor Evaluation Form

Coach/Advisor: _____ **Level:** _____

of Years @ Level: _____ **Total Years in Activity:** _____

All items listed below will be rated by the head coach, with input from the activities director as needed. They will be based on the rating scale of:

3: Highly Effective

2: Effective

1: Minimally Effective

0: Ineffective

N/A: Not Applicable

Professional Duties and Responsibilities:

- _____ Manage all matters relating to the organization and administration of the team under his/her direction.
- _____ Abides by all relevant policies and administration guidelines
- _____ Enforces all rules of the MSHSL related to his/her sport
- _____ Maintains a complete and accurate roster including, but not limited to submission to Athletic Director and changes on the roster throughout the season
- _____ Maintains supervision of student/athletes including: before, during and after the event
- _____ Ensures proper storage and care for all equipment and facilities; problems are reported to head coach
- _____ Assists with the preparation and presentation of team awards through the head coach in advance of awards banquet
- _____ Aids the athletic director/head coach with scheduling and facility use as needed
- _____ Enforces rules and regulations concerning conditioning of players, their health and safety, and conduct pursuant to safety and training guidelines
- _____ Reports injuries promptly and exercises great care in dealing with all injuries in conjunction with the medical orders and trainer recommendations
- _____ Following injuries in which a student/athlete is under a physician's care, the coach secures or ensures the signed approval of the physician has been secured before any athletic activity may take place



July 15, 2024
Activities Board Report

Soccer:

- Recommending the start of Thunder 8-12th Grade Soccer Program for the 2025-26 school year and continued years to follow.
- Recommending that a Fall 5-7th Grade Soccer Program be ran through Community Ed
 - The amount of student participants in K-6 Community Ed Program is 69
 - Incoming 5th and 6th: 18
- Practice Location:
 - M/T/Th/F:
 - Next to Varsity Baseball Field
 - Students would ride Bus 21 to practice
 - Wednesdays: Grey Eagle Football Field
 - If approved, Josiah and I will meet with Grey Eagle City Council members.
- Game Location: "Football" Field
- Rough Cost Analysis Attached

Speech:

- Recommending the re-establishment of this program dependent on student numbers from the Fall Informational Meeting.

Wrestling Schedule:

- Will look different this year.
 - Hoping to add 5-6 JH/JV Only Meetings
 - MSHSL increased Girl Tournaments from 4 to 8 while still umbrellaed under the Boys.
 - They are currently in 6.
 - Varsity allowed 16 Events

imPACT Concussion Baseline Testing Dates:

- Fall:
 - Grades 7/8/9/11: Thursday, Sept. 5 @ 3:30pm
 - Tennis will test Friday, Sept. 6.
- Winter:
 - Junior High Girls Basketball: Wednesday, November 13, 2024 @ 3:30pm
 - Grades 9-11: Wednesday, November 20, 2024 @ 3:30pm.
 - Junior High Boys Basketball: Wednesday, January 8, 2024 @ 3:30pm
- Spring:
 - Grades 7/9/11: Tuesday March 18 @ 3:30pm

Coaching Resignation:

- Mikayla Jasmer: Junior High Volleyball

Coaching Recommendations:

- Volunteer Soccer Coach: Josiah Tonder
- Volunteer Volleyball Coach: Kim Crosby
- Volunteer Football Coach: Donovan Nuckols

MSHSL Transfer Portal:

- Re-Opens for transfer students on August 1 for the 2024-25 school year

LPGA Activity Registration:

- Thursday, August 1, 2024

All Activity Preseason Meeting:

- Wednesday, August 7, 2024

Fall Sport Start Dates:

- 9-12 Volleyball: August 12, 2024
- 9-12 Football: August 12, 2024
- 7-12 Tennis: August 12, 2024
- 7-12 Cross Country: August 12, 2024
- 9-12 Soccer: August 12, 2024
- 7-8 Volleyball: August 26, 2024
- 7-8 Football: August 26, 2024

AKSAMIT TRANSPORTATION of Long Prairie, LLC

241 Front St W

Browerville, MN 56438

Estimate

Date	Estimate #
7/9/2024	363

Name / Address
ISD 2753 Long Prairie-Grey Eagle Schools 205 2nd Street South Long Prairie, MN 56347

Item	Description	Qty	Rate	Total
Soccer	Approximate mileage for away games for the 2025-26 school year	1,525	2.22	3,385.50
Hourly rate	Estimated driver time for the 2025-26 school year	50	24.53	1,226.50
Soccer	Approximate mileage for transportation for 11 practices at Grey Eagle for the 2025-26 school year	375	2.22	832.50
Hourly rate	Estimated driver time for practices at Grey Eagle for the 2025-26 school year	33	24.53	809.49
This is an estimate only! The times and miles will change based on the actual trip.				
Total				\$6,253.99

Rough Cost Analysis

Travel:				
Away Games		\$4,612		Cost based off of July 2024 rates-- expect increases due to inflation.
Wed. Practices		\$1,641.99		
Total		\$6,253.99		
Uniforms				
	Total	\$5,975	Brand	
Jerseys	\$25 each x 80	\$2,000	Admiral	https://admiral-sports.com/shop/usa_en/unisex/unisex-ready-to-go/unisex-ready-to-go-jerseys
Bottoms	\$20 each x 80	\$1,600	Admiral	
Under Shirts	\$17.50 each x 40	\$700	Admiral	
Socks	\$12.50 each x 80	\$1,000	Admiral	
Keeper Kit	\$225 Jersey, Pant, Shorts, Gloves x3	\$675	Various	https://www.soccer.com/shop/products/goalkeeping
Printing?				
Equipment				
	Total	\$16,692	Brand	
Practice Balls	\$19 each x 30	\$570	Prefer \$690 Nike	https://www.soccer.com/shop/details/adidas-tango-club-ball_A1034769
6 Match Balls	\$80 each	\$480	Could be \$60 each	https://www.soccer.com/shop/details/select-royale-size-5-nfts-soccer-ball-22-black_A1072716
Game Goals	Big Range	\$10,000	Maybe could be \$7,000	https://www.soccer.com/shop/details/kwik-goal-fusion-120-soccer-goal-8-x24_A2B3906
Practice Goals	\$2,000 / goal	\$4,000		
Cones	\$20 pack of 25 x 3	\$60	could do 2 packs	https://www.soccer.com/shop/details/kwik-goal-disc-cones-25-pack_A6A1011
Pinnies (4 colors)	\$6 each x 30	\$180	Could do 20	https://www.soccer.com/shop/details/kwik-goal-hi-vis-deluxe-scrimmage-vest_A19A12
Practice Ball Bag	\$50 x 2	\$100		https://www.soccer.com/shop/details/adidas-team-stadium-soccer-ball-bag_A1008226
Match Ball Bag	Carries 6	\$40		https://www.soccer.com/shop/details/baden-game-day-soccer-ball-bag_A82110
Rebound Nets	Only need 1	\$799	Could do \$569	https://www.soccer.com/shop/details/soccer-innovations-flat-faced-training-frame-8-x24_A1006127
Yellow Paint for Lines	\$73.95 for 12 cans	\$300	painting 4 times?	https://www.goals4sports.com/product/durastripe-field-marking-paint/
Corner Flags	4 in a set	\$163	For 1 field	https://www.soccer.com/shop/details/kwik-goal-official-corner-flags_A0080
Coaches				
	Total	\$7,560		
Varsity	Based on 12 Week Season	\$4,739		
JV	Based on 12 Week Season	\$2,821		
Middle School Program	5-7th Grade ran through Community Ed	0		The area schools have gone away from Middle School Programs and just run them through Community Ed
Officials				
Pay depends on Association Fees		?		
TOTAL:				
	ROUGH ESTIMATE	\$36,480.99		
	Does not include officiating payments			
Yearly Supply Budget				
		\$800		

Community Education

- It has been a very interesting summer with all of the rain, it has definitely been a challenge for outside programming. With that said, I want to say thank you to all of our instructors for being extremely creative in making sure that our kids are getting chances to participate and be active. Whether it has meant playing T-Ball and Toss Ball inside, or trying to reschedule on nights that fit everyone's busy summer schedules our instructors have been stellar, and have not let a little weather deter what matters, having loads of fun just being a kid!
- I would like to highlight the success of the summer production of the play Hansel and Gretel. The play was produced and directed by the Storybook Theater Company. As you may recall the former group that we used to use Prairie Fire Theater Company went out of business due to a lack of bookings during COVID. This led to the cancellation of summer theater for last year. So when the opportunity arose this year to have a chance to bring summer theater back we were very excited. We had over 150 people attend the two performances.
- Work has already begun on the 2024 Fall Brochure, which will be out the second week in September. I am excited to be offering some new classes once again this fall. As always we are always looking to expand our program to include new educational experiences for all ages. If you would like to share your talents or know of someone who would be willing to share his or her talents please contact the LPGE Community Education Office at our new number 320-357-3695

21CCLC

- On June 25th our 21st Century program had a formal visit from the Minnesota Department of Education. This visit is intended to be a way for the Department Staff to audit for high-quality programming, fiscal responsibility, and community involvement. The representative that visited our program was very impressed with all of the services that the grant provides our students and community. Thank you to all of our staff, students, and community members who volunteered to help us with this very important day! The following is an email that was received from Kate following her visit:

Hello Alyssa, Brad, and 21CCLC team,

I wanted to write to thank you for welcoming me into your program in Long Prairie on Tuesday. I am so happy I got to visit the elementary school, high school, and Chamber of Commerce to learn about all the elements of your program and how they weave together to really support the youth and families in your community. Your program is an excellent example of 21CCLC funding in use for not only high-quality programming, but for also connecting and integrating the community and local partnerships. Wow!

I am so happy I got to visit.

Thank you!

Kate Gray (She/Her)

21CCLC Expanded Learning Opportunities Specialist



- Thunder Summer Academy is currently in session and we have a record number of students signed up and attending. There are 184 students signed up in the program, and we have averaged between 135-and 160 students that are attending daily. We still have one week remaining in August. Summer Academy runs Monday-Thursday from 7:30 am until 12:30 pm.. This year again we are offering social-emotional learning time into each day's schedule. The Academy's programming focuses on reading, math, and science. Another fun thing about TSA is the chance to learn about things outside of our school. On June 27th all of the students were able to take a trip to the Camp Ripley Minnesota Military Museum and learn about the rich history of the Minnesota's Military. This year we are also very fortunate to bring to our school two very cool programs, The National Eagle Center, and Science Made. The National Eagle Center program focuses on the ecology, biology and natural history of eagles in Minnesota and the United States. The museum will be visiting us on Thursday, July 11th. Science Made will be making a presentation on geology and rock formations that are found throughout our region and how that has played a part in agriculture, business, and recreation.
- Alyssa Scheve and I have completed the financial and program updates for next year's 21st Century Grant. This process is meant to help you evaluate the success of the grant, and how it is meeting the educational and financial needs of the community and school. This information will be reviewed and edited by the administrators of the grant, the Minnesota Department of Education, and the Federal Government. The finding will be shared with our Stakeholders Group and modifications will be made if necessary. Next year's grant will once again bring programs and funding to our school and community of over \$364,000.
- As a reminder we have a number of student classes happening in August this year. Many of these classes are full, but we do have the option to add classes if needed. If you know of any students looking for something educational have them check out our online store located on the LPGE Website.

Federal Programs

- Throughout May and June I have been working on the Title Application and Budget for next year's school year. This year's application timeline was moved up making June 30th the deadline instead of August 30. This process has a narrative that includes our goals and programming that our school district is going to use to reach our achievement goals. The other major component of the Title Application is the budget of funds received. The narrative must match the funds that are being spent to prove that we are spending funds only on our programming goals. These goals have been developed by parent involvement, student achievement data, and needs assessment review. The entire application was submitted and we are waiting on final approval from the Minnesota Department of Education.



LPGE Technology Board Report July 15, 2024



Summer is moving fast in the tech department. Here are some things we have been working on.

I've been working on getting the billing fixed with CTC for our new phone service. There are always errors when you add such a large service with a company. That is going well. Switching to in-house phones will save us well over \$1,000 a month on services.

July is also a month that I hit Erate hard. I've submitted our reimbursement forms for our Internet and fiber services. We should be receiving over \$12,000 back from Erate for the 23-24 communications.

Fiber installation to the football field is on track to being completed by July 10th. I've been working closely with the fiber construction company to get that installed.

I've also been updating our Cyber Security and Chromebook policies for the 24-25 school year. They have been included in the board packet for approval. The sections that have changed are highlighted in green.

Skyler, our tech assistant, has been working on wrapping up the phone installation. We have been able to expand the locations of phones in the district to many places. We can do this because we can add an unlimited amount of phones to our system with no extra per month cost.

Skyler has also been working on our network security. Since installing our new firewall he's making sure that we do not have any holes where hackers can enter. I do need to remind you that nothing is ever 100% when it comes to cyber-attacks. However, Skyler is very good at detecting anomalies and monitoring our network for such potential problems.

Dave Nelson, our Integrationist, has been working with our new district-wide communications platform, ParentSquare. We have training scheduled this week and we are hoping to start to sign up parents by August.

Dave has also been working to prepare for the next school year. Rollover for the various software packages needs to be done each year to prepare for classes starting a new year. He also has been working on updating our staff training that happens each fall. This would include cybersecurity training and other district policies that need to be updated each year for compliance.

Mitchell Ganske
LPGE Technology Director

Long Prairie-Grey Eagle Principals' Report

July 2024

One District

1. Planning and preparing for the 2024-25 school year
 - i. Summer months are filled with planning and preparation for the next school year. As principals, we are currently working on updating handbooks, prepping back to school meetings, finishing up reports and documents from the previous year, scheduling meetings for the school year, meeting with new families and planning activities and events for student engagement and learning.

Elementary School

1. COMPASS and MnMTSS Conference
 - a. I attended the COMPASS conference on June 25-26. This entire conference was geared towards MnMTSS which is Minnesota Multi Tiered Systems of Support. We have many of the pieces in place but need to expand and strengthen these to align them with the MnMTSS framework to better support our students. I am extremely excited about this process and this will be one of my goals for the coming year. As I develop our framework handbook, I will share it with the staff and board.
2. Impact Funding
 - a. I am pleased to announce that our Backpack Attack will be funded for the 2024-25 school year. Our project was selected by Sourcewell to present at the Impact Funding event. We requested \$60,000 and were awarded the full amount. I wish to thank Sourcewell and Jennifer Jabas and Leah Wolkow from United Way.

3. Handbook Changes

- a. We have been working on updating our handbooks for parents and students as well as staff. There are a few changes that will be highlighted in an additional document. After board approval, the Spanish version will be updated. All families will receive a copy at Open House.

Secondary School

1. Handbooks

- a. We are finishing with some of the legal language this week. You will receive a copy before the next board meeting- end of the week and I will have a printed version for you at the board meeting itself.

2. Class Retention Policy- 7th / 8th Grade

- a. I have met with the 7th / 8th grade team regarding a policy proposal. This would be a change from the current "Failure is Not an Option" policy we currently have in writing. This would place a student who is failing in math or English for the semester in a position to repeat the class the next school year. With the safeguards in place, this would place the student with more accountability for their grades and thus cut down the number of students failing along with impacting the number of students in credit recovery for 9th through 12th grade.

3. Credit Recovery

- a. We have finished the credit recovery for the last school year and I am awaiting the data from the students' work during the month of June. I anticipate having that for the board meeting Monday evening.

Details on Class Retention Policy- 7th / 8th Grade

At the end of the school year, I met with the 7th and 8th grade teachers as they presented a proposal to restructure our current policy of "Failure is Not an Option." As this current policy has been in place it left some gaps that were not being addressed, especially at the 7th and 8th grade level. Their proposal was very well thought out and addressed the issue head on as they are seeing a number of our students failing one or more classes thus either needing it to be made up in credit recovery and/or greatly reducing the student's chances of success at the high school level, 9-12, as the state requires the student to meet credit requirements. Along with this, students have been taking the attitude that they do not need to pass the class as they can just make it up in credit recovery.

Their proposal is this:

A class retention policy for the 7th and 8th grades where any student who fails a semester of a core academic class (including math, English, science and social studies) will be required to repeat the failed semester of the class in the subsequent academic year.

Credit recovery will no longer be offered to 7th or 8th grade students.

My building administration met so we could flesh out how this proposal would be implemented and to bring in some safety measures so we can be assured that we as a school are doing everything we can in order to help our students who find themselves in this situation. It is well understood that the state does not focus on 7th and 8th grade as the requirement for graduating from a high school is the completion of the required credits in the 9th through 12th grades. I am being honest as I did have a concern in two areas:

1. Can we handle a number of students failing in one year and then requiring them to complete it the following year.
2. Are we addressing the ELL student numbers and their abilities with language acquisition and use in the academic setting?
3. The State of Minnesota does not have a strong accountability setting for students and places most of that load upon the school district- in other words we are limited in what we can do as a school district to keep students accountable.

I believe we have a strong proposal with a set procedure in place. I believe that it will take three or four years before we start to see some positive progress as this is a new policy and students will need time to fully grasp the magnitude of the policy. We have limited the numbers of students that would qualify for this policy to be enacted as we do need to be concerned with scheduling the next year as we do not have the capacity to accommodate a large number of students who may qualify. We will also need to make adjustments as we move forward as we will need to address issues that may arise. The real focus initially will be the communication with parents as they will need to be made aware of this as the school year starts. We will also be keeping data in order to make adjustments to this policy as it progresses.

The details of the implementation are as follows:

1. The focus for this policy will be those students in English, Science, Math and Social Studies classes.
2. We will be limiting the number of students affected by the policy to 15 students in each grade- those being at the lowest grade level.
3. Protocols will need to be in place in order to identify, early on, those students who potentially could fail the semester and subsequently communicate with the parents as soon as possible, the concerns from the classroom teacher.
4. We will be creating a study hall for those students who are currently failing- opportunity for them to focus on bringing their grades up. We will be trying to focus on the 6th and 7th hour for the study hall period. The student will lose the exploratory class but this will also be dependent if the schedule will allow us to utilize the 6th or 7th hour.
5. This is how the policy will work:
 - a. 1st Semester - 1st Quarter Midterm
 - i. Classroom teacher will email parents/guardians and students that he/she is in danger of failing the class for the semester.
 1. Parents will be advised that their student should be enrolling in the after school program offered through the school as well as meeting with the teacher before and after school as needed.
 - ii. Mr. Guado Montanez will be available for translation assistance as needed.
 - iii. Teacher will notify the office that the parent/guardian has been notified.
 - b. 1st Semester- 1st Quarter- End of Quarter
 - i. Teacher will make a phone call to the parent/guardian regarding the status of their student, possibly failing the class for the semester.
 - ii. Parents will be advised again to have their student attend the after school program offered through the school as well as meeting with the teacher before or after school for help as needed.
 - iii. Mr. Guado Montanez will be available for translation assistance as needed.
 - iv. Office is notified that the parent/guardian was called.
 - v. Students that are failing a core class at the end of 1st quarter will be placed in a study hall. This will allow the student more time to work on getting caught up.

- c. 1st Semester- 2nd Quarter- Midterm
 - i. Additional emails and phone calls from the classroom teacher will go out to parents informing them of the progress of the student. Administration will schedule a student/parent meeting to address academic concerns.
 - ii. Parents will be advised again to have their student attend the after school program offered through the school as well as meeting with the teacher before or after school for help as needed.
 - iii. Mr. Guado Montanez will be available for translation assistance as needed.
 - d. 1st Semester- 2nd Quarter- End of Quarter
 - i. Parents notified again via email on how the student has progressed and if they will be referred to administration for retention of that specific class.
6. Those students who are referred to administration for retention and re-do of the class the next school year will be contacted in order to meet with their parents to discuss how this will work for their student the next school year.
7. As this will be a change in current policy, it will be dependent on its success to relay this information out to the parents of our students.
- a. An informational letter, in both English and Spanish will be mailed out to families of 7th and 8th grade.
 - b. Open House will be utilized to hold an ongoing meeting in the auditorium to have this discussion with parents.
 - c. I will once again organize parent meetings in both English and Spanish a week following the Open House to discuss not only this policy but also the entire student handbook.
8. We will keep data regarding this policy specifically in order to determine its impact as well as find out what issues we will be finding as well as if there are any shortcomings that we need to address as well as positive changes we could make to be more helpful for the students.
9. The hope of this policy will be to decrease the numbers of students failing within the 7th and 8th grade, specifically with the conversations with families as well as decreasing the numbers of 9-12 grade students needing to enroll in credit recovery in order to graduate. We are always looking for our parents to work together with us concerning their students' education as we want them to be as successful as possible and to graduate on time with their cohort. We are placing more of a responsibility of education in the hands of the students and ultimately the families.

Credit Recovery 2023-2024 School Year

We held credit recovery in the library and media center for this school year through the month of June. On staff were two teachers and two para-professionals to assist the students with their classwork. We typically start out very strong and it tapers off quite quickly, so we are making staffing adjustments to match the needs of the students.

There were a couple of issues we needed to address this past year so we needed to make adjustments on procedures on our end. The first issue we needed to make adjustments was the ability of students to Google search for answers and plug that information into the final test, thus demonstrating a base of knowledge that is not completely truthful. In order to provide the best service but also to keep it as fair for all students, we changed the requirement of the final test for credit to be taken on campus during credit recovery time where the test is then proctored by one of the staff. Students and parents were contacted, those who had signed up for credit recovery for this June. We will continue this practice with credit recovery as we move into the fall semester.

The other issue was the decreasing number of students in attendance. The staff contacted all students and families, by a phone call, who had signed up for credit recovery this summer. With the changes to the final testing requirement may have some impact, but the numbers were unfortunately lower as time went on.

Here is some data from this past June's credit recovery:

Attendance

Week 1: 268

Week 2: 85

Week 3: 16 (4 day week due to Juneteenth)

Week 4: 18

Students who attended Credit Recovery came for an average of 5 days in order to complete their work, with 11 being the most number of days that any student showed up. While the day with the highest attendance saw 81 students, the lowest number was 2 students in attendance which occurred twice during the last two weeks each for a total of 4 days.

143- Number of non-senior students invited to attend credit recovery this summer

72- Number of students completed all needed credits from the past school year

299- Total amount of credits earned in credit recovery for this summer

This information does not include seniors who had missing credits to complete.

5- Number of seniors with incomplete credits but have since completed these credits

Planning for Summer of 2024-2025

June 2 - June 26

Monday - Thursday

7:30a - 11:30a

Long Prairie-Grey Eagle K-6 Staff Handbook

2024-2025



2024-25 LPGE K-6 Staff Handbook

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Long Prairie Grey

Eagle Public Schools

Cyber Security Policy

July 2024

Introduction

Information Technology (IT) is an integral and critical component of Long Prairie Grey Eagle, (LPGE) daily business and educational needs. This policy seeks to ensure that LPGE's IT resources efficiently serve the primary business/educational functions of LPGE, provide security for LPGE and users electronic data, and comply with federal and other regulations. IT resources include hardware (computers, servers, peripherals), software (licensed applications, operating systems), network equipment (routers, firewalls, wiring), and IT personnel. The integrity of all IT resources is extremely important to the successful operation of LPGE.

All computer equipment, peripherals, and software are LPGE's property and are provided for business/educational purposes. Proper use and control of computer resources is the responsibility of all employees . Intentional or reckless violation of established policies or improper use of LPGE's computers will result in corrective action up to and including termination.

Employees should also be aware that any work completed on LPGE's computers is subject to monitoring and review, and they should not expect their communications to be private.

Policy Statement

It is the policy of LPGE Schools to use IT resources in a cost-effective manner that safeguards student and employee data and promotes accuracy, safety, Information, and efficiency. The overriding goal of this policy is to comply with all federal and other regulations and to protect the integrity of the private and confidential data that resides within LPGE's technology infrastructure.

Review and Acceptance

The School Board, Technology Director, and IT staff shall review this comprehensive policy at least annually, making such revisions and amendments as deemed appropriate and indicating approval and the date thereof in the policy header.

All LPGE staff are responsible for review and acceptance of this policy annually. Appropriate communications by way of a reminder will be sent by Administration or its assignee along with instructions for acceptance.

Acceptable Use of Information Systems

Definitions

Information Systems: All electronic means used to create, store, access, transmit, and use data, information, or communications in the conduct of administrative, instructional,

2024-25 LPGE K-6 Staff Handbook

research, or service activities. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

Authorized User: An individual or automated application or process that is authorized access to the resource by the system owner, in accordance with the system owner's procedures and rules.

Overview

Data, electronic file content, information systems, and computer systems at LPGE must be managed as valuable organization resources.

Information Technology's (IT) intentions are not to impose restrictions that are contrary to LPGE's established culture of openness, trust, and integrity. IT is committed to protecting LPGE's authorized users from illegal or damaging actions by individuals either knowingly or unknowingly.

Internet systems including, but not limited to, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and File Transfer Protocol (FTP) are the property of LPGE. These systems are to be used for school purposes in serving the interests of LPGE and of its students.

Effective security is a team effort involving the participation and support of every LPGE employee, volunteer, and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at LPGE. These rules are in place to protect the authorized user and LPGE. Inappropriate use exposes LPGE to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct LPGE business or interact with internal networks and business systems, whether owned or leased by LPGE, the employee, or a third party.

All employees, students, volunteers, contractors, consultants, subs, and other workers at LPGE, including all personnel affiliated with third parties, are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with LPGE policies and standards, local laws, and regulations.

Policy Detail

Ownership of Electronic Files

All electronic files created, sent, received, or stored on LPGE-owned, leased, or administered equipment or otherwise under the custody and control of LPGE are the property of LPGE.

Privacy

Electronic files created, sent, received, or stored on LPGE-owned equipment, or otherwise under the custody and control of LPGE are not private and may be accessed by LPGE IT employees or administration at any time without knowledge of the user, sender, recipient, or owner. Electronic file content may also be accessed by appropriate personnel in accordance with directives from Human Resources or the Superintendent.

General Use and Ownership

Authorized users are accountable for all activity that takes place under their username.

Authorized users should be aware that the data and files they create on the school's systems immediately become the property of LPGE. Because of the need to protect LPGE's network, there is no guarantee of privacy or confidentiality of any information stored on any network device belonging to LPGE.

For security and network maintenance purposes, authorized individuals within the LPGE IT Department may monitor equipment, systems, and network traffic at any time.

LPGE's IT Department reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

LPGE's IT Department reserves the right to remove any non-business-related software or files from any system. Examples of non-business related software or files include, but are not limited to; games, instant messengers, pop email, music files, image files, freeware, and shareware.

System-level and user-level passwords must comply with the Password Policy. Authorized users must not share their LPGE login ID(s), account(s), passwords, Personal Identification Numbers (PIN) or similar information or devices used for identification and authentication purposes. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

All PCs, laptops, and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less.

All users must lockdown their PCs, laptops, and workstations by locking (Windows + L) when the computer will be unattended for any amount of time.

All users are responsible for promptly reporting the theft, loss, or unauthorized disclosure of school information to their immediate supervisor and/or the IT Department.

All users must report any weaknesses in LPGE computer security and any incidents of possible misuse or violation of this agreement to their immediate supervisor and/or the IT Department.

Authorized users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses or e-mail phishing attempts.

Unacceptable Use

Users must not intentionally access, create, store, or transmit material which LPGE may deem to be offensive, indecent, or obscene.

Under no circumstances is an employee or temporary employee of LPGE authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing LPGE-owned resources.

System and Network Activities

The following activities are prohibited by users, with no exceptions:

- Violations of the rights of any person or company protected by copyright, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by LPGE.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email phishing, etc.).
- **Revealing your account password to others or allowing use of your account by others. This includes subs, student teacher assistants, paraprofessionals, family and other household members when work is being done at home.**
- Using a LPGE computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- Attempting to access any data, electronic content, or programs contained on LPGE systems for which they do not have authorization, explicit consent, or implicit need for their job duties.
- **Installing any software, upgrades, updates, or patches on any computer or information system without the prior consent of LPGE IT.**
- **Installing or using non-standard shareware or freeware software without LPGE IT approval.**
- Installing, disconnecting, or moving any LPGE owned computer equipment and peripheral devices without prior consent of LPGE’s IT Department.
- **Purchasing software or hardware, for LPGE use, without prior IT compatibility review.**

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- Purposely engaging in activity that may; degrade the performance of information systems; deprive an authorized LPGE user access to a LPGE resource; obtain extra resources beyond those allocated; or circumvent LPGE computer security measures.
- Downloading, installing, or running security programs or utilities that reveal passwords, private information, or exploit weaknesses in the security of a system. For example, LPGE users must not run spyware, adware, password cracking programs, packet sniffers, port scanners, or any other non- approved programs on LPGE information systems. The LPGE IT Department is the only department authorized to perform these actions.
- Circumventing user authentication or security of any computer, network, or account.
- Interfering with, or denying service to, any user other than the employee's computer (for example, denial of service attack).

Access to the Internet at home, from a LPGE-owned computer, must adhere to all the same policies that apply to use from within LPGE facilities. Authorized users must not allow family members or other non-authorized users to access LPGE computer systems.

LPGE information systems or hardware must not be used for personal benefit. **Examples include but not limited to: Selling products or merchandise, promoting non school related fundraising activities.**

User Passwords

Passwords for LPGE network access must be implemented according to the following guidelines:

- Passwords must adhere to a minimum length of 10 characters
- Passwords must contain a combination of alpha, numeric, and special characters, where the computing system permits (!@#\$%^&* _+=~/~';',<>|\).
- Passphrases are also encouraged. This could be as easy as using a sentence as your password.
- Passwords must not be easily tied back to the account owner such as: username, social security number, nickname, relative's names, birth date, etc.
- Passwords must not be dictionary words or acronyms
- Password changes may be required periodically.

Multi Factor Authentication

LPGE IT department will require Multi Factor Authentication on Google Apps (i.e. Email, Drive etc.) by September 30th 2022.

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Employees will have two options to use for Multi Factor Authentication. (only need one of these)

- Personal Cell Phone Text Message
- Classroom Phone Number voice codes

Other district owned Software will be required to have Multi Factor Authentication as the software permits. (This is not available from Skyward at this time)

LPGE Wi-Fi Network

LPGE IT department will provide access to its secure wifi network on LPGE owned devices only.

LPGE also provides Guest Internet access to personal devices. **This is a password protected network. The password will be posted in each building for Guest access.** LPGE is not responsible for any damage to personal devices when using the Guest network. LPGE reserves the right to remove the Guest network or block access to users who are using the guest access in violation of policy.

Review and Acceptance

Each employee must complete a cyber security training program each school year or upon employment. This online training will be assigned and managed by the IT department. Training and assessment must be completed two weeks after the first workshop day. Failure to complete this training may result in the blocking of access to LPGE IT equipment.

Employees will be sent automated tests each month by email. These tests may include phishing attempts or other cyber security tactics to test each employee's understanding of security on IT equipment. The length of the test will be determined by how the employee handles the automated request. (For example, if a phishing email is sent to the user. The user deletes the message. That test is complete. If the user opens and responds to the phishing email they will be required to review material about phishing.)

If an employee fails two phishing tests they will be required to repeat the cybersecurity training within one week of notification from the IT team. Building level administration will be informed of the repeat training.

All LPGE staff are responsible for the review and acceptance of this policy. Acceptable use upon starting work at LPGE. New employee onboarding and training shall include this Policy at a minimum, and in addition to all other applicable training and orientation material, and instructions for acceptance shall be provided at that time. Signed acceptance will be received and retained by Information Technology management.

_____ Date: _____
LPGE Staff Member

Welcome to Long Prairie-Grey Eagle Elementary School

Welcome to Long Prairie-Grey Eagle ISD #2753 School District and Long Prairie-Grey Eagle Elementary School. You are an integral part of this district. We appreciate and trust the work that you do to create the best educational experience possible for our students.

Mission Statement of Long Prairie-Grey Eagle School District

The mission of the Long Prairie-Grey Eagle School District, as an innovative progressive leader in education, is to ensure that every student is a confident, responsible global citizen with a passion for learning. This will be accomplished through: state of the art facilities, dynamic positive relationships and a rigorous engaging curriculum, in partnership with parents and the community.

Long Prairie Grey Eagle School District Philosophy

Independent School District 2753 exists for the education of its citizens from kindergarten through adult life. School employees are here to aid students in their development. Education includes the facts and concepts associated with the subject matter as well as attitudes, appreciations, skills and outlooks. Teachers are concerned with helping students define goals and work toward their fulfillment. We believe it is important for students to develop respect for legally and democratically constituted authority including respect for the teacher's position in the educational process. The classroom; however, shall reflect more of an atmosphere of cooperation than authoritarianism. Respect for the student's right to pursue personal goals, even to make mistakes, is important in developing the kind of teacher-student relationship which will permit the teacher encourage:

1. Work beyond minimum goals
2. Students' evaluation of their goals
3. Self examination by students of their goals

Teachers of District 2753 recognize that intrinsic reward (progress toward goals) is a greater force for learning than extrinsic reward (grades).

We are aware of our professional responsibilities to increase our understanding of people and to keep abreast of developments in the subjects we teach, thereby increasing our confidence in the student-teacher relationship. We exhibit by our enthusiasm that learning is exciting and by our dedication to our task that the acquisition of knowledge is of great importance.

All school experiences are considered a part of the curriculum and should fit the student into community life and activities. The school exists for the education of all without regard to physical, mental, social or economic condition, or socioeconomic status. Equal education opportunity means each person will have the opportunity to be educated in relation to his/her needs, interest, abilities, and limitations. Practices and experiences that have withstood the test of time will be employed. Experimentation with new and promising educational practices will be encouraged.

Long Prairie Grey Eagle Elementary Staff

LPGE Board of Education

Linda Gohman, Kelly Lemke, Tanja Levin, Charles Wolf, Lisa Wright (2 replacements to be determined for Steve Hinson and Stacy Lux)

LPGE Administration

Dan Ludvigson, Superintendent of Schools Barton Rud, 7-12 Principal
Tammy Cebulla, K-6 Principal Bradley Evenson, Comm. Ed. Coordinator & 21st CCLC

LPGE PK-6 Staff

Secretaries: Karen Holt, Adm. Sec.; Cassie Zimmer, Comm Ed & Attendance
ELL Parent/Student Liaison: Idania Montanez
Preschool Readiness: Emili Hibbs
Preschool Readiness: Brenda Faust
Headstart: Melissa Westerberg, Kristine Blommel
Early Childhood SPED: Kathy Danielson
Kindergarten: Caitlin Gustafson, Lori Hovey, Tori Lee, Maressa Rousslange
Grade 1: Suzanne Iwainat, Allison Kerfeld, Carley Morawczynski
 Melissa Vetsch-Larson
Grade 2: Samantha Chisholm, Amelia Harren, Katie Lieser, Abby Russ
Grade 3: Joseph Gaida, Mary Miklavcich, Tracy Schultz, Joni Young
Grade 4: Mikayla Jasmer, Taylor Lanoue, Katelyn Suchy
Grade 5 Math: Shelbi Bisbee
Grade 5 Language Arts: Taylor Psyck
Grade 6 Math: Kristi Gaida
Grade 6 Language Arts: Jill Standafer
Grade 5 & 6 Science: Megan Dreher
Grade 5 & 6 Social Studies: Brett Eisenschenk
WIN Staff: Carissa Bitz, Kelly Burns, Michelle Goebel, Lauralee Mertes,
 Paula Muellner
K-6 General Music: Ayla Gross, Kyle Lamb, Cindy Roos
Grade 5 & 6 Bands: Ayla Gross
Physical Education: Cooper Goerdts, Kayla Mathews
ELL: Lisa Day, Ann Klos, Patti Larson, Clair Wolters
Art: Gr. 2-6 Ashley Pohlmann
Library: Lisa Schurmann
SPED: Steve Christians, Erica Ebnet, Emma Johnson, Jessica Rosenow,
 Vanessa Wielenberg
Speech: Nora Carrillo-SLPA, Yesenia Lopez Ibarra-SLPA, Allison Winge-
 SLP, Lisa Marty SLP
Instructional Coach: Beth Gustafson
Behavior Intervention Specialist: Myke Zimmerman
K-6 Counselor: Nicole Cuchna
Social Worker: Amanda Notsch
Student Support: Northern Pines: Callie Schleicher
Student Support: Freshwater: Marah May
School Psychologist Kristen Bouwman
School Nurse: Melissa Meagher
Nurse's Assistant: Amanda Joarnt, Heather Luebesmier
Tech Coordinator: Mitchell Ganske, Skyler Rosenow

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Tech Curriculum: Dave Nelson

District Office: Cindy Dalton, Sherri Evenson, Bonnie Middendorf, Jenny Thelen

Educational Assistants: Mayte Albino, Lucy Ambriz, Missy Becker, Dustin Bleess, Stacy Cavallero, Kim Crosby, Lisa Decker, Jasmine Ecker, Jose Estrada, Beth Gessell, Diana Hegseth, Pamela Kopp, Amy Lanners, Chelsea Line, Chyna Luberts, Marina Montanez-Ramirez, Veronica Monti, Dora Osborne, Teresa Perish, Barb Pesta, Kaitlin Petron, Jessica Richter, Lisa Schurmann, Diane Spieker, Hannah Stoetzel, Sara Wettstein, Sandy Wienhold, Maxx Wiley, Tara Wojtowicz, and Brenda Wood

Custodial: Mandie Berg, Alex Georges, Eugene Holmquist, Anthony Holloway, Matt Mills

Kitchen Staff: Kevin Trierweiler, Michele Anderson, Patricia Bettsinger, Linda Guse, Hunter Kircher, Kirstin Vanderheyden, Lesa Wettstein

21st CCLC Staff: Barb Graves, Mary Holman-Emblom, Alyssa Scheve

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2024-25 SCHOOL CALENDAR

August	26-29	Teacher Inservice Day-No School
	28	K-12 Parent-Teacher Open House
September	2	Labor Day-No School
	3	First Student Day (Kindergarten “A”- 12)
	4	First Student Day (Kindergarten “B”)
	5	Second Day for all Kindergarten Sections
October	2	Midterm 1 st Quarter
	17-18	Education Minnesota--No School
November	6	End of 1 st Quarter
	11	No School-Staff Day
	14	K-12 Parent-Teacher Conferences
	21	K-12 Parent-Teacher Conferences
	27	No School - Staff Day
	28-29	Thanksgiving Break-No School
December	10	Midterm 2 nd Quarter
	23	2 Hour Early Out, 1:00 pm
	24-31	Winter Break-No School
January	1	Winter Break - No School
	2	Classes Resume
	17	End of Second Quarter
	20	No School-Staff Day
February	13-14	No School-Staff Day
	17	No School
	19	Midterm 3 rd Quarter
March	6	K-12 Parent-Teacher Conferences
	20	End of Third Quarter
	21 & 24	No School - Staff Day
April	17	No School - Staff Day
	18-21	No School
	25	Midterm-4 th Quarter
May	23	No School - Staff Day
	23	Graduation 7:00 pm
	26	Memorial Day-No School
	30	End of 4 th Quarter - Last Day of School – 2 Hr Early Out

170 Instructional Days
185 Staff Days

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2024-2025 Meeting Schedule - Meeting Dates May Be Subject to Change

***K-6 LPGE Prof. Dev./ Staff Work Days (Full Days) 7:30-3:00**

November 11 and 27, January 20, February 13 and 14, March 21 and 24, April 17; May 23

***K-6 Staff Meetings at 7:30 am in the Elem. Room 115-Fridays**

September 13 and 27, October 11 and 25, November 8 and 27, December 6 and 20, January 3 and 17, February 7 and 21, March 7 and 28, April 11 and 25, May 3 and 17

***K-6 Leadership Elem. at 7:30 am, Room 115**

September 25, October 23, November 20, December 18, January 15, February 26, March 26, April 23

***K-6 BLAST Meetings: Full Days, (mostly 3rd Thursday of each month)-7:30 am-3:00 pm, Room 209**

September 19, October 24, November 21, December 19, January 16, February 20, March 20, April 24, May 15 am (committee staff only)

***K-6 Child Study Meetings at 7:30 am in Room 115-Every Other Wednesday**

September 4, 18, October 2, 16, 30, November 13, 27, December 11, January 8, 22, February 5, 19, March 5, 19, April 2, 16, 30, May 14, 28

***K-6 PBIS/SWIS Meetings at 7:30 am in Media Center -2nd Thursday each month**

September 12, October 10, November 14, December 12, January 9, February 20, March 13, April 10, May 8

***K-6 Literacy Meetings at 7:30 am in Principal's Conference Room-last Thursday/Every other Month. Note: *** more dates will be added**

September 26, November 21, January 30, March 27

***K-6 Math Meetings at 7:30 am in Principal's Conf. Room-last Tuesday/Every other month.**

September 24, November 26, January 28, March 25

***K-6 BOLT Meetings at 7:30 am in Room 108-Sept 2nd T/rest 3rd Tuesday month**

September 10, October 15, November 19, December 17, January 21, February 18, March 18, April 15, May 20

***K-6 Non-Tenured Teacher Meetings at 7:30 am - 2nd Tuesday monthly - meet with Instructional Coach - Principal Conference Room**

September 17, October 8, November 12, December 10, January 14, February 11, March 11, April 8, May 13

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PLC's with Principal - during last week of each month - in the Principal's Conference Room

October 28-November 1, November 18-22, December 16-20, January 23-31, February 24-28, March 25-28, 31 for WIN, April 28-May 2, May 12-16

Monday - 10:45 WIN

Tuesday - 12:45 Grade 5

Wednesday - 9:45 Kindergarten; 10:15 Grade 1; 10:45 Grade 3; 2:50 MLL

Thursday - 12:15 Grade 4; 12:45 Grade 2

Friday - 12:45 Grade 6

Attendance Entries

Please make sure that you enter your daily attendance online. This helps ensure up-to-date attendance maintenance by the attendance secretary (Cassie Zimmer).

1. Attendance is done only in the homerooms.
2. Open your web browser . If the Skyward login screen is not visible, go to <http://www.lpge.k12.mn.us> and click on **Educator Access Gradebook**.
3. Enter your **USER NAME** and **PASSWORD**.
4. Click on **Post daily attendance**.
5. Click on the **CLASS** for which you would like to take attendance.
6. Attendance can be taken by **NAME**, or by **SEATING CHART**.
7. Mark the attendance by either clicking on the button (for listing) or using the pull down menu (for seating chart). Do not make any changes if there is already a code from the office.
8. Any codes other than “A” or “T” are marked from the office.
9. Please make sure that if a student shows up late for school, be sure that he/she has checked in the office before going to class. They will get a tardy pass to class. The attendance secretary will make the necessary changes.

Buses

All bus drop off and pick up will take place on the south end of the building in the bus chute. Students will use door S5. School buses are used to transport students living within the District and a mile from the elementary school. School bus transportation to school is at the District's expense. Late buses operate to transport students to selected bus stops at the end of afterschool activities.

Student Transportation Information & Guidelines

(from Aksamit Bus 320-732-2795)

Bus transportation is a privilege that can be lost if behavior is unacceptable on the bus or at the bus stop. *(MN Statute 123.B)*

Please review these guidelines to ensure safe transportation for all eligible students. Please read carefully as important changes have been made to the transportation policy. Aksamit Transportation will make a reasonable effort to accommodate transportation requests in a timely fashion once received.

Bus Stop Assignment: For reasons of safety and security, it is preferred students have only ONE designated bus stop in the morning and ONE designated bus stop in the afternoon when possible unless prior authorization is granted by Aksamit Transportation. We understand that multiple pick-up or drop-off spots are sometimes warranted based on family's needs and we will do our best to accommodate these requests on a case by case basis.

Bus Stop Changes: Aksamit Transportation must be notified of any proposed changes to a student's bus riding assignment or bus stop assignment. Bus drivers are not allowed to make changes to the bus stop location or the pick-up time. Bus stop change requests must be made directly to Aksamit Transportation and changes need to be made at least 3 business days in advance.

Emergency Change Requests: All temporary changes in a student's assigned bus or designated bus

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stop need to be made through Aksamit Transportation, and will be approved only in cases of family emergency. Due to regulations on capacity loads, students are not allowed to change bus assignments or bus stops to attend social events, lessons, jobs, parties or other non-emergency activities.

Daycare/Alternative Location: All students in daycare or that have an alternative pick up/drop-off location are required to notify the school and Aksamit Transportation. This information is used to assign bus stops and for notification in case of an emergency.

Bus Stop Behavior: We strongly urge parents and daycare providers to supervise students at the bus stops. Unsupervised students are the cause of many bus stop problems and complaints.

Bus Safety and Discipline: School district policy on bus safety and handbooks are available. The policy, rules and guidelines are reviewed with students during school bus safety each year.

Bus Scheduling: Students should be at their assigned bus stops at least five minutes prior to the scheduled arrival of their buses. It is not unusual for buses to be running late the first couple weeks of school. This time lag is usually self-correcting shortly after the start of school. Buses may also run late due to rain, snow, ice, fog or traffic conditions. If a bus is running late, the bus will complete the route nonetheless and stop at every stop. Thank you for your patience in these situations.

Families should call the bus garage at 320-732-2795 by 6:00 A.M. if your child is not riding the bus. Failure to notify Aksamit Transportation could result in service delays. *Updated July 2022*

BOLT - Building Opportunities for Learning Together

This program is free and intended for students in grades 1-6 who would benefit from additional learning experiences. Students will receive extra help with basic skills, study skills, and opportunities to enhance their social skills. Students are referred by teachers, school counselor, and/or parents-guardians. Sessions are from 3:00-5:00 pm on Mondays, Tuesdays, and Thursdays. Students will be transported home by bus or other arrangements can be made by parents. Registration forms can be found in the K-6 Office.

Cell Phones & Wearable Technology:

Cell phones are to be used for parent contact only before and after school. Cell phones may not be used while school is in session unless it is for a classroom activity. Cell phones may not be used to contact other students at any time during school hours. **Cell phones must remain in lockers during the school day.**

Violations of this rule will result in confiscation of the cell phone or wearable technology. These confiscated items may be picked up by the student's parent in the elementary office at the end of the school day.

Church Night

Wednesday night is church night in Long Prairie-Grey Eagle. Do not schedule any practices or meetings on this night. **Homework and tests should be at a minimum and avoided if possible. The building should be empty of students by 6:00 PM.**

Conferencing with Parents/Guardians

From time to time it is necessary to meet with families about student progress. Whatever pertinent information we can gather and share regarding individual students will help each of us better understand and fulfill their educational needs. The staffing process is one of the best ways that we have of providing teachers, counselors, and administrators an opportunity to develop a consistent and positive approach to the student. Staffing conferences will be instituted as needed.

Each staffing session will be chaired by the Administration or Counselor. Each teacher, coach, and advisor of that student will attend. If there is a probation officer and /or welfare worker who is also working with the student, they will also be invited to attend. Special Education staffings are a **requirement** of the law, and must be treated as such. It is required that one instructor be in attendance during the duration of the meeting. Problems with attendance at the staffing should be cleared with the principal. There are certain cardinal rules regarding staffings which must always be followed:

1. **Be positive** – bring to the attention of others positive things about a student as well as the negative. This carries with it the admonition to avoid gossip and dwelling on negative things. If one needs to use anecdotes to illustrate an insight, fine, but don't take up valuable time telling tales of woe that lend nothing to the discussion.
2. **Do your homework** – be aware of behavior characteristics of the student. Observe closely in class or activity what the student does because there is always a reason for the student acting in a negative way. If we note behavior and bring it out in the staffing we might gain some insight as to why. Once we have accomplished this, we can work to change it.
3. **Pay close attention to the rule of confidentiality.** We can share with others any information that can help the student, **but we have no business gossiping with someone who has no need to know. Never discuss other students by name during meetings. This is especially true with the online-media. Please do not talk about such information over social media such as Facebook or Twitter.**
4. Translators will be provided as needed.

Daily Notices-Announcements

Daily announcements must be in to Karen by 7:30 am and should be submitted if at all possible by email. Students are not permitted to submit notices for the morning bulletin unless such announcements have been approved by the faculty sponsor. Advertising is also prohibited.

Early Entrance Into LPGE Kindergarten (6/1/2012)

A child may be evaluated for early entrance into Kindergarten upon request of the parent or guardian. The fifth birthday of the child must fall between August 31 and December 1 in order to be considered. The purpose of early entrance is to give those children who are truly ready for formal instruction an opportunity to attend kindergarten. The only acceptable reason for early entrance is that the child has special talents or abilities and is ready mentally, socially, emotionally, academically, and physically. This determination requires a great deal of assessment in all of these areas.

Procedure for Early Kindergarten Entrance:

1. An ***Application Questions Form*** completed with a birth certificate attached turned into the building principal office by April 1st. To be considered for early entrance, a child must turn five years of age by December 1.
2. The child must participate in the District preschool screening program and the results will be evaluated. Above average results would be expected on the preschool screening assessment.
3. Interview with the building principal. Parents and child must be present.
4. Dependent upon results of interview, a psychological test may be required. Above average to superior performance would be expected on the psychological assessment.
5. The testing results will be given to the Early Entrance Evaluating Team for their recommendation to the principal.
6. A parental conference will be held at this time to discuss the results from the interview and the assessments to determine the most appropriate placement for your child at LPGE School.
7. Those students meeting eligibility for early entrance will attend a trial period (end of first quarter) after which a decision will be made regarding their continued placement in Kindergarten. The final decision lies with the LPGE School District.
8. All information shall be regarded as confidential.

Employee Information

Appropriate Attire:

Teachers and staff members are role models to their students. What the teacher and staff member wears and how he or she carries him/herself will have a strong impact on the students. Therefore, it is crucial for teachers to wear appropriate attire, for example formal yet comfortable clothing during class and casual outfit out of school. Dressing creates a first impression.

Length of Teacher Work Day:

All full time teachers are 7:30 am-3:30 pm.

Medical/Dental Appointments:

Try to make preventative medical and dental appointments after school or when school is not in session. Notify the office in advance of any scheduled appointments.

Personal Leave:

Personal leave can be used anytime during the school year as long as there is prior approval. Two days are granted each year and can be carried over to the next year, not to exceed four days. A teacher planning to use a personal day of leave shall give at least **five days notice**.

Substitute Information:

Teachers on Call will be set up for requesting sub for days off. More information will be available as training occurs. Absences for advanced known reasons (professional, personal, appointments, etc.) are to be arranged through the building principal. When you put in for time off in Employee account please make sure to choose Karen so she knows you are taking time off. **Please make a folder for your substitute teacher and keep it up to date.**

Evacuation Sites

Main Evacuation Site: 1st Baptist Church-Long Prairie, MN

Main Contact: Jenni Powell
Church Phone: 732-2179
Personal Phone: 732-4282

Back-up Evacuation Site: Trinity Lutheran Church-Long Prairie, MN

Main Contact: Lori Bruder
Church Phone: 732-2238

Grade Levels and Supervisors

Kindergarten, Grade 1, & ECFE

Supervision: (B. Evenson ECFE and K-1 Instructors & Playground Paras, ELL-(A. Klos), PE-(K. Mathews), SPED-(N. Carrillo & A. Winge), WIN-(P. Muellner, **M. Goebel**)

Grade 2 & 3

Supervision: (K. Holt, Grades 2-3 Instructors & Playground Paras, ELL-(C. Wolters), Nurse/Nurse Assistant, Music-(C. Roos), SPED-(V. Wielenberg, E. Johnson), WIN-(C. Bitz), **B. Gustafson**.)

Grade 4 & 5

Supervision:(T. Cebulla, Grades 4-5 Instructors & Playground Paras, ELL-(P. Larson), PE-(C. Goerd), Art-(A. Pohlmann), SPED-(E. Ebnet, S. Christians) WIN-(**L. Mertes**)

Grade 6

Supervision:(C. Zimmer, **M. Zimmerman**, Grade 6 Instructors & Playground Paras, Music-(A. Gross), ELL (L. Day), SPED-(J. Rosenow), WIN-(**K. Burns**)

Other Staff not listed help out as needed.

Please become familiar with where you need to go in case of an evacuation.

Field Trips

Field trips must have prior administrative approval. For parent notification, it is wise to send a letter home explaining the details of the trip (destination, time of departure, time of return, cost, etc.)

You should provide a tear-off at the bottom of the letter for the parent to acknowledge that they know what is going on.

Fire Drills

Five fire drills are required by law. LPGE will conduct the first one in September. Every drill should be treated as a real emergency and all rules should be followed. It is the duty of the LPGE staff to learn the exit routes and procedures for each room. Evacuation directions should be posted in all classrooms. **Please make sure doors are closed and lights turned off in all rooms.** Please make sure that all staff and students know the routes and procedures.

Homework Policy

Homework in the LPGE Public School is an essential part of the school program. Assignments will vary in accordance to the needs of the class and will relate to classroom instruction. Completion of routine homework contributes to students building necessary skills to succeed in class, responsibility, self-discipline, and lifelong learning habits. The main purposes generally associated with homework are as follows:

- 1.) To give students a chance to review and practice what they have learned
- 2.) To prepare students for the next day's lessons
- 3.) To provide parents with insights into what is being taught in the classroom and the progress of their children.

Time Frame of Homework Assignments:

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the **general guidelines**. All assignments are at the discretion of the teacher based on individual and class needs. If your child is having difficulty on a consistent basis completing assignments within the time frames established, please contact your child's teacher for assistance. **All students will be given class time to work on assignments before given as homework.**

Kindergarten – Grade 2:	Fifteen - Twenty minutes of reading per night. This could also include share sheets, spelling, math and occasional family projects
Grade 3 - 4:	Twenty minutes of reading and/or homework per school night. This may also include occasional long term projects.
Grade 5-6:	Twenty - Thirty minutes of homework per school night. This includes reading daily and any work not finished during class time.

Late Work Consequences:

Students' homework is due the next school day unless otherwise stated by the instructor. All late work will be due the last school day of the school week-normally Friday or at the end of a chapter. Work will then be graded accordingly for the work completed or not completed for that time frame. Students start fresh on the first day of the school week-normally Monday or at the beginning of a new chapter with no late assignments. Meetings with parents will be conducted for those students who habitually do not do their daily work. This does not apply to projects that may take longer to complete.

Additional Support for Homework:

Successful completion of homework assignments is enhanced through the offering of the homework resources listed below. Teachers are advised to encourage the use of these additional resources if offered to maximize student success.

- Use of homework assignment sheets and student planners

- BOLT (after-school program)
- Class remediation time

Injuries/Medications

Injuries: All injuries need to be reported to the nurse's office. An incident report must be filled out by the supervisor of the event. If medical attention is given to an injury incurred in school, the school nurse or nurse assistant will file a report with the elementary office.

Medication Procedure

The intent of this procedure is: (1) to ensure the safe administration of medication to students in school; (2) to outline procedures for school staff to follow to comply with MN Statute 123.35 sub 16.

Medication Administration

When the school nurse is present: Upon receipt of medication, in a pharmacy-labeled container, it should be taken to the school nurse. Schools have the right to refuse to administer if medication is not properly labeled.

1. Medication Information Sheet will be completed, including physician and parent permission.
2. The medication will be placed in a ziplock bag.
3. The information sheet will be kept with the medication.
4. If the physician did not sign the medication form, the physician's office will be called to verify the order before administration.
5. If the school nurse is in school at the administration times, the medication may be administered by the school nurse.
6. A "**Record of Medication Administration by School Staff**" sheet will be labeled and attached to the front of the ziplock bag. Any staff/school nurse must record medication administered as indicated on this form whenever medication is given to a student.

When school nurse is not present:

1. Medication may be administered by the health aide, building principal, or certified teacher under direct supervision of the school nurse.
2. The school nurse will provide staff with in-service on medication administration in groups or individually when staff are requested to administer medication. This will include a review of Medication Information Sheet and an opportunity to have concerns voiced if possible in person. Staff is encouraged to contact the nurse with any concerns.
3. Record of Administration will be labeled and attached to the front of the ziplock bag.
4. A physician's desk reference for prescription and non-prescription drugs will be in the school nurse's office for reference as to medication effects/side effects, etc. Certified staff is requested to refer to Medication form prior to administering medication in school nurse's absence.
5. The school nurse will provide appropriate follow-up and obtain permission as above, upon notification. Note: Liquid medications are to be administered to students in measuring cups/spoons only, as this is the only way of insuring proper dosage is being given. These will be available in the nurse's office of each school building.
6. Report any possible side effects to the school nurse as soon as you become aware of them.

Self Administration of Medication:

Self administration of medication is encouraged where practical, depending on age/capability of students.

1. Information/permission forms will be kept in the student's health file.
2. Medication use for chronic conditions.
 - a. An individual health plan will be written for the student including the supervision/monitoring system.
 - b. A conference will be held when necessary to discuss the medical condition, the continued need for medication, and the mechanics of administration.
 - c. It is not necessary for staff to record self-administered medication by students.

Administration of Non-Prescription Medication:

The same procedure will be followed with one exception: A physician's authorization is not required. This includes the administration of Tylenol.

Field Trip Medicine Packs:

Please make sure that if a class is leaving the building for a field trip to stop at the nurse's station to check out a medicine pack for safety purposes. Please check them in upon arrival back to the school building.

Leaving School During the Day

Students are not permitted to leave the school grounds after being dropped off at school unless under teacher supervision or without first getting written permission from the office. Parents must sign out students from the elementary office before leaving the building.

Lock-Down Procedures

Five lockdown procedures are required by law. They may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

One means of securing the school is to implement lock-down procedures. Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

- Building administrators will issue lock-down procedures by announcing warnings (if able) over the PA system and/or using designated system(s).
- PA Announcement will be a prerecorded message in both English and Spanish and will run for a set period of time. The message will indicate that we are in a critical incident situation and advise people in the building to evaluate and implement appropriate procedures.
- If students and staff are outdoors, blue strobe lights will be activated on the outside of the building.
- Direct all students, staff, and visitors to evaluate their circumstances and either lockdown in a classroom, barricade doors and prepare for counter measures, or evacuate the building and proceed to a sheltering site.
 - Elementary school site: First Baptist church

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- If lockdown is due to an intruder in the building, students and staff who are outside of the building SHOULD NOT re-enter the building. May move to the primary evacuation site.
- Lock classroom doors.
- If lockdown is due to an intruder inside the building, do NOT lock exterior doors.
- Move all persons away from windows and doors and keep out of sight.
- Allow no one outside of classrooms until all-clear signal is given by the building administrator.
- Refer Media to District Spokesperson.
- If in the hallway during a lockdown with your class, go to the nearest open classroom door and follow all procedures if possible.
- Lock classroom doors-lock from inside-follow the arrows. You should do this every time you leave your room or are in your classroom.
- Move all persons away from windows and doors if in the classroom.
- If there are students in the hallway, please direct them into your classroom or have them go with you. Keep the students with you until the all clear is given.
- SPED students stay where they are at this time.
- Lunchroom stays, secure the doors if staying in the building.
- Phy. Ed. And Recess go to the 1st Baptist Church if they are outside, do not return to the school until clear.
- Cooks remain in the kitchen or evacuate if safe to do so.
- Custodians-(outside) go to Baptist Church -if (inside) go to the nearest classroom.
- Secretaries can be found at the following extensions, if in office: Karen 3001 and Cassie 2015
- In a real lockdown situation, the fire doors will close and the outdoor blue lights will flash which tells people not to come into the building.

All staff and students must be familiar with what to do in case of a lockdown. The K-6 building will conduct a lockdown drill five times a year.

Mandatory Reporting of Maltreatment of Minors

TODD COUNTY RESOURCE AND REFERRAL INFORMATION

TODD COUNTY SOCIAL SERVICES.....732-4500
CHILD PROTECTION INTAKE.....732-4481 or 732-1970
TODD COUNTY SHERIFF'S OFFICE (non emergency).....732-2157
TODD COUNTY HEALTH SERVICES.....732-4440
TODD COUNTY FAMILY SERVICES.....732-4500
COMMUNITY CONCERN FOR YOUTH.....732-6165
24 Hour Crisis Hotlines.....732-2319 or 1-800-682-4547

LOCAL POLICE	Long Prairie 320-732-2156	Bertha 218-924-2100
	Grey Eagle 320-285-3885	Staples 218-894-1841
	Browerville 320-594-2233	Hewitt 218-732-2157
	Clarissa 218-756-2133	
	Eagle Bend 218-738-3492	

MN Laws Governing Reporting Maltreatment of Minors - 626.556103/00

Persons Mandated to Report:

- A. A person who knows or has reason to believe a child is being neglected, physically or sexually abused, or has been neglected physically or sexually abused within the preceding three years shall immediately report the information to local welfare agency or appropriate jurisdictional police department.
- B. A professional or professional's delegate who is engaged in the practice of healing arts, social service, hospital administrator, psychological or psychiatric treatment, child care, education or law enforcement; or employed as a member of the clergy and received the information while engaged in ministerial duties, provided that a member of the clergy is not required to this subd. to report information that is otherwise privileged under sec. 595.02, subd. 1, paragraph C (12).
- C. Mandated reporters must report to law enforcement or child protection when they know or have reason to believe that two or more children have been physically or sexually abused by a person not related to the children, within the preceding ten years. If a mandated reporter fails to make a report to an investigating agency, the person mandated to make the report is guilty of a gross misdemeanor. **Note:** If social services receive a report of maltreatment under this section, by a person not related to the child who is alleged to be the victim, the maltreatment report must be taken and reported by social services to the responsible investigating agency and law enforcement agency. (Chapter 385; section 9 amends Minnesota Statutes section 626.556, subdivision 6) All reports, whether mandatory or volunteer, are kept strictly confidential. Your name and phone number are requested only so clarification can be sought if need be.

Reporting Document may be picked up in the elementary office.

Report to: Todd County Social Services: 320-732-4500, or 1-888-838-4066, ask for Child Protection

Or, call Todd County Sheriff's Office: 320-732-2157, or 1-800-794-5733

Or, if the child resides in town, call your local police department.

These reports will be shared between law enforcement and social services.

Media Center

Teachers who take groups of students to the Media Center are responsible for the behavior of those students. The staff of the Media Center is anxious to serve faculty and students to the best of their ability.

If there are special topics or ways they can prepare for your group, please let them know. Conference and classroom facilities are available in the Media Center for use of students and class groups upon request of the instructor. The Media Specialist is glad to give instruction in the use of the Media Center and its resources, or to be of assistance to teachers planning to give such instruction.

You may have subject bibliographies of print, and non-print materials, prepared upon request. Bibliographies of new acquisitions will be issued periodically. They welcome your requests concerning new materials you would like purchased for the Media Center or the Resource Centers.

The following are Media Center rules:

1. **Teachers should be present with groups brought to the Media Center unless it is part of their normal prep time.**
2. All material must be checked out. Please observe the due dates and return or renew materials on time.
3. No food or drinks are allowed.
4. Loss or destruction of property is an injustice to your fellow-students. Take care of all Media Center materials.
5. Technology use is a privilege guided by rules of respectfulness. This privilege may be restricted.

No Smoking

School District #2753 is a smoke free environment. Smoking and smokeless tobacco of any shape or form are not permitted in school buildings, school vehicles, or on school grounds. Staff and visitors are required to follow this policy.

Notice of Violent Behavior by Students

LPGE Schools 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 will have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Open House

This will be held on Wednesday, August 28, from 3:30-7:30 PM. This is a time set aside for teachers, students, and parents to get together to review classroom expectations and the needs of their students. It also gives parents a chance to get the paperwork completed during this time.

Parent/Teacher Conferences

The first Parent-Teacher Conferences will be on November 9 and 16. These will be scheduled and notes will go home as to the day and time parents/guardians are to meet with their teachers. An additional conference will be held March 7. This conference will only be held upon request of the teacher or parent. These times are devoted to focus attention on your individual child. Please make every effort to attend. If additional conferences are necessary, arrangements may be made by parents or teachers .

Phy. Ed. Excuses

Excuses to be excluded from participation in physical activities must be signed by the parents. If for longer than two days period, a doctor's statement of the student's health must be filed with the school nurse indicating the student's limited activity. A medical excuse form is available in the nurse's office.

Playground Expectations

Supervision:

- ❖ Paraprofessionals monitor all students at all times. Best practice is to be on opposite sides of the playground from your co-worker.
- ❖ No Cell Phone Use. Cell phone use should be limited to communicating with the school if needed. Family emergency situations would be the exception.

Discipline:

- ❖ Punishment of all students for just a few issues is not best practice. Try to only discipline students that are acting up.
- ❖ Do not make kids run for punishment. Students may sit against a fence for a short period of time or spend their recess in the Choices Room or office as an option.
- ❖ Do NOT have students who are not dressed appropriately, stand by the fence as this only makes them colder.

Weather and temperature concerns:

1. If temperatures are below zero or wind chills are below -10, students will stay inside. Karen monitors this and it is announced via email.
2. At 45 degrees or below, students MUST wear coats, hats, and mittens are preferred.
3. When there is snow we want kids to wear snow pants and boots at the younger grades at least. Students in grades 5-6 will experience natural consequences if they choose not to wear them and get cold and wet. (example: they will be cold and wet for the afternoon)
4. If students don't have proper apparel, best practice is to NOT have them stand against the fence as they will get even colder. Do not have them run either as this is not viewed favorably by families. Please send them to the office and we will call home to families and/or provide them with winter clothes. If this is a persistent problem, the office will handle the individual discipline.

Preparing To Go Outside:

- ❖ Encourage students to be quiet when lining up to go outside. This is not the same as silence.
- ❖ Quickly get the students outside.
- ❖ When the students re-enter the building, remind them to stomp/wipe their feet and be as quiet as possible out of respect for other classes. Again, this isn't not the same as silence.

Prep Time/Common Planning Time/PLC

The purpose of PLC time is to focus on student achievement. The purpose of prep time is teacher preparation.

Please notify the administration if you will be leaving the building during your prep hour.

Professional Learning Communities (PLC) Format

PLC's will meet with the principal during the last week of each month.

The purpose of the PLC is for the teacher to develop a new understanding and apply it to their classroom in order to raise student achievement. Student achievement is the indicator of this new learning and the change in teacher practice.

Teachers meet regularly as a team to:

- Study Data-Progress Monitor Students
- Analyze Current Levels of Achievement,
- Set Achievement Goals
- Identify Essential and Valued Student Learning,
- Develop Common Formative and Summative Assessments
- Share Strategies
- Research Best Practices

Specific topics for PLC Team meetings will be determined by the Principal and/or Instructional Coach

PLC Team Roles: (Rotated at Each Meeting)

Meeting Facilitator: The meeting facilitator will open the meeting, review the agenda, make sure someone is taking notes and keeping time, move through the agenda one item at a time, keep the team focused, establish an appropriate pace and watch time limits, manage participation, facilitate any proposed changes to the agenda, gather ideas for the next meeting's agenda, solicit input on how the meeting went, and close the meeting.

Time Keeper: The time keeper will move the team along by keeping track of time during the meetings and alert the team when time allotted for an item is almost up so the team can decide whether to continue or stop process.

Note Taker: The note taker will record topics, points raised during the discussions, decisions made, and future items to discuss. This will be posted as soon as possible after the meeting.

Reports will be sent to the building principal by email-google docs.

Property Destruction

Any student deliberately destroying school property must pay for the damage. Additional disciplinary measures may be taken if deemed necessary by school authorities.

Report Cards

Report cards will be mailed every nine weeks, on the Thursday following the end of the nine week period. In special cases, additional information and communication may be necessary.

Restrictive Procedures Plan

In accordance with Minnesota Statute 1125ZAA.0942,Subd.1, every school district is required to develop and make public a plan that discloses its use of restrictive procedures. The plan specifically outlines the list of restrictive procedures the school intends to use. The plan is located in the elementary office. **The K-6 team members are Nicole Cuchna, Mike Evans, Vanessa Wielenberg, Erica Gohman, and Tammy Cebulla.** There will be annual training done by the Freshwater Special Education District.

Sanctioning Class Sponsored Activities

Class activities must be approved by the administration.

School Dances

Student behavior and dress expectations at dances follow the same high expectations that the District has for students during the school day. Inappropriate behavior or dress will not be tolerated. Students with inappropriate dress will be asked to change. Students exhibiting behavior deemed inappropriate by dance chaperones will be asked to leave. Parents will be notified before students are to leave the building. Further consequences may include: exclusion from future dances, detention, or suspension.

School Programs, Assemblies, Pep Fests etc.

Staff attendance at all assemblies, programs, pep fests, etc is a requirement to help insure proper conduct and show support of all students involved.

Staff Responsibilities

The general atmosphere of the building is everyone's responsibility: administration, teachers, support staff and students. A school's atmosphere should be one in which respect for another person's rights and property is the prime consideration. To build such an atmosphere we must consistently reinforce positive actions and work to change the attitudes of those involved in negative actions. How we interact with students in dealing with the variety of situations that occur in a school is the single most important factor in determining the atmosphere of the school. We must work together to maintain an atmosphere of mutual respect for each other, school property and school rules.

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To help meet the above need, all staff members must deal with the following items:

1. School starts at 8:05 AM and students are expected to be in their classrooms for morning orientation. School is dismissed at 3:00 PM for student dismissal from the building.
2. Teachers should be in their classroom before school each morning to help students that have questions.
3. **Student movement throughout the building needs to be properly supervised at all times.**
4. **Before school, between classes, during passing time, after school, teachers should be in the hallways near their classrooms. Visibility can prevent a lot of problems.**
5. We are a tobacco free school. No use of tobacco in any form is allowed in the building or on school grounds.
6. See Student Handbook for attendance policy and other items that come under the discipline heading for enforcement.

A teacher's work day is from 7:30-3:30 M-F. Teachers are expected to be in their classrooms by 7:30. Teachers are expected to be available before and after school to help students. Teachers need to contact their principal if they will be late or leave early. As with students, teachers are expected to keep their absenteeism at a minimum and expected to be on time. Habitual tardiness will not be tolerated. Students in the building before 7:30 am and after 3:00 pm must be under the direct supervision of a teacher. Students are asked not to arrive at school before 7:30 am if at all possible.

Staggered Start for Kindergarten

Purpose: It is a valid instructional strategy for facilitating a smooth entry for our students as they enter kindergarten.

Program Goals: The goals of the program are to: provide the opportunity for teachers to begin to get to know the students and their needs more quickly; allow kindergarten teachers an opportunity to explain the practice school routines and safety issues more easily with a smaller group; offer several small group lessons and activities dealing with citizenship skills, such as working and playing together, self-control, and following directions.

Program Format: The staggered start format divides students into Group A or Group B. Group A will attend kindergarten on Tuesday, September 5. Group B will attend kindergarten on Wednesday, September 6. Both groups will start on Thursday, September 7.

Grouping of Students: Each kindergarten teacher will divide their class into small groups balanced by the following criteria: gender, English Language Learners, summer testing results which focus on academic and social skills.

Student Dress Code

The dress of a student reflects the quality of the school, of their conduct and their school work. All students at LPGE Schools are expected to dress and groom themselves neatly in clothes that are appropriate for the school/work environment/weather. Therefore grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement, or that expose students to accidents must be avoided. Appropriate dress also applies to school sponsored dances.

Dressed for the Weather:

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Students need to come to school dressed for the weather. During the winter, this includes boots, jackets, snow pants, hats and mittens for students who have recess.

Inappropriate Clothing/Accessories:

Clothing choices that are considered inappropriate for school setting and not allowed include but are not limited to:

*Clothing or accessories with profanity or suggestive, vulgar, or offensive sayings or pictures that promote alcohol, drugs, tobacco, nudity, violence, gang-related symbolism, or sexual, racial, or religious harassment.

* Clothing that displays cleavage, exposes navel/midriff, spaghetti strap tank tops, backless garments, and no exposed undergarments.

* Gang affiliated signs, symbols, jewelry, tattoos, or clothing that represent acknowledged gangs or gang activity. This also includes simulations of anything representing "colors."

*Headgear of any kind (hats, bandanas, hoods, etc.), coats or pajamas.

* Skirts, skorts, and shorts must be fingertip length (arms extended down below the waist).

*Holes in pants are discouraged, however if you must wear them, the holes in the pants must be fingertip length (arms extended down below the waist).

*Trench coats or heavy chains are prohibited.

Students who don't follow the dress code will be required to change or be referred to the office. If in doubt, don't wear it! Note: This policy may be amended without notice to prohibit any attire that is deemed disruptive to the learning environment. Building-level administrators have the discretion to make decisions about appropriate and inappropriate clothing and their decisions shall be final.

Student Removal from Classroom

Removing a student from your classroom should be the last resort.

*Teacher to notify elementary office by phone.

*Principal or School Counselor will be summoned to the classroom.

*Principal or School Counselor will escort the student to the principal's office or the counselor's office.

*Teacher to fill out an office referral form as soon as possible.

*Parents to be notified by the principal or school counselor.

Student Telephone Calls

Telephone calls are only to be made before school, during the noon hour or after school, unless there is an emergency. The office phone may be used for calls. Students will not be called from class to answer an incoming call except in extreme emergency.

The office telephone is for business and emergencies. Many unnecessary phone calls can be eliminated if before coming to school, a check is made to see that all things needed for the day are with the students. Books, band instruments, and lunch money are some of the items that have made extra use of the telephone. In cases where a phone call is necessary, only the person placing the call should come to the office (with a permission slip from the teacher).

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Summer Academy

LPGE offers summer school for our students including our SPED students. The focus of summer school will be to increase skills in reading, writing, and math. This is a 3 week session that will take place throughout the summer. Sessions run from 8-12 Noon-a breakfast and lunch will be served. Field trip day on Thursday runs 8:00-3:30 pm - field trip-lunch is provided. The dates and days of summer school are subject to change.

Thunder Pride Students

This is a program designed to honor those students who do "good deeds" for others in our school. Staff members who see students caught being good may fill out a blue ticket and give to students. Students are encouraged to take their blue tickets home to celebrate with their families. Schoolwide celebrations will happen throughout the school year.

Toys/Games (Electronic or Otherwise)

Toys and Games: (electronic or otherwise) from home are not permitted at school unless they are being used for show and tell or a classroom project approved by the classroom teacher. No trading cards of any type are permitted at school.

Tornado/Severe Weather Drills

A severe weather/tornado drill is conducted in April. In the meantime, please make sure all staff and students are familiar with what to do in case of severe weather or a tornado. Evacuation directions should be posted on your wall. Make sure all doors are closed. Lights turn off automatically.

Visitors to School District Buildings

Purpose:

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

School Board Policy:

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

Responsibility:

Each school leadership team will develop procedures and requirements specific to their building that is reflective of this policy. The procedures and requirements shall be approved by the superintendent. It shall be the responsibility of the superintendent to seek school board direction and action for requirements beyond the identified procedures and requirements.

Procedures and Requirements:

*All staff — full-time and part-time — are required to wear a district identification nametag throughout the school year during regular school hours. Staff forgetting to wear their nametag on a given school day shall report to the office for a temporary nametag. Specific procedures for the wearing of a district identification name tag will be developed by the district administration.

*Each building shall identify a reporting location for visitors to the building. The location shall be posted at each entrance and in the school handbook.

*Visitors are all individuals who are not school district full-time or part-time students or who are not school district full-time or part-time employees. This would include: Parents/guardians, Community members, Substitute staff person, Volunteers, Consultants, Vendors, Non-student youth.

* All staff are encouraged to welcome all visitors with proper identification to the school.

Visitor Limitations:

*An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district

procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

*An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Lunch Visitors:

We will not allow visitors to come and eat lunch with students due to limited time and space.

During Pandemic:

Visitors will not be allowed during a pandemic or other similar situations.

Weather

In case of severe weather, ~~listen to KSAX, KARE Television or KEYL, WCCO Radio for any weather related announcements. In addition to the television and radio broadcast~~ the school will also contact you by phone, using an instant alert system to notify the 1st family listed on the students contact information. It is imperative that all contact numbers be kept up to date for contact purposes. Information will also be posted on the school's website at www.lpge.org and the District Facebook page.

PBIS Discipline Guidance

PBIS Discipline

Behavior is considered a part of the learning process. Anytime the student's behavior handicaps the activities of the school, interrupts the classroom, or is inconsiderate of the rights and privileges of others, the school considers it its responsibility to take corrective measures. The school will try to work closely with the home and other agencies in the development of sound attitudes and proper conduct of our students.

LPGE PBIS (Positive Behavior Intervention and Support) Purpose Statement

The purpose for implementing PBIS at LPGE Elementary is to instill a sense of respect, responsibility, and safety for all students and staff. When this occurs we will create a school environment where our students can achieve a sense of pride and success.

LPGE PBIS Discipline Guidance - Thunder Pride

The purpose for implementing PBIS at LPGE Elementary is to instill a sense of respect, responsibility, and safety for all students and staff. When this occurs we will create a school environment where our students can achieve a sense of pride and success.

Minor Behaviors

1. Staff member reporting the offense must complete the behavior process.
 - a.) **Paras and other teachers** - fill out **Office Referral Form** and give to the homeroom teacher. The Office Referral Form can be found in the mail room.
 - b.) **Homeroom teachers** enter information into the Skyward discipline area. Be sure to choose Classroom Referral and do classroom action. If the offense needs to be referred to the principal (ex. 3rd minor), do not choose Classroom Referral. Only choose Classroom Referral when teacher/staff member handled situation. By not choosing Classroom Referral, principal will receive email.

- c.) Set up conference with student to complete **Student Processing Form**-part of the Office Referral Form.
- d.) Parents/Guardians may be notified.
- e.) Consequence may be warranted, but a change in behavior is desired more so than a consequence.

Major Behaviors

1. Staff member reporting the major offense must complete the behavior process.
 - a.) **Paras and other teachers** - fill out **Office Referral Form** and give to the homeroom teacher. The Office Referral Form can be found in the mail room.
 - b.) **Homeroom teachers** enter information into the Skyward discipline area. Major offenses need to be referred to the principal, do not choose Classroom Referral. Only choose Classroom Referral when teacher/staff member handled situation. By not choosing Classroom Referral, principal will receive email.
2. Elementary principal must complete the major behavior process.
 - a.) Set up conference with student to complete **Student Processing Form**-part of the Office Referral Form.
 - b.) Parents/Guardians must be notified.
 - c.) Consequence based on the **Major Behavior Guidance**.

Long Prairie Grey Eagle Elementary



Office Referral Form

STOP & THINK

Name:

Date:

Time:

Classroom Teacher:

Grade:

Referring Staff:

Location:

Others Involved:

What happened?

What would have been a better choice?

How will you solve/fix the problem?

(Use back side as needed)

PBIS Major Behaviors Guidance (Grades K-3)			
	First Offense	Second Offense	Third Offense
Alcohol or Chemical Infractions	*Student Conference *Student/Parent Contact *Counselor/Social Worker Referral *In School Monitoring and Reteaching *Police Referral * Nonexclusionary discipline (NED)	*Student/Parent Conference *Alternate Lunch Seating *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Alternate Lunch Seating (Multiple Days) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)
Arson - Fire	*Student Conference *Student/Parent Conference *Counselor/Social Worker Referral *Suspension (Up to 5 days) *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Suspension (Up to 10 days) *Police Referral *Expulsion Recommendation	
Assault	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)
Bullying or Intimidating Behavior	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)
Dress and Appearance	*Student Conference *Student told to make necessary changes *Parents may be contacted *Nonexclusionary discipline (NED)	*Parent/Student Contact *Student told to make necessary changes *Counselor/Social Worker Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *Alternate Lunch Seating *In School Monitoring *Nonexclusionary discipline (NED)
Fighting	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)

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	*Nonexclusionary discipline (NED)		
Harassment	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)
Inappropriate Behavior	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)
Inappropriate - Obscene Language	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)
Nuisance Objects - Potentially Dangerous Items	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple days) *Possible Police Referral *Nonexclusionary discipline (NED)
Pushing, Shoving, Scuffling	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)
Riding the School Bus	*Warning *Nonexclusionary discipline (NED)	*Assigned Seat OR *1-5 Day Bus Suspension	*1-5 Day Bus Suspension 4th Offense * 5-10 Day Bus Suspension and possible loss of bus privileges 5th Offense *10 Day Bus Suspension and possible loss of bus privileges

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Technology Internet Misuse	*Student Conference *Parent/Student Contact *Check-In/Check-Out Chromebook with Classroom Teacher for one week *Nonexclusionary discipline (NED)	*Parent/Student Conference *Check-In/Check-Out Chromebook with Classroom Teacher for two weeks *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *Check-In/Check-Out Chromebook with Classroom Teacher for three weeks *Network Access limited or monitored for rest of year *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)
Theft - Receiving or Possessing Stolen Property	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Financial Restitution as needed *Nonexclusionary discipline (NED)	*Parent/Student Conference *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating (Multiple days) *Financial Restitution as needed *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Monitoring *Alternate Lunch Seating (Multiple days) *Financial Restitution as needed *Police and/or CCY Referral *Nonexclusionary discipline (NED)
Threatening Group - Gang Activity	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Nonexclusionary discipline (NED)	*Parent/Student Conference *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating (Multiple days) *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Monitoring *Alternate Lunch Seating (Multiple days) *Police Referral *Nonexclusionary discipline (NED)
Tobacco Use or Possession	*Student Conference *Student/Parent Contact *Counselor/Social Worker Referral *In School Monitoring and Reteaching *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Alternate Lunch Seating *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Alternate Lunch Seating (Multiple Days) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)
Truancy - Skipping Class	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Student/Parent Conference *Counselor/Social Worker Referral *Alternate Lunch Seating (Multiple Days) *CCY Referral *Nonexclusionary discipline (NED)	*Student/Parent/CCY Conference *In School Monitoring *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)
Vandalism	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Financial and/or cleaning restitution *Nonexclusionary discipline (NED)	*Student/Parent Conference *Counselor/Social Worker Referral *Alternate Lunch Seating (Multiple Days) *Financial and/or cleaning restitution *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Alternate Lunch Seating (Multiple Days) * In School Monitoring *Financial and/or cleaning restitution *Police Referral *Nonexclusionary discipline (NED)

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Weapons, Explosives and Other Dangerous Devices *	*Student Conference *Student/Parent Conference *Counselor/Social Worker Referral *Suspension (Up to 5 days) *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Suspension (Up to 10 days) *Police Referral *Expulsion Recommendation	
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PBIS Major Behaviors Guidance (Grades 4-6)			
	First Offense	Second Offense	Third Offense
Alcohol or Chemical Infractions	*Student Conference *Student/Parent Contact *Counselor/Social Worker Referral *In School Monitoring and Reteaching *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *In School Suspension (Up to 1 day) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *In School Suspension (Up to 5 days) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)
Arson - Fire	*Student Conference *Student/Parent Conference *Counselor/Social Worker Referral *Suspension (Up to 5 days) *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Suspension (Up to 10 days) *Police Referral *Expulsion Recommendation	
Assault	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 2 days) *Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (Up to 5 days) *Police and CCY Referral *Nonexclusionary discipline (NED)
Bullying or Intimidating Behavior	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 2 days) *Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 5 days) *Police Referral *Nonexclusionary discipline (NED)
Dress and Appearance	*Student Conference *Student told to make necessary changes *Parents may be contacted *Nonexclusionary discipline (NED)	*Parent/Student Contact *Student told to make necessary changes *Counselor/Social Worker Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *Alternate Lunch Seating *In School Monitoring *Nonexclusionary discipline (NED)

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Fighting	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 2 days) *Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 5 days) *Police Referral *Nonexclusionary discipline (NED)
Harassment	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 1 day) *Nonexclusionary discipline (NED)
Inappropriate Behavior	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 1 day) *Nonexclusionary discipline (NED)
Inappropriate - Obscene Language	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 1 day) *Nonexclusionary discipline (NED)
Nuisance Objects - Potentially Dangerous Items	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 1 day) *Possible Police Referral *Nonexclusionary discipline (NED)
Pushing, Shoving, Scuffling	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *In School Suspension (up to 1 day) *Nonexclusionary discipline (NED)

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	discipline (NED)	(NED)	
Riding the School Bus	*Warning *Nonexclusionary discipline (NED)	*Assigned Seat OR *1-5 Day Bus Suspension	*1-5 Day Bus Suspension 4th Offense * 5-10 Day Bus Suspension and possible loss of bus privileges 5th Offense *10 Day Bus Suspension and possible loss of bus privileges
Technology Internet Misuse	*Student Conference *Parent/Student Contact *Check-In/Check-Out Chromebook with Classroom Teacher for one week	*Parent/Student Conference *Check-In/Check-Out Chromebook with Classroom Teacher for two weeks *Counselor/Social Worker Referral *Alternate Lunch Seating	*Parent/Student Conference *Check-In/Check-Out Chromebook with Classroom Teacher for three weeks *Network Access limited or monitored for rest of year *In School Suspension (up to 3 days)
Theft - Receiving or Possessing Stolen Property	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Financial Restitution as needed *Nonexclusionary discipline (NED)	*Parent/Student Conference *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating (Multiple days) *Financial Restitution as needed *Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Monitoring *In School Suspension (up to 3 days) *Financial Restitution as needed *Police and/or CCY Referral *Nonexclusionary discipline (NED)
Threatening Group - Gang Activity	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Nonexclusionary discipline (NED)	*Parent/Student Conference *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating (Multiple days) *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Monitoring *In School Suspension (up to 3 days) *Police Referral *Nonexclusionary discipline (NED)
Tobacco Use or Possession	*Student Conference *Student/Parent Contact *Counselor/Social Worker Referral *In School Support Services (Reteaching) *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *In School Suspension (Up to 1 day) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *In School Suspension (Up to 5 days) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)
Truancy - Skipping Class	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline	*Student/Parent Conference *Counselor/Social Worker Referral *Alternate Lunch Seating (Multiple Days) *CCY Referral	*Student/Parent/CCY Conference *In School Monitoring *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)

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	(NED)	*Nonexclusionary discipline (NED)	
Vandalism	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Financial and/or cleaning restitution *Nonexclusionary discipline (NED)	*Student/Parent Conference *Counselor/Social Worker Referral *Alternate Lunch Seating (Multiple Days) *Financial and/or cleaning restitution *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *In School Suspension (Up to 5 days) *Financial and/or cleaning restitution *Police Referral *Nonexclusionary discipline (NED)
Weapons, Explosives and Other Dangerous Devices *	*Student Conference *Student/Parent Conference *Counselor/Social Worker Referral *Suspension (Up to 5 days) *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Suspension (Up to 10 days) *Police Referral *Expulsion Recommendation	

Policies

School District Policies

LPGE School District Policies are found on the LPGE School District website. Please click *District* and then scroll down to *Policies* and click on Policies. The following are the section headings for the various district policies: **School District, School Board, Employee, Student, Education Program, Business Services, Buildings and Sites, Community Relations, Education of Homeless Students.**

Long Prairie-Grey Eagle Public Schools

Date Adopted: 07/17/2023

Bullying Prohibition Policy (514)

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 - 1. on the school premises, at the school functions or activities, on the school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public-school activity, such as a co curricular or extracurricular activity, is subject to the policy provisions applicable to the public-school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at

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any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
1. The developmental ages and maturity levels of the parties involved;
 2. The levels 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; and
 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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- J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person'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, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school

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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 grounds, 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 bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. .
- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction

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with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about

bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce

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discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

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To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Cyber Security Policy

Long Prairie Grey Eagle Public Schools Cyber Security Policy July 2024

Introduction

Information Technology (IT) is an integral and critical component of Long Prairie Grey Eagle, (LPGE) daily business and educational needs. This policy seeks to ensure that LPGE's IT resources efficiently serve the primary business/educational functions of LPGE, provide security for LPGE and users electronic data, and comply with federal and other regulations.

IT resources include hardware (computers, servers, peripherals), software (licensed applications, operating systems), network equipment (routers, firewalls, wiring), and IT personnel. The integrity of all IT resources is extremely important to the successful operation of LPGE.

All computer equipment, peripherals, and software are LPGE's property and are provided for business/educational purposes. Proper use and control of computer resources is the responsibility of all employees. Intentional or reckless violation of established policies or improper use of LPGE's computers will result in corrective action up to and including termination.

Employees should also be aware that any work completed on LPGE's computers is subject to monitoring and review, and they should not expect their communications to be private.

Policy Statement

It is the policy of LPGE Schools to use IT resources in a cost-effective manner that safeguards student and employee data and promotes accuracy, safety, Information, and efficiency. The overriding goal of this policy is to comply with all federal and other regulations and to protect the integrity of the private and confidential data that resides within LPGE's technology infrastructure.

Review and Acceptance

The School Board, Technology Director, and IT staff shall review this comprehensive policy at least annually, making such revisions and amendments as deemed appropriate and indicating approval and the date thereof in the policy header.

All LPGE staff are responsible for review and acceptance of this policy annually. Appropriate communications by way of a reminder will be sent by Administration or its assignee along with instructions for acceptance.

Acceptable Use of Information Systems

Definitions

Information Systems: All electronic means used to create, store, access, transmit, and use data, information, or communications in the conduct of administrative, instructional, research, or service activities. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

Authorized User: An individual or automated application or process that is authorized access to the resource by the system owner, in accordance with the system owner's procedures and rules.

Overview

Data, electronic file content, information systems, and computer systems at LPGE must be managed as valuable organization resources.

Information Technology's (IT) intentions are not to impose restrictions that are contrary to LPGE's established culture of openness, trust, and integrity. IT is committed to protecting LPGE's authorized users from illegal or damaging actions by individuals either knowingly or unknowingly.

Internet systems including, but not limited to, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and File Transfer Protocol (FTP) are the property of LPGE. These systems are to be used for school purposes in serving the interests of LPGE and of its students.

Effective security is a team effort involving the participation and support of every LPGE employee, volunteer, and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at LPGE. These rules are in place to protect the authorized user and LPGE. Inappropriate use exposes LPGE to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct LPGE business or interact with internal networks and business systems, whether owned or leased by LPGE, the employee, or a third party.

All employees, students, volunteers, contractors, consultants, subs, and other workers at LPGE, including all personnel affiliated with third parties, are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with LPGE policies and standards, local laws, and regulations.

Policy Detail

Ownership of Electronic Files

All electronic files created, sent, received, or stored on LPGE-owned, leased, or administered equipment or otherwise under the custody and control of LPGE are the property of LPGE.

Privacy

Electronic files created, sent, received, or stored on LPGE-owned equipment, or otherwise under the custody and control of LPGE are not private and may be accessed by LPGE IT employees or administration at any time without knowledge of the user, sender, recipient, or owner. Electronic file content may also be accessed by appropriate personnel in accordance with directives from Human Resources or the Superintendent.

General Use and Ownership

Authorized users are accountable for all activity that takes place under their username.

Authorized users should be aware that the data and files they create on the school's systems immediately become the property of LPGE. Because of the need to protect LPGE's network, there is no guarantee of privacy or confidentiality of any information stored on any network device belonging to LPGE.

For security and network maintenance purposes, authorized individuals within the LPGE IT Department may monitor equipment, systems, and network traffic at any time.

LPGE's IT Department reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

LPGE's IT Department reserves the right to remove any non-business-related software or files from any system. Examples of non-business related software or files include, but are not limited to; games, instant messengers, pop email, music files, image files, freeware, and shareware.

System-level and user-level passwords must comply with the Password Policy. Authorized users must not share their LPGE login ID(s), account(s), passwords, Personal Identification Numbers (PIN) or similar information or devices used for identification and authentication purposes. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

All PCs, laptops, and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less.

All users must lockdown their PCs, laptops, and workstations by locking (**Windows + L**) when the computer will be unattended for any amount of time.

All users are responsible for promptly reporting the theft, loss, or unauthorized disclosure of school information to their immediate supervisor and/or the IT Department.

All users must report any weaknesses in LPGE computer security and any incidents of possible misuse or violation of this agreement to their immediate supervisor and/or the IT Department.

Authorized users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses or e-mail phishing attempts.

Unacceptable Use

Users must not intentionally access, create, store, or transmit material which LPGE may deem to be offensive, indecent, or obscene.

Under no circumstances is an employee or temporary employee of LPGE authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing LPGE-owned resources.

System and Network Activities

The following activities are prohibited by users, with no exceptions:

- Violations of the rights of any person or company protected by copyright, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by LPGE.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email phishing, etc.).
- **Revealing your account password to others or allowing use of your account by others. This includes subs, student teacher assistants, paraprofessionals, family and other household members when work is being done at home.**
- Using a LPGE computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- Attempting to access any data, electronic content, or programs contained on LPGE systems for which they do not have authorization, explicit consent, or implicit need for their job duties.
- **Installing any software, upgrades, updates, or patches on any computer or information system without the prior consent of LPGE IT.**
- **Installing or using non-standard shareware or freeware software without LPGE IT approval.**
- Installing, disconnecting, or moving any LPGE owned computer equipment and peripheral devices without prior consent of LPGE’s IT Department.
- **Purchasing software or hardware, for LPGE use, without prior IT compatibility review.**
- Purposely engaging in activity that may; degrade the performance of information systems; deprive an authorized LPGE user access to a LPGE resource; obtain extra resources beyond those allocated; or circumvent LPGE computer security measures.
- Downloading, installing, or running security programs or utilities that reveal passwords, private information, or exploit weaknesses in the security of a system. For example, LPGE users must not run spyware, adware, password cracking

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programs, packet sniffers, port scanners, or any other non-approved programs on LPGE information systems. The LPGE IT Department is the only department authorized to perform these actions.

- Circumventing user authentication or security of any computer, network, or account.
- Interfering with, or denying service to, any user other than the employee's computer (for example, denial of service attack).

Access to the Internet at home, from a LPGE-owned computer, must adhere to all the same policies that apply to use from within LPGE facilities. Authorized users must not allow family members or other non-authorized users to access LPGE computer systems.

LPGE information systems or hardware must not be used for personal benefit. **Examples include but not limited to: Selling products or merchandise, promoting non school related fundraising activities.**

User Passwords

Passwords for LPGE network access must be implemented according to the following guidelines:

- Passwords must adhere to a minimum length of 10 characters
- Passwords must contain a combination of alpha, numeric, and special characters, where the computing system permits (!@#\$%^&* _+=~/~';',<>|).
- Passphrases are also encouraged. This could be as easy as using a sentence as your password.
- Passwords must not be easily tied back to the account owner such as: username, social security number, nickname, relative's names, birth date, etc.
- Passwords must not be dictionary words or acronyms
- Password changes may be required periodically.

Multi Factor Authentication

LPGE IT department will require Multi Factor Authentication on Google Apps (i.e. Email, Drive etc.) by September 30th 2022.

Employees will have two options to use for Multi Factor Authentication. (only need one of these)

- Personal Cell Phone Text Message
- Classroom Phone Number voice codes

Other district owned Software will be required to have Multi Factor Authentication as the software permits. (This is not available from Skyward at this time)

LPGE Wi-Fi Network

LPGE IT department will provide access to its secure wifi network on LPGE owned devices only.

LPGE also provides Guest Internet access to personal devices. **This is a password protected network. The password will be posted in each building for Guest access.** LPGE is not responsible for any damage to personal devices when using the Guest network. LPGE reserves the right to remove the Guest network or block access to users who are using the guest access in violation of policy.

Review and Acceptance

Each employee must complete a cyber security training program each school year or upon employment. This online training will be assigned and managed by the IT department. Training and assessment must be completed two weeks after the first workshop day. Failure to complete this training may result in the blocking of access to LPGE IT equipment.

Employees will be sent automated tests each month by email. These tests may include phishing attempts or other cyber security tactics to test each employee's understanding of security on IT equipment. The length of the test will be determined by how the employee handles the automated request. (For example, if a phishing email is sent to the user. The user deletes the message. That test is complete. If the user opens and responds to the phishing email they will be required to review material about phishing.)

If an employee fails two phishing tests they will be required to repeat the cybersecurity training within one week of notification from the IT team. Building level administration will be informed of the repeat training.

All LPGE staff are responsible for the review and acceptance of this policy. Acceptable use upon starting work at LPGE. New employee onboarding and training shall include this Policy at a minimum, and in addition to all other applicable training and orientation material, and instructions for acceptance shall be provided at that time. Signed acceptance will be received and retained by Information Technology management.

_____ Date: _____
LPGE Staff Member

E-Learning Policy

The Long Prairie Grey Eagle School will be adopting an alternative learning day in the event of a school closure. Beginning the 2022-2023 school year, students will continue their daily academic schedule as usual from outside of the school setting if an eLearning day is implemented. Families will be notified via the Instant Alert System as well as the information will be posted on the district website, Facebook page, and broadcast media entities that the closure of school will be an "e-Learning Day. Note: The 3rd canceled school day of the academic year will be the first E-Learning Day.

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It is important to note that due to internet connectivity/bandwidth issues that not all teachers will be able to have live sessions; students/parents will be informed at the start of the year if their teacher has limited access.

The district will share information from the National Weather Service so that staff and students are aware of potential weather related issues in advance. Therefore, teachers and students should be forewarned for the potential of an upcoming e-learning day and will be expected to be prepared accordingly. Unfortunately, some school closures take place due to alternative circumstances and an e-learning day may be scheduled with less forewarning.

Purpose: The rationale for E-Learning days are to sustain the educational process for the students of Long Prairie Grey Eagle. Additionally, doing so will allow for the district and faculty to maintain curriculum goals and skills. E-Learning can be used up to five times (days) during the

year and will be counted as instructional days. Lastly, adopting the plan will either eliminate or decrease the need for make-up days at the end of the school year.

Plan: It will be the teacher's responsibility to follow the Minnesota Department of Education's program plan for e-Learning days and the plan established by the LPGE School.

As stated by MDE Statute 120A.414 the plan must include:

- Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.
- Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student's Individualized Education Program (IEP)/504 plans.
- Notification to parents and students of the plan at the beginning of the school year and, upon implementation, at least two hours' notice prior to the normal school start time that students are to follow the e-Learning day plan.

In the event of an e-Learning day, LPGE faculty will:

1. Assignments will be posted to Schoology or SeeSaw no later than 10:00 a.m.
2. Be available for communication via Googlemeets, telephone, email, and/or Schoology or SeeSaw messaging between 10:00 am and 3:00 pm. Faculty will have voicemail from school linked to their email. Staff will be expected to respond to student questions within 30 minutes of the question being posed.
3. Allow students up to three (3) days to make-up work administered on an e-Learning day. The “three (3) days” consists of the e-learning day and the two (2) days following the e-learning day.

The intent of e-learning is to continue what is currently being taught in the classroom.

1. Therefore, a teacher may need to have a live Google meeting or post a recorded lesson in some instances.
2. On the other hand, if students were expected to take a test in class on a specific day that becomes an e-learning day, students might be asked to take an exam rather than partake in a lesson.

3. If students were to be conducting research in class on a particular day that becomes an e-learning day, students may be asked to conduct research from home.
4. If students were scheduled to watch a video or participate in a web-based activity on a particular day that becomes an e-learning day, students may be asked to view the video or engage in the web-based activity from home.
5. If students were supposed to progress through a project during a particular day that becomes an e-learning day, students may be expected to continue to work toward completion of that project during the e-learning day.

Other examples of high-quality e-Learning include:

- a. Integrate as seamlessly as possible into the regular instruction that has been occurring.

Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.

- b. Leverage digital tools students are using as part of their regular instruction (i.e. Schoology or SeeSaw, Google Docs, apps).

Harassment and Violence Policy

It is the policy of Independent School District No. 2753 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School 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 upon any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

Types of Harassment:

Sexual Harassment: Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: 1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or 2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or 3. that conduct or communication has

the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment may include but is not limited to: 1. unwelcome verbal harassment or abuse; 2. unwelcome pressure for sexual activity; 3. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property; 4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status; 5. unwelcome sexual behavior or words, including

demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or 6. unwelcome behavior or words directed at an individual because of gender. 7. Written notes or E-mail messages that contain sexual references will be interpreted as harassment. Consequence: ISS and loss of E-mail privilege.

Racial Harassment:

Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct: 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or 3. otherwise adversely affects an individual's employment or academic opportunities.

Religious Harassment:

Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct: 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or 3. otherwise adversely affects an individual's employment or academic opportunities.

Sexual Violence:

Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breasts, as well as the clothing covering these areas. Sexual violence may include, but is not limited to: 1. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; 2. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; 3. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or 4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

Racial Violence:

Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

Religious Violence:

Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

Reporting Procedures:

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person

with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as

well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

- A. In Each School Building.** The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately. The principal may request, but may not insist upon, a written complaint. The principal will conduct an investigation as soon as possible. The Complaint and Report will be forwarded to the School District Human Rights Officer. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights officer by the reporting party or complainant.

- B. In the School District.** The School Board hereby designates Barton Rud as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights officer, the complaint shall be filed directly with the Superintendent. The School District shall conspicuously post the name of the Human Rights Officer including mailing address and telephone number.

Confidentiality:

Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments. Use of formal reporting forms is not mandatory. The School District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

Investigation:

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

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

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing

patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

School District Action:

Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

Reprisal:

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Right to Alternative Complaint Procedure:

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

Harassment or Violence as Abuse:

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory report under Minn. Stat. 626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

Dissemination of Policy and Training:

1. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
2. This policy shall appear in the student handbook.
3. The School District will develop a method of discussing this policy with student and employees.
4. This policy shall be reviewed at least annually for compliance with state and federal law.

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records) MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination) MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination) MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy) MSBA/MASA Model Policy 525 (Violence Prevention)

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MSBA/MASA Model Policy 526 (Hazing Prohibition) MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students) MSBA/MASA Model Policy 709 (Student Transportation Safety Policy) MSBA/MASA Model Policy 711 (Video Recording on School Buses) MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses) 514-10

Internet Policy

District #2753 has a computer network. This network allows students and staff to access the school's programs and the Internet. The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, government, the military and individuals. In schools and libraries the Internet can be used to educate, to inform and to entertain. As a learning resource, the Internet is similar to books, magazines, video, CD ROM and other information resources.

Staff and students use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals and to locate material to meet educational and personal information needs.

Because the Internet is a fluid environment, the information which will be available to students is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purchase, availability and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the "User Agreement and Parent Permission Form" to the school.

Network Acceptable Use Policy: Students and staff are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Network users agree to be: **Responsible:** They will protect their individual accounts by declining to share their passwords. They accept responsibility for the content of the messages they post - in their real names - and recognize **access is a privilege - not a right**. Access requires responsibility. Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity to insure that users are using the system responsibly. Users should not expect that files on district servers will always be private. Messages relating to or in support of illegal activities may be reported to legal authorities. Within reason, freedom of speech and access to information will be honored. During school, teachers guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies and radio.

Ethical: They do not interfere with others' work or with the performance of the network, by attempting to "hack" passwords, gain entry to closed areas of the network or by knowingly or inadvertently introducing computer viruses. Users will not send or display sexually explicit, obscene, pornographic, lewd or other inappropriate messages or pictures. If access to these areas is gained accidentally, the user will exit immediately.

Efficient: They recognize that the network is a shared resource, respect time limits and band with limits (downloading large files will slow down the entire network) and learn to use tools which allow them to work offline.

Network Etiquette: They learn that the network is a social community with accepted standards of behavior - also known as netiquette". These standards include: Being polite. Do not get abusive in your messages with others; Use appropriate language. Do not swear, use vulgarities or inappropriate

language. Illegal activities are strictly forbidden; Do not reveal your personal address or phone numbers of students

or colleagues; Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities; Do not use the network in such a way that you would disrupt the use of the network by other users; All communications and information accessible via the network should be assumed to be private property.

Legal: They respect copyright, and will not use the network resources to promote illegal activities. This includes copying software provided by District #2753.

Security: Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from the individual. Attempts to log on to the Internet as system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Sanctions: Sanctions may be applied in cases of inappropriate use of the network. Violators of this policy will be held liable for any and all damages done to the equipment or software resources and may result in the following: 1. Loss of access. 2. Additional disciplinary action may be determined at the building level, consistent with existing practice regarding inappropriate language or behavior. 3. When applicable, law enforcement agencies will be involved. District #2753 reserves all rights to any material stored in its file servers and have the right to remove any material that is inappropriate or objectionable. The primary use of the district's network is for school related, educational purposes and communications.

A copy of the form which must be completed to gain access to the Internet follows. This form is sent home with elementary students the first week of school.

Independent School District #2753 makes no warranties of any kind, whether expressed or implied, for the service it is providing. ISD #2753 will not be responsible for any damages a student, parent or guardian suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or a student, parent or guardian error or omission. Use of any information obtained via the Internet is at student, parent or guardian's own risk. ISD #2753 denies any responsibility for the accuracy or quality of information obtained.

2024-25 LPGE K-6 Staff Handbook

Web Account Student Under 13 Parent Consent Form: 2024-2025 - Grades K-2

In order for Long Prairie Grey Eagle Schools to continue to be able to provide your student with the most effective web based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Long Prairie Grey Eagle Schools utilizes several computer software applications and web based services, operated not by Long Prairie Grey Eagle Schools but by third parties. These include Google, Schoology, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the website operator. Under federal

law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits Long Prairie Grey Eagle Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site advisor.

This form will constitute consent for Long Prairie Grey Eagle Schools to provide personal identifying information for your child consisting of first name, email address and username to the following web operators: Google, Schoology, and to the operators of any additional web based educational programs and services which Long Prairie Grey Eagle Schools may add during the upcoming academic year.

Please be advised that without the receipt of this signed form, your son or daughter will not be allowed to have access to the school's devices or internet, thus preventing them from doing a significant amount of their school work. This will require the student to have access to the internet and a device outside of the school day in which to complete these requirements. This will also cause your son or daughter to take a zero on some electronic based assignments or assessments that need to be completed on the internet during the school day. The only exception to this is when students need to take the MCAs, which is a computer based state assessment.

Student Name: _____ **Grade:** _____

Parent/Guardian Name (PLEASE PRINT): _____

Parent/Guardian Signature: _____ **Date:** _____

Student Device Policy, Procedures, and Information

Long Prairie-Grey Eagle Public School Student Device Policy, Procedures, and Information 2024-2025

The Student Device will be your device for the life of the Student Device and it is your responsibility to take care of the device.

1) RECEIVING YOUR Student Device & Student Device CHECK-IN

This section goes over the procedures and rules for receiving your Student Device

1.1 Receiving your Student Device

Student Devices will be distributed at the beginning of each school year during open house for 7th-12th grade. 3rd-6th grade devices will be kept in school unless directed otherwise.

1.2 Policy and Procedures Document

Students and Parents of 4-12th grade must return Student Pledge documents and pay any fees from previous school year by September 30th. Failure to do this will result in loss of your Chromebook and Google Account on October 1. Students and Parents of 3rd Grade and new LPGE students must sign Student Pledge documents before receiving a Chromebook and Google Account for the school year.

1.3 Check-in Fines

1.3.1 Individual school Student Devices must be returned at the end of each year. Students who withdraw for any reason or are expelled must return their individual school Student Device on the date of termination.

1.3.2 The Student Device is LPGE school property. If a student fails to return the Student Device at the end of the school year or upon termination of enrollment at LPGE, it will be considered theft and that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Student Device.

2) TAKING CARE OF YOUR Student Device

Students are responsible for the general care of the Student Device they have been issued by the school. Student Devices that are broken or fail to work properly must be taken to the Elementary or Secondary School Media Center for an evaluation of the equipment.

2.1 General Precautions

2.1.1 The District will provide one charger; if the charger is damaged or lost, the student will be responsible for replacement. **Students must buy chargers from the school at cost.**

2.1.2 Student Devices must remain free of any writing, drawing, stickers, or labels that are not the property of LPGE.

2.1.3 Student Devices must never be left in an unlocked locker, unlocked car, or any

unsupervised area.

2.1.4 Students are responsible for keeping their Student Device battery charged for school each day.

2.2 Student Device

2.2.1 The Student Devices can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Never close the Student Device with anything sitting on the keyboard as this may damage the screen, even papers.

2.2.2 Do not put unnecessary pressure on the top of the Student Device.

2.2.3 Do not place anything near the Student Device that could put pressure on the screen.

2.2.4 Keep your Student Device clean by using a soft damp cloth.

2.2.5 Always carry your Student Device with the lid closed.

2.2.6 Keep food and drink away from your Student Device.

2.2.7 Never leave your Student Device in the cold as it could break the screen.

3) USING YOUR Student Device AT SCHOOL

Student Devices are intended for use at school each day. Students should bring their Student Device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Student Devices Left at Home

If students leave their Student Device at home, they are responsible for getting the course work completed as if their Student Device were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their Student Device at home, the student will be subject to appropriate disciplinary action.

3.2 Charging Your Student Device's Battery

Student Devices should be charged to full capacity each day before they are brought to school. Chargers should be left at home.

3.4 Home Internet Access

Students are allowed to set up additional wireless networks on their Student Devices. This will be necessary to use web-based services outside of the school setting.

3.5 Student owned Student Devices or Laptops College classes

Only students enrolled in college classes are allowed to use their own personal Student Device or laptop at school. However, it is their responsibility to acquire all required apps even if a cost is involved.

3.6 Chromebook Cases:

School issued devices will not be permitted to have the use of a personal case. Students who put a case on school-issued devices will be asked to remove them.

Cases provided by the school shall not be removed from the device.

4) ACCEPTABLE USE

The use of the LPGE #2753 School District's technology resources are a privilege, not a right. The privilege of using the technology resources provided by LPGE #2753 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in LPGE #2753. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Students and parents are put on notice that videos of school employees and/or other students shall not be taken or uploaded to the Internet and/or social media without the express consent of everyone in the video. Prohibited sites include (but not limited to) Youtube, Twitter, Facebook, Instagram, Snapchat, Vimeo, etc.

Only "apps" that are approved by the District shall be allowed on the Student Device. Any unapproved "app" shall be deemed to be a violation of the acceptable use policy of the district and therefore will subject the student to the school discipline policy. The Student Device is a tool for educational use and is not to be used as a toy.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

4.1 Parent/Guardian Responsibilities

4.1.1 Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for Student Device use outside of the school day.

4.1.2 Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network's capabilities.

4.1.3 LPGE will also be able to regulate the legally purchased content purchased through Chrome Store that can be put on the device.

4.2 School Responsibilities are to:

4.2.1 Provide Internet and email access to its students at school.

4.2.2 Provide Internet filtering at school.

4.2.3 Provide cloud data storage. (These will be treated similar to school lockers. LPGE #2753 reserves the right to review, monitor, and restrict information stored on or transmitted via LPGE owned equipment and to investigate inappropriate use of resources.)

4.2.4 Monitor pictures, video, and audio recordings of any student or staff member and

ensure they are being utilized in an appropriate manner.

4.3 Students responsible for:

- 4.3.1 Using Student Devices in a responsible and ethical manner.
- 4.3.2 Obeying general school rules concerning behavior and communication that applies to Student Device/computer use.
- 4.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 4.3.4 Helping LPGE #2753 protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 4.3.5 Monitoring all activity on their account.
- 4.3.6 Securing their Student Device after they are done working to protect their work and information.
- 4.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

4.4 Student Activities Strictly Prohibited:

- 4.4.1 Illegal installation or transmission of copyrighted materials.
- 4.4.2 Any action that violates existing LPGE school policy or public law.
- 4.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 4.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 4.4.5 Changing Student Device settings in an effort to circumvent the filtering system.
- 4.4.6 Downloading inappropriate apps.
- 4.4.7 Spamming-Sending inappropriate emails.
- 4.4.8 Gaining access to other student's accounts, files, and/or data.
- 4.4.9 Vandalism to your Student Device or another student's Student Device. To include but not limited to removing keys, drawing on Student Device, stickers, taking apart and general abuse.**
- 4.4.10 Students must not remove inventory markings applied by the school including Student ID tag or barcodes.

4.6 Student Discipline:

If a student violates any part of the above policy, board policy, or LPGE handbook policy, the student may be subject to the following disciplinary steps:

- 4.6.1 Students will check-in/check-out their Student Device from the Media Center or Elementary teacher daily. This may include restriction of the device to only work in school.
- 4.6.2 Loss of Student Device while still being required to complete coursework.
- 4.6.3 Disciplinary/Legal action as deemed appropriate.

5) PROTECTING & STORING YOUR Student Device

5.1 Student Device Identification:

Student Devices will be labeled in the manner specified by the school. Student Devices can

be identified based on serial number and LPGE identification number.

5.2 Storing Your Student Device:

When students are not using their Student Devices, they should be stored in a secured area. If a student needs a secure place to store their Student Device, they may check it in for storage at the media center or with the elementary classroom teacher. Student Devices should not be stored in a student's vehicle at school or at home.

5.3 Student Devices Left in Unsupervised Areas:

Under no circumstance should Student Devices be left in unsupervised areas. If a Student Device is found in an unsupervised area, it will be taken to the office or media center. A student may have disciplinary consequences if their Student Device is found unattended.

6) REPAIRING OR REPLACING YOUR Student Device / COST OF REPAIRS

LPGE #2753 recognizes that there is a need to protect the investment by both the District and the Student/Parent. *The District shall make available an insurance plan to families for the cost of \$35 per device per year payable in advance of the student receiving the device. This plan will help cover accidental damage to the device (but not charger); while this policy is not mandatory, it is highly recommended. The plan is subject to the terms and conditions contained elsewhere in this policy, and we have set the following guidelines in place.*

6.1 Student Device Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. **Students with paid insurance will be required to pay a \$10 copay for the first claim, \$25 copay for the second claim, \$50 for each additional claim within a school year.** A claim consists of repair or replacement of one item. There may be more than one claim per incident.

Cost of Repairs **without insurance** will be as follows:

Full Student Device: \$370

Screen \$80

Keyboard \$100

Motherboard \$190

Case \$30 (Not Included with Ins.)

Charger \$15 (Not included with Ins.)

6.1.1 If school technology staff sees that a Student Device is damaged the student can not refuse repair.

6.1.2 If the Student Device is returned damaged the student will be charged appropriate repair costs when returning the device.

6.1.3 **Loss of Student Device with insurance would result in a \$85 fee.**

6.1.4 Copay or fees must be paid before the student is allowed to take their device home. The Internet will be restricted to use in school only on the chromebook until the fees are paid in full.

6.3 Personal Home or Homeowners coverage

If parents choose to not purchase the insurance plan from the school, they are encouraged to carry their own personal insurance to protect the Student Device in cases of theft, loss, or accidental damage. Parents may wish to consult with their insurance agent for details about their coverage of the Student Device. Parents who choose not to carry insurance on the device will be responsible for any and all costs of repair or replacement.

7) SCHOOL RIGHTS:

7.1 Privacy Rights

The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all LPGE #2753 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all LPGE #2753 technology. LPGE #2753 may randomly check student devices on a weekly basis to inspect for damage or inappropriate use of the Student Device.

7.2 Appropriate Use

LPGE #2753 reserves the right to define inappropriate use of technology.

8) Internet Acceptable Use policy

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer systems and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

9) Web account Student Under 13 Parent consent form:

9.1 In order for Long Prairie Grey Eagle Schools to continue to be able to provide your student with the most effective web based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Long Prairie Grey Eagle Schools utilizes several computer software applications and web based services, operated not by Long Prairie Grey Eagle Schools but by third parties. These include Google, Schoology, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits Long Prairie Grey Eagle Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site advisor.

This form will constitute consent for Long Prairie Grey Eagle Schools to provide personal identifying information for your child consisting of first name, email address and username to the following web operators: Google, Schoology, and to the operators of any additional web based educational programs and services which Long Prairie Grey Eagle Schools may add during the upcoming academic year.

Please be advised that without the receipt of this signed form, your son or daughter will not be allowed to have access to the school's devices or internet, thus preventing them from doing a significant amount of their school work. This will require the student to have access to the internet and a device outside of the school day in which to complete these requirements. This will also cause your son or daughter to take a zero on some electronic based assignments or assessments that need to be completed on the internet during the school day. The only exception to this is when students need to take the MCAs, which is a computer based state assessment.

Paying online is available on the LPGE website store. By making the payment you are agreeing to the Student Device Policy and the Student Under 13 Consent Form.

Parents may choose to fill out an Application for Educational Benefits to receive a coupon to wave the entire cost insurance. Currently \$35/year

LPGE Student Pledge for Student Device Use

1. I will take good care of my Student Device and never leave it unattended.
2. I will know where my Student Device is at all times and never loan it out to others.
3. I will charge my Student Device battery daily at home (Secondary).
4. I will keep food and beverages away from my Student Device since they may cause damage to the device.
5. I will not disassemble any part of my Student Device or attempt any repairs.
6. I will use my Student Device in ways that are appropriate, meet LPGE expectations, and are educational in nature.
7. I will not place decorations (such as stickers, markers, etc.) on the Student Device. I will not deface the serial number on my Student Device.
8. I understand that my Student Device and its contents are subject to inspection at any time without notice and remains the property of LPGE #2753.
9. I will follow the policies outlined in the Handbook while at school, as well as outside the school day.
10. I will report theft, vandalism, or accidental damage to the media center.
11. I will be responsible for all damage to or loss of the Student Device.
12. I agree to return the Student Device in good working condition.
13. I will not take or utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the Student Device Policy, Procedures, and Information.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

By signing this I agree to the 'Under 13 Parent Consent Form' as listed in the Student Device Policy. (9.1)

Please choose ONE of the following options:

Parent/Guardian Initial: _____ I have filled out the "Application for Educational Benefits form" This will cover 1 year of the District Insurance Policy to cover part of the cost of repair of the Student Device as outlined in this policy. (Does not include chargers or cases) I will be subject to a deductible as outlined in section 6.1 of this policy.

Parent/Guardian Initial: _____ I agree to pay \$35 for the School District Insurance Policy to cover part of the cost of repair of the Student Device as outlined in this policy. (Does not include chargers or cases) I will be subject to a deductible as outlined in section 6.1 of this policy.

Parent/Guardian Initial: _____ I decline the School District Insurance Policy. I will take full responsibility for full cost of loss/repairs of my students Student Device

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Paid _____ cash _____ check
Date _____ Initials _____

Additions/Corrections to this handbook may be done at any time.

Changes made in K-6 Parent-Student Handbook 2024-25:

1. Pages 4-5 - Updated Staff
2. Page 6 - Updated Calendar
3. Page 9 - added - **Cell phones must remain in lockers during school hours.**
4. Page 15 - remove -
listen to KSAX, KARE Television or KEYL, WCCO Radio for any weather related announcements. In addition to the television and radio broadcast
Add:
and the District Facebook page.
5. Page 18 - Insert MDE form for parents/guardians if opt out of testing for student
6. Page 45 - **(new policy will be added after Board approval) - Student Device Policy, Procedures, and Information for 2024-2025**
7. Page 59 **(new policy will be added after Board approval) - Student Device Policy, Procedures, and Information for 2024-2025**

Changes made in K-6 Staff Handbook 2024-25:

1. Page 7 - updated dates for meetings
2. Page 8 - added

PLC's with Principal - during last week of each month - in the Principal's Conference Room
October 28-November 1, November 18-22, December 16-20, January 23-31, February 24-28, March 25-28, 31 for WIN, April 28-May 2, May 12-16

Monday - 10:45 WIN

Tuesday - 12:45 Grade 5

Wednesday - 9:45 Kindergarten; 10:15 Grade 1; 10:45 Grade 3; 2:50 MLL

Thursday - 12:15 Grade 4; 12:45 Grade 2

Friday - 12:45 Grade 6

3. .Page 10 - added - **Cell phones must remain in lockers during school hours.**
4. Page 11 - added - **Never discuss other students by name during meetings.**
5. Page 11 -removed - **Notices** - added **Announcements**
6. Page 12 - added - **underline to five days notice - and keep it up to date.**
7. Page 13 - added - teachers to supervision schedule - **B. Gustafson, L. Mertes, M. Goebel, K. Burns and M. Zimmerman**
8. Page 21 - added - **PLC's will meet with the principal during the last week of each month.**
9. Page 25 - remove, as listed twice

Student Dress Code

~~The dress of a student reflects the quality of the school, of their conduct and their school work. All students at LPGE Schools are expected to dress and groom themselves neatly in clothes that are appropriate for the school/work environment/weather. Therefore grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement, or that expose students to accidents must be avoided. Appropriate dress also applies to school sponsored dances.~~

Dressed for the Weather:

~~Students need to come to school dressed for the weather. During the winter, this includes boots, jackets, snow pants, hats and mittens for students who have recess.~~

Inappropriate Clothing/Accessories:

Clothing choices that are considered inappropriate for school setting and not allowed include but are not limited to:

*Clothing or accessories with profanity or suggestive, vulgar, or offensive sayings or pictures that promote alcohol, drugs, tobacco, nudity, violence, gang-related symbolism, or sexual, racial, or religious harassment.

*Clothing that displays cleavage, exposes navel/midriff, spaghetti strap tank tops, backless garments, and no exposed undergarments.

*Gang affiliated signs, symbols, jewelry, tattoos, or clothing that represent acknowledged gangs or gang activity. This also includes simulations of anything representing "colors."

*Headgear of any kind (hats, bandanas, hoods, etc.), coats or pajamas.

*Skirts, skorts, and shorts must be fingertip length (arms extended down below the waist).

*Holes in pants are discouraged, however if you must wear them, the holes in the pants must be fingertip length (arms extended down below the waist).

*Trench coats or heavy chains are prohibited.

Students who don't follow the dress code will be required to change or be referred to the office. If in doubt, don't wear it! Note: This policy may be amended without notice to prohibit any attire that is deemed disruptive to the learning environment. Building-level administrators have the discretion to make decisions about appropriate and inappropriate clothing and their decisions shall be final.

10. Page 27 - removed - listen to KSAX, KARE Television or KEYL, WCCO Radio for any weather related announcements. In addition to the television and radio broadcast the school will also contact you by phone, using an instant alert system to notify the 1st family listed on the students contact information.
11. Page 44 - (new policy will be added after Board approval for Cyber Security Policy for 2024-25) Page 59 - (new policy will be added after Board approval for 2024-2025) - updated Student Device Policy, Procedures, and Information 2024-2025

Long Prairie-Grey Eagle

Secondary School

Faculty

Handbook



2024-2025

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Mission Statement

Long Prairie-Grey Eagle Secondary School

The mission of the Long Prairie-Grey Eagle School District, as an innovative progressive leader in education, is to ensure that every student is a confident, responsible global citizen with a passion for learning. This will be accomplished through: state of the art facilities, dynamic positive relationships, rigorous engaging curriculum, in partnership with parents and the community.

NOTICE OF NON-DISCRIMINATION

Independent School District #2753, Long Prairie-Grey Eagle, is committed to providing equal education and employment opportunities to all persons and does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, with regard to public assistance, disability or any other group or class against which discrimination is prohibited by Title IX of the Education Amendments of 1972, Minnesota Statutes Chapter 363, and other applicable state or federal laws. Inquiries regarding compliance should be referred to the Secondary Principal, acting as the Affirmative Action Coordinator, (320)732-2194 ext.1013.

The district has designated the following individuals to coordinate compliance with federal laws on discrimination:

Human Rights/Affirmative Action Coordinator: Secondary School Principal	
<u>Section 504</u>	<u>Title IX</u>
Nate Hibbs	Mr. Rud

For further information, contact:

Minnesota Department of Human Rights
190 East 5th Street, Suite 700
St. Paul, MN 55101
Telephone: 651-296-5663
Toll Free: 800-657-3704
TTY: 651-296-1283
FAX: 651-296-9064

U.S. Department of Education
Office of Civil Rights – Chicago Office
500 W. Madison Street – Suite 1475
Chicago, IL 60661
Telephone: 312-730-1560
TDD: 312-730-1609
FAX: 312-730-1576

SCHOOL OFFICES

The District Office is located just inside the central entrance (Door E2) of the Elementary building.

District Office Staff includes:

Superintendent of Schools	Daniel Ludvigson
Business Manager / Human Resource	Sherri Evenson
Bookkeeping / Ordering/ Reimbursement	Jenny Thelen
Payroll / Admin. Assistant	Cindy Dalton
On- Boarding and Exiting	Barb Graves
Food Service / MARSS	Bonita Middendorf

The Secondary School Office is located just inside the central entrance (door S2) of the Secondary building. The Secondary School Office is responsible for grades 7-12 and includes the following staff:

Principal	Barton Rud
Counselor	Jonathan Young
Life Skills Coach	Nathan Hibbs
Activities Director	Kelsey Paurus
Principal's Secretary	Audrey Morrill
Activities/Attendance Secretary	Janis Fearing
Secondary Hispanic Liaison	Guadalupe Montanez
Nurse	Melissa Meagher/ Heather Luebesmier

The Elementary School Office is located inside the central entrance (door W5) of the Elementary building. The Elementary School Office is responsible for grades K-6 and includes the following staff:

Principal	Tammy Cebulla
Community Ed/ Grants	Brad Evenson
Testing Coordinator	Beth Gustafson
Counselor	Nicole Cuchna
Principal's Secretary	Karen Holt
Community Ed/Attendance Secretary	Cassie Zimmer
Elementary Hispanic Liaison	Idania Montanez
Nurse	Melissa Meagher/ Heather Luebesmier

School District Philosophy

Independent School District 2753 exists for the education of its citizens from kindergarten through adult life. School employees are here to aid students in their development. Education includes the facts and concepts associated with the subject matter as well as attitudes, appreciations, skills and outlooks. Teachers are concerned with helping students define goals and work toward their fulfillment. We believe it is important students develop respect for legally and democratically constituted authority including respect for the teacher's position in the educational process. The classroom; however, shall reflect more of an atmosphere of cooperation than authoritarianism. Respect for the student's right to pursue personal goals, even to make mistakes, is important in developing the kind of teacher-student relationship which will permit the teacher encourage:

1. Work beyond minimum goals
2. Students' evaluation of their goals
3. Self examination by students of their goals

Teachers of District 2753 recognize that intrinsic reward (progress toward goals) is a greater force for learning than extrinsic reward (grades).

We are aware of our professional responsibilities to increase our understanding of people and to keep abreast of developments in the subjects we teach, thereby increasing our confidence in the student-teacher relationship. We exhibit by our enthusiasm that learning is exciting and by our dedication to our task that the acquisition of knowledge is of great importance.

All school experiences are considered a part of the curriculum and should fit the student into community life and activities. The school exists for the education of all without regard to physical, mental, social or economic condition, or socioeconomic status. Equal education opportunity means each person will have the opportunity to be educated in relation to his/her needs, interest, abilities, and limitations.

Practices and experiences that have withstood the test of time will be employed. Experimentation with new and promising educational practices will be encouraged.

BOARD OF EDUCATION

Kelly Lemke
 Linda Gohman
 Tanja Levin
 TBD
 Chuck Wolf
 TBD
 Lisa Wright

SCHOOL ORGANIZATION
LONG PRAIRIE-GREY EAGLE
SECONDARY SCHOOL

DEPARTMENT
STAFF LIST
2024-2025

Principal – Barton Rud
Activities Director – Kelsey Paurus
Counselor – Jonathan Young
Life Skills Coach / 504 - Nathan Hibbs
Communications- Meghan Peterson

ENGLISH

David Blanchard
Chris Johnson
Jen Olson
Ashley Pesta
Jino Stoner

MATHEMATICS

Kendra Berg
Jose Jimenez
Michael Manders
Brandon Schulte

GUIDANCE OFFICE

Jonathan Young

LIFE SKILLS COACH

Nathan Hibbs

PHY ED

**Angela Eldred
Tanner Roske
Brent Sterriker

**FAMILY &
CONSUMER SCIENCE**

Jill Hanson

**WORLD
LANGUAGES**

Stacey Custer

TECHNICAL ED

Ryan Bothun
**Dave Nelson

MEDIA

**Sandi Terwey

SPEECH

Lisa Marty

NURSE

Melissa Meagher
Heather Luebesmier

SCIENCE

**Andy Engelhardt
Chet Hudalla
Jeff Kent
Meghan Peterson

MUSIC

Kyle Lamb
Chuck Speer

ELL

Chantel Panek
Judith Lawas

ART

Erin Gillie
Ashley Pohlmann

AGRICULTURE

Curt Gjerstad

TECHNICAL SUPPORT

Mitchell Ganske
**Dave Nelson
Skylar Rosenow

SPECIAL EDUCATION

Michelle Halonen
Jeff Kalpin
Amy Moldenhauer
Kaylie Waldvogel
Kelli Neubauer

INTERPRETER

Guadalupe Montanez

SECRETARIAL

Janis Fearing
Audrey Morrill

SOCIAL STUDIES

Melanie Childrey
Paul Urman
Christopher Vedbraaten

**EDUCATIONAL
ASSISTANTS**

Jen Houdek-ELL
Renee Coburn- ELL
Pam Dinkel- SPED
Michael Bolton- SPED
Peggy Poegel- SPED
**Amy Langford- Alternative
Learning Classroom
Brianna Petron- SPED
Lori Rosch- SPED
Brooke Ostendorf- SPED
Jennifer Ramos- SPED
Amy Chapman- SPED
Guadalupe Montanez- Translator
Sandra Terwey- Library

COOKS

Kelly Biel
Donna Freie
Jane Iverson
Bernice Opatz
Kevin Trierweiler

CUSTODIAL

Russ Bruder
Chris Dubois
Luke Gavin
Kali Panitzke
Mark Riedel

** - Leadership Team

2024-2025 CLASS ADVISORS

7TH GRADE	Ms. Angela Eldred Mr. Andrew Engelhardt Mr. Christopher Vedbratten	Ms. Jen Olson Ms. Meghan Peterson
8TH GRADE	Mrs. Kaylie Waldvogel Mr. Michael Manders Ms. Ashley Pesta	Mr. Tanner Roske Mr. Brent Sterriker
9TH GRADE	Mr. David Blanchard Ms. Erin Gillie Mr. Chet Hudalla	Mr. Jeff Kalpin Mr. Kyle Lamb Ms. Chantel Panek
10TH GRADE	Ms. Kendra Berg Mr. Ryan Bothun Ms. Stacey Custer	Mr. Jose Jimenez Ms. Judith Lawas Amy Moldenhauer
11TH GRADE	Mr. Curt Gjerstad Ms. Michelle Halonen Ms. Jill Hanson	Mr. Jeff Kent Mr. Paul Urman Mrs. Jino Stoner
12TH GRADE	Ms. Melanie Childrey Mrs. Kelli Neubauer Mr. Christopher Johnson	Mr. Brandon Schulte Mr. Chuck Speer

HALLWAY SUPERVISION

I am asking that staff walk around the building between 7:55-8:10 and 3:07-3:15 during the quarter that they are assigned. Music staff should use this time for lessons.

First Quarter

Dave Blanchard
Stacey Custer
Erin Gillie
Jill Hanson
Nathan Hibbs
Jeff Kalpin
Jennifer Olson
Meghan Peterson
Paul Urman

Third Quarter

Andy Engelhardt
Curt Gjerstad
Nate Hibbs
Jose Jimenez
Dave Nelson
Tanner Roske
Judith Lawas
Kaylie Waldvogel
Kelli Neubauer

Second Quarter

Melanie Childrey
Cody Cox
Michelle Halonen
Jeff Kent
Chantel Panek
Ashley Pesta
Brandon Schulte
Brent Sterriker
Jonathan Young

Fourth Quarter

Christopher Vedbratten
Kendra Berg
Mike Manders
Christopher Johnson
Angela Eldred
Kyle Lamb
Jino Stoner
Amy Moldenhauer

PROFESSIONAL DEVELOPMENT / MEETING SCHEDULE 2023-2024

TEACHER IN-SERVICE DAYS

November 11, 2024
November 27, 2024
January 20, 2025
February 13, 2025
February 14, 2025
March 21, 2025
March 24, 2025
April 17, 2025
May 23, 2025

FACULTY & STAFF MEETINGS

7:30 A.M in the auditorium- Every other Friday or as Determined

LEADERSHIP TEAM MEETINGS

Every other Wednesday or as Determined

ACADEMIC INFORMATION AND PROCEDURES

REPORT CARDS AND ACADEMIC PERFORMANCE REPORTS

We will use FAMILY ACCESS for midterm updates. Quarterly reports will still be handed out as in the past. This is in addition to the inclusion of “real-time” grades in FAMILY ACCESS.

Grades/Deficiencies etc. for all of your students must be turned in on the following dates:

<u>GRADING PERIOD</u>	<u>GRADE DUE DATE:</u>
Midterm 1 st Quarter - Wednesday, October 2	Wednesday, October 9- 12:00 noon
1 st Quarter- Wednesday, November 6	Tuesday, November 11 - 12:00 noon
Midterm 2 nd Quarter - Tuesday, December 10	Wednesday, December 11 - 12:00 noon
2 nd Quarter - Friday, January 17	Wednesday, January 22 - 12:00 noon
Midterm 3 rd Quarter - Wednesday, February 19	Wednesday, February 26 - 12:00 noon
3 rd Quarter – Thursday, March 20	Wednesday, March 26 - 12:00 noon
Midterm 4 th Quarter - Friday, April 25	Wednesday, April 30 - 12:00 noon
4 th Quarter - Friday, May 30	Wednesday, June 4 - 12:00 noon

It is your responsibility to keep parents informed of their child’s progress as a part of your ongoing communication.

ELIGIBILITY (School Board Policy 510):

All MSHSL VIOLATIONS will be enforced for grades 7-12 for all levels of play.

ELIGIBILITY (School Board Policy 510):

In order to represent the Long Prairie-Grey Eagle School as a participant in any contest, meet, or public performance as it relates to athletics or fine arts, the following rules set forth by the Long Prairie-Grey Eagle School Board.

LPGE 7-12 Eligibility Policy

Students can lose eligibility during the following dates throughout the school year:

- A. Midterm 1
- B. Quarter 1
- C. Midterm 2
- D. Quarter 2
- E. Midterm 3
- F. Quarter 3
- G. Midterm 4
- H. Quarter 4

A preliminary report informing you that you are in jeopardy of losing eligibility will be communicated to parents / guardians 2 weeks before grades being pulled for eligibility.

Eligibility will be determined by **semester grades** at every grading period.

An eligibility report will be generated the following day after grades are posted and discipline will go into effect the following day.

For example: Grades post for Midterm 1 on October 5th, a report would be generated on October 6th, and any necessary disciplinary action would begin on October 7th.

Athletic Activities:

On the first 'F', students will lose eligibility- 1 or 2 events based on the activity:

Basketball- 2

Hockey- 2

Softball- 2

Baseball- 2

Soccer - 2

All other activities will be 1 event

Fine Arts and Extra-Curricular Activities:

On the first 'F', students will lose eligibility for 1 event.

Students who are living within the LPGE School District but going to an alternative schooling, such as, but not limited to: Home School, Online School, or ALC, are held to the same academic standards as our enrolled LPGE students. It is the parent's responsibility to provide the school an update on their Academic Progress every Midterm and Quarter, which is based upon the LPGE School Calendar. Failure to do so could jeopardize the student's eligibility.

GRADING WITH REGARD TO LPGE HIGH SCHOOL ATTENDANCE POLICY

INCOMPLETES AND HONOR ROLL

Incompletes are no longer issued by instructors. Students will be graded based on work completed. Assignments not turned in have a value of "0". Teachers will have a policy regarding late work.

MAKEUP WORK POLICY

The classroom teacher's responsibility, as far as makeup is concerned, is to see that the student gets fair and reasonable makeup opportunities for missed work. Classroom teachers should also respond to parental requests for homework by 3:30 of the day of the request. The classroom teacher should be sure that all students know what the make-up policy is each semester.

PARENT / TEACHER CONFERENCE DATES

The dates for the open house and parent / teacher conferences in 2024-2025 are:

August 28 (Open House)	3:30-7:30
November 14 (P.T. Conference)	3:30-7:30
November 21 (P.T. Conference)	3:30-7:30
March 6 (P.T. Conference)	3:30-7:30

PROCEDURES FOR SUBMITTING GRADE SHEETS FOR END OF YEAR CHECKOUT

There is no need any longer to submit grade sheets at the end of the year, Skyward saves all grades and student data automatically.

MEDIA CENTER

Teachers who take groups of students to the Media Center are responsible for the behavior of those students. The staff of the Media Center is anxious to serve faculty and students to the best of their ability.

If there are special topics or ways they can prepare for your group, please let them know. Conference and classroom facilities are available in the Media Center for use of students and class groups upon request of the instructor. The Media Specialist is glad to give instruction in the use of the Media Center and its resources, or to be of assistance to teachers planning to give such instruction.

They welcome your requests concerning new materials you would like purchased for the Media Center or the Resource Centers.

The following are cardinal Media Center rules:

1. **Teacher should be present with groups brought to the Media Center.**
2. All material must be checked out. Please observe the due dates and return or renew materials on time.
3. The Media Center is not an extension of the cafeteria or the student lounge. No food, drink, or game-playing will be allowed.
4. Loss or destruction of property is an injustice to your fellow-students and to the general public. Restitution is a matter of honor.
5. Technology use is a privilege guided by rules or respectfulness. This privilege may be restricted.

STAFFING

From time to time it is necessary to meet with families about student progress. Whatever pertinent information we can gather and share regarding individual students will help each of us better understand and fulfill their educational needs. The staffing process is one of the best ways that we have of providing teachers, counselors, and administrators an opportunity to develop a consistent and positive approach to the student.

Staffing conferences will be instituted as needed.

Each staffing session will be chaired by the Administration or Counselor. Each teacher, coach, and advisor of that student will attend. If there is a probation officer and /or welfare worker who is also working with the student, they will also be invited to attend. Special Education staffings are a **requirement** of the law, and must be treated as such. Problems with attendance at the staffing should be cleared with the principal.

There are certain cardinal rules regarding staffing which must always be followed:

1. **Be positive** – bring to the attention of others positive things about a student as well as the negative. This carries with it the admonition to avoid gossip and dwelling on negative things. If one needs to use anecdotes to illustrate an insight, fine, but don't take up valuable time telling tales of woe that lend nothing to the discussion.
2. **Do your homework** – be aware of behavior characteristics of the student. Observe closely in class or activity what the student does because there is always a reason for the student acting in a negative way. If we note behavior and bring it out in the staffing we might gain some insight as to why. Once we have accomplished this, we can work to change it.
3. **Pay close attention to the rule of confidentiality.** We can share with others any information that can help the student, but we have no business gossiping with someone who has no need to know.

GENERAL INFORMATION

AUDITORIUM ASSIGNED SEATING

See Addendum B

BELL SCHEDULE

Refer to attached **Addendum A**

BUDGET

Instructional budgets are available from the office. Do not approach the district office for budget information. The amount in individual instructional budgets changes from year to year and does not carryover. Materials ordered are typically items unique to the program the office would not stock.

Operating capital is spent on textbooks, workbooks, equipment and furniture. Requests are typically submitted in the spring for the following school year.

Reimbursements are only made for instructional supplies. A purchase requisition form be completed and pre-approved regardless of the dollar amounts. Funds must be available in your individual instructional budgets. Obtain reimbursement form (verified claim form) from the office, complete and attach receipts. Sales tax will not be refunded.

CHURCH NIGHT

Wednesday night is church night in Long Prairie-Grey Eagle. Do not schedule any practices or meetings on this night. **The building should be empty of students by 6:00 pm.**

CLASSROOM MATRIX

As we are implementing PBIS across the building, staff will be building and sharing with their students, the classroom matrix based on their own classroom requirements. If you have any questions pertaining to the matrix, please see Mr. Hibbs.

	Classroom Rules	Classroom Routines						
We Are Prepared	<ul style="list-style-type: none"> Bring your Chromebook Bring necessary materials Turn in assignments 							
We Are Respectful	<ul style="list-style-type: none"> Respect other's materials and space Listen when others are speaking 							
We Are Disciplined	<ul style="list-style-type: none"> In seat before bell rings Stay in class Use all time available Actively participate 							
We Are Encouraging	<ul style="list-style-type: none"> Be a role model Be kind Help others Be supportive Have a growth mindset 							

<p>Teacher's Role (Conditions for Learning)</p>	<ul style="list-style-type: none"> Positively teach, reinforce, and model the expectations 							
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CLASSROOM SUPERVISION

Students are not to be left unattended. Paraprofessionals should not be asked to supervise your classes.

COMMENCEMENT

Friday, May 24, 2024

COMP TIME

Comp time is earned when substituting for a colleague. This will be paid according to Master Agreement.

CONTRACTS

DO NOT SIGN CONTRACTS. Staff members are **NOT** authorized to sign any type of contract. All contracts must be signed by the superintendent of schools, or his designee with board authorization. If your organization needs to contract any services, you must submit the contract to the superintendent of schools for review and signature.

COURSE SYLLABUS

1. Every course will have a syllabus that includes the following information:

- Name of class (Must match the registration Manual)
- Name of teacher (school phone, address, e-mail, grading period)
- Course description (Must match the registration Manual)
- Objectives of units/topics to be covered
- Course requirements (assignments and expectations)
- Safety procedures (course specific – materials, etc.)
- Grading policy (late work, weighting, scales)
- Behavior expectation

2. Course syllabus will be posted on teacher web pages.

3. Syllabus will be of high quality (appearance, spelling, grammar).

4. Teachers will hand-out and review the syllabus with the students at the start of the course.

Note 1: Wording regarding credit toward graduation is awarded at completion of the course. Semester length courses will have a quarter grades, but the semester grades signify credit/cumulative GPA earned and appears on transcripts.

Note 2: CIS courses will use the syllabus format provided by the college.

COURSE SYLLABI ARE DUE IN THE PRINCIPAL'S OFFICE PRIOR TO SEPTEMBER 3, 2024. Emailing them to the principal's email will work.

Long Prairie Grey Eagle Public Schools Cyber Security Policy July 2024

Introduction

Information Technology (IT) is an integral and critical component of Long Prairie Grey Eagle, (LPGE) daily business and educational needs. This policy seeks to ensure that LPGE's IT resources efficiently serve the primary business/educational functions of LPGE, provide security for LPGE and users electronic data, and comply with federal and other regulations. IT resources include hardware (computers, servers, peripherals), software (licensed applications, operating systems), network equipment (routers, firewalls, wiring), and IT personnel. The integrity of all IT resources is extremely important to the successful operation of LPGE.

All computer equipment, peripherals, and software are LPGE's property and are provided for business/educational purposes. Proper use and control of computer resources is the responsibility of all employees. Intentional or reckless violation of established policies or improper use of LPGE's computers will result in corrective action up to and including termination.

Employees should also be aware that any work completed on LPGE's computers is subject to monitoring and review, and they should not expect their communications to be private.

Policy Statement

It is the policy of LPGE Schools to use IT resources in a cost-effective manner that safeguards student and employee data and promotes accuracy, safety, Information, and efficiency. The overriding goal of this policy is to comply with all federal and other regulations and to protect the integrity of the private and confidential data that resides within LPGE's technology infrastructure.

Review and Acceptance

The School Board, Technology Director, and IT staff shall review this comprehensive policy at least annually, making such revisions and amendments as deemed appropriate and indicating approval and the date thereof in the policy header.

All LPGE staff are responsible for review and acceptance of this policy annually. Appropriate communications by way of a reminder will be sent by Administration or its assignee along with instructions for acceptance.

Acceptable Use of Information Systems

Definitions

Information Systems: All electronic means used to create, store, access, transmit, and use data, information, or communications in the conduct of administrative, instructional, research, or service activities. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

Authorized User: An individual or automated application or process that is authorized access to the resource by the system owner, in accordance with the system owner's procedures and rules.

Overview

Data, electronic file content, information systems, and computer systems at LPGE must be managed as valuable organization resources.

Information Technology's (IT) intentions are not to impose restrictions that are contrary to LPGE's established culture of openness, trust, and integrity. IT is committed to protecting LPGE's authorized users from illegal or damaging actions by individuals either knowingly or unknowingly.

Internet systems including, but not limited to, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and File Transfer Protocol (FTP) are the property of LPGE. These systems are to be used for school purposes in serving the interests of LPGE and of its students.

Effective security is a team effort involving the participation and support of every LPGE employee, volunteer, and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct activities accordingly.

Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at LPGE. These rules are in place to protect the authorized user and LPGE. Inappropriate use exposes LPGE to risks including virus attacks, compromise of network systems and services, and legal issues.

Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct LPGE business or interact with internal networks and business systems, whether owned or leased by LPGE, the employee, or a third party.

All employees, students, volunteers, contractors, consultants, subs, and other workers at LPGE, including all personnel affiliated with third parties, are responsible for exercising good judgment regarding

appropriate use of information, electronic devices, and network resources in accordance with LPGE policies and standards, local laws, and regulations.

Policy Detail

Ownership of Electronic Files

All electronic files created, sent, received, or stored on LPGE-owned, leased, or administered equipment or otherwise under the custody and control of LPGE are the property of LPGE.

Privacy

Electronic files created, sent, received, or stored on LPGE-owned equipment, or otherwise under the custody and control of LPGE are not private and may be accessed by LPGE IT employees or administration at any time without knowledge of the user, sender, recipient, or owner. Electronic file content may also be accessed by appropriate personnel in accordance with directives from Human Resources or the Superintendent.

General Use and Ownership

Authorized users are accountable for all activity that takes place under their username.

Authorized users should be aware that the data and files they create on the school's systems immediately become the property of LPGE. Because of the need to protect LPGE's network, there is no guarantee of privacy or confidentiality of any information stored on any network device belonging to LPGE.

For security and network maintenance purposes, authorized individuals within the LPGE IT Department may monitor equipment, systems, and network traffic at any time.

LPGE's IT Department reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

LPGE's IT Department reserves the right to remove any non-business-related software or files from any system. Examples of non-business-related software or files include, but are not limited to; games, instant messengers, pop email, music files, image files, freeware, and shareware.

System-level and user-level passwords must comply with the Password Policy. Authorized users must not share their LPGE login ID(s), account(s), passwords, Personal Identification Numbers (PIN) or similar information or devices used for identification and authentication purposes. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

All PCs, laptops, and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less.

All users must lockdown their PCs, laptops, and workstations by locking **(Windows + L)** when the computer will be unattended for any amount of time.

All users are responsible for promptly reporting the theft, loss, or unauthorized disclosure of school information to their immediate supervisor and/or the IT Department.

All users must report any weaknesses in LPGE computer security and any incidents of possible misuse or violation of this agreement to their immediate supervisor and/or the IT Department.

Authorized users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses or e-mail phishing attempts.

Unacceptable Use

Users must not intentionally access, create, store, or transmit material which LPGE may deem to be offensive, indecent, or obscene.

Under no circumstances is an employee or temporary employee of LPGE authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing LPGE-owned resources.

System and Network Activities

The following activities are prohibited by users, with no exceptions:

- Violations of the rights of any person or company protected by copyright, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by LPGE.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email phishing, etc.).
- **Revealing your account password to others or allowing use of your account by others. This includes subs, student teacher assistants, paraprofessionals, family and other household members when work is being done at home.**
- Using a LPGE computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- Attempting to access any data, electronic content, or programs contained on LPGE systems for which they do not have authorization, explicit consent, or implicit need for their job duties.
- **Installing any software, upgrades, updates, or patches on any computer or information system without the prior consent of LPGE IT.**
- **Installing or using non-standard shareware or freeware software without LPGE IT approval.**
- Installing, disconnecting, or moving any LPGE owned computer equipment and peripheral devices without prior consent of LPGE's IT Department.
- **Purchasing software or hardware, for LPGE use, without prior IT compatibility review.**
- Purposely engaging in activity that may; degrade the performance of information systems; deprive an authorized LPGE user access to a LPGE resource; obtain extra resources beyond those allocated; or circumvent LPGE computer security measures.
- Downloading, installing, or running security programs or utilities that reveal passwords, private information, or exploit weaknesses in the security of a system. For example, LPGE users must not run spyware, adware, password cracking programs, packet sniffers, port scanners, or any

other non- approved programs on LPGE information systems. The LPGE IT Department is the only department authorized to perform these actions.

- Circumventing user authentication or security of any computer, network, or account.
- Interfering with, or denying service to, any user other than the employee's computer (for example, denial of service attack).

Access to the Internet at home, from a LPGE-owned computer, must adhere to all the same policies that apply to use from within LPGE facilities. Authorized users must not allow family members or other non-authorized users to access LPGE computer systems.

LPGE information systems or hardware must not be used for personal benefit. **Examples include but not limited to: Selling products or merchandise, promoting non-school related fundraising activities.**

User Passwords

Passwords for LPGE network access must be implemented according to the following guidelines:

- Passwords must adhere to a minimum length of 10 characters
- Passwords must contain a combination of alpha, numeric, and special characters, where the computing system permits (!@#\$%^&* _+=?/~';',<>|\).
- Passphrases are also encouraged. This could be as easy as using a sentence as your password.
- Passwords must not be easily tied back to the account owner such as: username, social security number, nickname, relative's names, birth date, etc.
- Passwords must not be dictionary words or acronyms
- Password changes may be required periodically.

Multi Factor Authentication

LPGE IT department will require Multi Factor Authentication on Google Apps (i.e. Email, Drive etc.) by September 30th 2022.

Employees will have two options to use for Multi Factor Authentication. (only need one of these)

- Personal Cell Phone Text Message
- Classroom Phone Number voice codes

Other district owned Software will be required to have Multi Factor Authentication as the software permits. (This is not available from Skyward at this time)

LPGE Wi-Fi Network

LPGE IT department will provide access to its secure Wi-Fi network on LPGE owned devices only.

LPGE also provides Guest Internet access to personal devices. **This is a password protected network.**

The password will be posted in each building for Guest access. LPGE is not responsible for any damage

to personal devices when using the Guest network. LPGE reserves the right to remove the Guest network or block access to users who are using the guest access in violation of policy.

Review and Acceptance

Each employee must complete a cyber security training program each school year or upon employment. This online training will be assigned and managed by the IT department. Training and assessment must be completed two weeks after the first workshop day. Failure to complete this training may result in the blocking of access to LPGE IT equipment.

Employees will be sent automated tests each month by email. These tests may include phishing attempts or other cyber security tactics to test each employee's understanding of security on IT equipment. The length of the test will be determined by how the employee handles the automated request. (For example, if a phishing email is sent to the user. The user deletes the message. That test is complete. If the user opens and responds to the phishing email they will be required to review material about phishing.)

If an employee fails two phishing tests they will be required to repeat the cybersecurity training within one week of notification from the IT team. Building level administration will be informed of the repeat training.

All LPGE staff are responsible for the review and acceptance of this policy. Acceptable use upon starting work at LPGE. New employee onboarding and training shall include this Policy at a minimum, and in addition to all other applicable training and orientation material, and instructions for acceptance shall be provided at that time. Signed acceptance will be received and retained by Information Technology management.

_____ Date: _____
LPGE Staff Member

DAILY ANNOUNCEMENTS

Daily announcements must be in to Audrey by 7:15 am and should be submitted by email. Students are not permitted to submit notices for the morning bulletin unless such announcements have been approved by the faculty sponsor. Advertising is also prohibited.

DETENTION SUPERVISION

Sign-up sheet will be located in the office and can be filled out prior to the start of school

DISCIPLINE

The smooth working order of any organization requires high standards of discipline by all members. All staff is responsible for the enforcement of rules and a safe learning environment. Phone calls to and from parents should be logged by the teacher.

DUTY DAY – TEACHING STAFF

The duty day for teaching staff is from 7:30 a.m. to 3:30 p.m., unless other arrangements are approved through your building administrator. Staff should be in their rooms during these times. **All staff are not to be off campus during the school day aside from their designated lunch time, this includes all prep time as it is part of the contracted time.**

ELIGIBILITY (School Board Policy 510):

In order to represent the Long Prairie-Grey Eagle School as a participant in any contest, meet, or public performance as it relates to athletics or fine arts, the following rules set forth by the Long Prairie-Grey Eagle School Board.

Students who are living within the LPGE School District but going to an alternative schooling, such as, but not limited to: Home School, Online School, or ALC, are held to the same academic standards as our enrolled LPGE students. It is the parent's responsibility to provide the school an update on their Academic Progress every Midterm and Quarter, which is based upon the LPGE School Calendar. Failure to do so could jeopardize the student's eligibility.

Students can lose eligibility during the following dates throughout the school year:

- A. Midterm 1
- B. Quarter 1
- C. Midterm 2
- D. Quarter 2
- E. Midterm 3
- F. Quarter 3
- G. Midterm 4
- H. Quarter 4

A preliminary report informing you that you are in jeopardy of losing eligibility will be communicated to parents / guardians 2 weeks before grades being pulled for eligibility.

Eligibility will be determined by **semester grades** at every grading period.

An eligibility report will be generated the following day after grades are posted and discipline will go into effect the following day.

For example: Grades post for Midterm 1 on October 5th, a report would be generated on October 6th, and any necessary disciplinary action would begin on October 7th.

Athletic Activities:

On the first 'F', students will lose eligibility- 1 or 2 events based on the activity:

Basketball- 2

Hockey- 2

Softball- 2

Baseball- 2

All other activities will be 1 event

Fine Arts and Extra-Curricular Activities:

On the first 'F', students will lose eligibility for 1 event.

No additional work will be excepted past the grading period date.

E-MAIL RULES AND INFORMATION

Staff is responsible for appropriate and professional e-mail use. Although the District does allow staff to use its e-mail system for personal e-mails, it should be limited. The following e-mail rules apply:

No selling or marketing

No gambling

No chain e-mails

Email to students regarding school issues and events should remain professional in tone

E-mails generated from the District system are not entitled to privacy. Think twice about the content of e-mails. All e-mail messages are archived and retrievable.

EMPLOYEE ABSENCE

All employee absences must be documented using the SMARTER platform, please make sure that you contact your building secretary regarding your time off. Absences due to illness should be submitted upon your return to work. All other absences require prior administrative approval. Staff members may have responsibilities in more than one building. It is the shared staff members' responsibility to notify each of the respective offices when they will be absent. Teachers needing a substitute teacher within their classroom will need to enter that information with Teachers on Call through their Red Rover system.

FIELD TRIPS

Field Trip permission forms should be taken care of at the beginning of the school year and filed in the office- for all field trips during that school year.

FOOD AND BEVERAGE

Students are allowed to eat and drink in the commons area only. Water in clear containers will be allowed throughout the building. Infrequent curriculum-orientated events with food will be allowed. **State law prohibits classes from bringing and sharing home made goods.** Food and drinks, other than outlined in this section, found outside of the commons will be confiscated by staff.

FUND RAISING

All fundraising requests must be approved in advance by the administration. This includes any fundraisers conducted in the summer. Approval forms (Appendix B) are available from building administrators. All monies must be submitted to the accounting office as soon as they are received, on a daily basis at minimum. For security reasons, please do not hold these monies in desk drawers, classrooms, etc.

GRADING

Staff will need to place a zero in the gradebook for all student grades that are not completed and will remain until the student has turned in the work for that assignment for a grade in the class. Asterisks in the gradebook are being eliminated and should not be placed in the gradebook. Teachers need to keep their grades updated on a weekly basis as student eligibility is impacted from the gradebook.

Administration will set a blackout period at each eligibility check in order for a fair assessment of student grades. This will mean that during the blackout period, grades cannot be entered nor changed until the close of the blackout period.

HOMEWORK

Homework is at the individual teacher's discretion. It is, however, to be administered within reason. Children do need some time to escape the grips of school. Remember, homework is to be constructive (growth), not destructive (punishment). Use your professional common sense. Keep homework to a minimum.

IEP's

The goal for the school year will be to complete IEP's before the last two days of school. The SPED department will do their best to limit IEP's towards these last two weeks of the school year as it is already very busy.

INTERNET POLICY

Refer to School Board Policy 524.

LENGTH OF DAY

Teacher’s contracted time is from 7:30 am-3:30 pm.

LEVELS OF BEHAVIOR BY STUDENTS AND MANAGEMENT

Levels of Behavior, Intervention and Staff Response

Level One - Non-Exclusionary Practices (Staff Managed)

Behavior Definition

A level one behavior is a minor behavior infraction that is managed by the adult in the setting of the infraction. The staff’s response teaches correct, alternative behavior so students can learn and demonstrate safe and expected behaviors. Staff members are expected to employ a variety of non-exclusionary teaching and management strategies in the setting.

Level One Behavior Interventions and Responses

1. Communicate with the student about the behavior.
2. Select and implement interventions and responses that maintain the continuity of instruction or are least disruptive.
3. Consider use of interventions from multiple categories as appropriate.
4. Review and consider a student’s IEP or 504 Plan. Collaborate with the case manager to implement interventions and responses.
5. Communicate with parents/guardians about reoccurring behaviors and interventions.
6. Document minor behavior in Skyward.

Intervention and Response Categories

Skills-Based Supports

- Re-teaching of expectations, procedures and routines
- Increase positive feedback for demonstration of expected behavior
- Reminder/Redirection on ways to ask for help or solve problems
- Reminder/Redirection on ways to manage emotions
- Reminder/Redirection of appropriate language
- Teacher/Student conference

Restorative Practices

- Brief individual skill coaching
- Repair/Mend relationship
- Fee restitution

Staff Actions

- Fidelity check of school-wide systems, structures and supports
- Review location expectations (matrix)
- Evaluate supports needed
- Seat change, assigned seating
- Loss of privileges
- Parent/Guardian notification
- Increase active supervision
- Confiscating items

Note: A reoccurring behavior infraction may be treated as an infraction at a higher level

Level Two - Non-Exclusionary (Staff Managed)

Behavior Definition

A level two behavior is a repeated minor behavior infraction that is managed with a brief intervention by an adult in that setting. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in class. A level two behavior may include contact with support staff (case manager, social worker, counselor, paraprofessional behavior interventionist, other teachers).

Level Two Behavior Interventions and Responses

1. Communicate with the student about the behavior.
2. Select and implement interventions and responses that maintain the continuity of instruction or are least disruptive.
3. Consider use of interventions from prior levels and multiple categories.
4. Review and consider a student's IEP or 504 Plan. Collaborate with the case manager to implement interventions and responses.
5. Communicate with parents/guardians about the behaviors and interventions.
6. Document minor behavior in Skyward.

Intervention and Response Categories

Skills-Based Supports	Restorative Practices	Staff Actions
<ul style="list-style-type: none"> • Re-teaching routines, expectations, and procedures • Increase positive feedback for demonstration of expected behavior • Re-teaching ways to ask for help, solve problems, manage emotions • Self-charting of behaviors • Skill practice/role play • Individual skill coaching • Student contract • School community service 	<ul style="list-style-type: none"> • Guided conversations using restorative questions • Restorative Circle for problem solving • Community Service (as restitution) • Peer mediation • Reflective essay • Return to instruction plan 	<ul style="list-style-type: none"> • Review student data to make an informed decision • Develop a student skill plan • Initiate behavior support plan • Formalize check-in/out plan with adult • Loss of privileges • Assigned seating • Time out of classroom: less than 15 minutes • Consult with colleagues and a MTSS team member • Parent/Guardian notification • Increase active supervision
<p>Note: A reoccurring behavior infraction may be treated as an infraction at a higher level</p>		

Level Three (Office Managed)

Behavior Definition

A level three behavior is a major behavior infraction that disrupts the educational setting, targets others, and/or impacts the safety of others. A level three behavior will result in a Behavior Intervention Referral and may result in removal from instruction for part of a day or an entire school day.

Level Three Behavior Interventions and Responses

1. Communicate with the student about the behavior.
2. Select and implement interventions and responses that maintain the continuity of instruction or are least disruptive.
3. Consider use of interventions from prior levels and multiple categories.
4. Review and consider a student's IEP or 504 Plan. Collaborate with the case manager to implement interventions and responses.
5. Communicate with parents/guardians about the behaviors and interventions.
6. Document major behavior in Skyward.

Intervention and Response Categories

Skills-Based Supports	Restorative Practices	Staff/Administrative Actions
<ul style="list-style-type: none"> • Individual or small group skill instruction • Targeted instruction focused on the area of need • Increase positive feedback for demonstration of targeted behaviors 	<ul style="list-style-type: none"> • Restorative back-to-class plan • Staff-led mediation • Restitution for property incidents • Restorative Circle 	<ul style="list-style-type: none"> • Referral to MTSS • Loss of related privileges • Alternative instruction • Student-staff conference • Change in classroom assignment/schedule • Consult with School Resource Officer • Loss of transportation (bus) privileges • Development of a re-entry plan • Parent/Guardian contact
<p>Optional administrative actions that may result in removal from instruction</p> <ul style="list-style-type: none"> • In-School removal from instruction one (1) day or less • Out-of-school dismissal from instruction one (1) day or less. Consider student's age and understanding 		

Level Four (Office Managed)

Behavior Definition

A level four behavior is a major behavior infraction that significantly disrupts the educational setting, targets others, and/or impacts the safety of others and is distinguishable by its repetitiveness and/or severity. A level four behavior results in a Behavior Intervention Referral, may result in dismissal from school for one or more days, and may result in notification to law enforcement.

Level Four Behavior Interventions and Responses

1. Communicate with the student about the behavior.
2. Select and implement interventions and responses that maintain the continuity of instruction or are least disruptive.
3. Consider use of interventions from prior levels and multiple categories.
4. Review and consider a student's IEP or 504 Plan. Collaborate with the case manager to implement interventions and responses.
5. Communicate with parents/guardians about the behaviors and interventions.
6. Document major behavior in Skyward.

Intervention and Response Categories

Skills-Based Supports	Restorative Practices	Staff/Administrative Actions
<ul style="list-style-type: none"> Increase positive feedback for demonstration of individualized behavior plan/goal Individualized skill instruction by licensed support staff Individual behavior support plan IEP/504 Plan Team consultation for potential changes 	<ul style="list-style-type: none"> Restorative transition back-to-class plan Neutral party mediation Family group conference Restitution for property incidents Restorative Circle 	<ul style="list-style-type: none"> Consultation with the School Resource Officer Refer to or review with student support team Referral to alcohol or drug counselor Loss of transportation (bus) privileges Consideration of alternative interim educational placement Development of a re-entry plan (Required)
<p>Optional administrative actions that may result in removal from instruction</p> <ul style="list-style-type: none"> Out-of-school dismissal from instruction not to exceed four (4) days. Consider student's age and understanding 		

Level Five (Office Managed)

Behavior Definition

A level five behavior is a behavior infraction that involves removal of the student from the school environment because of the severity of the behavior. Interventions focus on maintaining the safety of the school community and ending self-destructive and/or dangerous behavior. Level five behaviors are identified as expellable offenses.

Level Five Behavior Interventions and Responses

1. Communicate with the student about the behavior.
2. Select and implement interventions and responses that maintain the continuity of instruction or are least disruptive.
3. Consider use of interventions from prior levels and multiple categories.
4. Review and consider a student's IEP or 504 Plan. Collaborate with the case manager to implement interventions and responses.
5. Communicate with parents/guardians about the behaviors and interventions.
6. Document major behavior in Skyward.

Intervention and Response Categories

Skills-Based Supports	Restorative Practices	Staff/Administrative Actions
<ul style="list-style-type: none"> Individual coaching by licensed staff Individual behavior support plan Increase positive feedback for demonstration of individualized behavior plan/goal 	<ul style="list-style-type: none"> Family group conference (may be as part of a move to a new setting) 	<ul style="list-style-type: none"> Consultation with student support team and superintendent Development of a re-entry plan
<p>Optional administrative actions that may result in removal from instruction</p> <ul style="list-style-type: none"> Out-of-school dismissal from instruction five (5) or more days (ten (10) days if there is a recommendation for expulsion). Consider student's age and understanding Possible recommendation for expulsion Consult with/refer to local law enforcement 		

Alphabetical Listing of Behaviors	1	2	3	4	5
ACADEMIC DISHONESTY					
Submitting another person's work as your own, or allowing another person to use your work, including, but not limited to, cheating on a school assignment, plagiarism or using electronic devices or other technology to accomplish this end	●	●	●		
ALCOHOL					
Possessing, using, distributing, or being under the influence of alcohol			●	●	●
ARSON					
The willful or malicious burning of school property				●	●
ASSAULT – SEXUAL					
Exhibiting conduct of a sexual or indecent nature toward another person that is accompanied by actual or threatened physical force or that induces fear, shame or mental suffering and can include the touching of another's intimate parts, or forcing a person to touch any person's intimate parts				●	●
ASSAULT - PHYSICAL					
An act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another; the threat to do bodily harm to another with present ability to carry out the threat				●	●
BOMB THREAT					
Any implied or active threat regarding incendiary or explosive device to cause property damage or injuries, whether or not such a device actually exists				●	●
BULLYING					
Repeated behavior by an individual or group that is intended to cause the victim, or would cause a reasonable person of the same age as the victim, to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized or physically abused. Bullying can take place in several forms including, but not limited to, written, verbal or nonverbal threats or intimidating or threatening gestures			●	●	●
CYBER-BULLYING					
Bullying using technology or other electronic communication, including, but not limited to, transferring a sign, signal, writing, image, sound, or data, including posting on a social network Internet website or forum, transmitted through a computer, cell phone or another electronic device			●	●	●

Alphabetical Listing of Behaviors	1	2	3	4	5
DISRUPTIVE					
Engaging in brief or low-intensity failure to follow directions or talking back Disruptive enough in brief or low-intensity action that disrupts the learning environment	●	●			
DRESS CODE VIOLATION					
Wearing clothing that does not fit within the dress code guidelines practiced by the school/district	●	●			
DRUGS - ILLEGAL					
Using, possessing, or intending to sell a narcotic, drug or controlled substance, including, but not limited to, inhalants, marijuana and cocaine, drug paraphernalia and look-alike drugs and synthetics					
Paraphernalia: Possessing any device used to consume drugs, including but not limited to, pipes, needles, clips, papers, pods, vapes, and any other containers or materials related to drugs or drug use			●	●	●
Prescription: Possessing, except as prescribed by a physician and approved by a school nurse, or distributing prescription drugs			●	●	●
Use/Possession: Possessing, using, distributing, or being under the influence of narcotics, drugs or other controlled substances or look alike substances			●	●	●
ELOPEMENT					
A student leaving an assigned area without permission from a or knowledge of staff, often to escape and/or avoid a school-related situation or task.	●	●	●		
FORGERY					
Signing someone else's name without their permission or knowledge	●	●			
GAMBLING					
Playing a game of chance for stakes	●	●			
GANG ACTIVITY					
Student misconduct that meets all of the following criteria: Belonging to or associating with a group of three or more people who band together under a common identifying symbol, sign, or name, and, while under the supervision of ISD 2753 personnel, participating in a violation listed in this handbook to further an implicit or explicit goal of the gang/group NOTE: Gang activity is documented in conjunction with a primary behavior infraction					

HARASSMENT

Exhibiting unwelcome discriminatory behavior that has the purpose or effect of creating an environment that is intimidating, hostile or offensive with respect to that individual

Alphabetical Listing of Behaviors

	1	2	3	4	5
Disability Harassment – Unwelcome discriminatory behavior based upon disability			●	●	●
Ethnicity/National Origin Harassment – Unwelcome discriminatory behavior based upon ethnicity			●	●	●
Gender/Sexual Harassment – Unwelcome discriminatory behavior based upon gender or gender identity and/or sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature			●	●	●
Harassment Other – Unwelcome discriminatory behavior based upon familial status, public assistance status and/or age			●	●	●
Racial Harassment – Unwelcome discriminatory behavior based upon race or color			●	●	●
Religious Harassment – Unwelcome discriminatory behavior based upon religion or creed			●	●	●
Sexual Orientation Harassment – Unwelcome discriminatory behavior based upon sexual orientation			●	●	●

HAZING

Wearing clothing that does not fit within the dress code guidelines practiced by the school/district

● ● ●

INAPPROPRIATE LANGUAGE

Use of language that is offensive to others, including but not limited to, profanity, obscenities, or any language that is disruptive to the learning environment; discriminatory language will be considered harassment

● ● ●

LEFT GROUNDS

Leaving building/grounds without permission and returning during the day, including, but not limited to, student leaving campus to eat lunch and returning

● ●

MAJOR SCHOOL DISRUPTION

Substantial non-compliance, failure to follow directions, and interruption of learning for self or others

● ● ●

NON-COMPLIANCE

Repeated failure to follow directions, refuse to do work and/or significant disrupting of the learning environment			●		
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OVER-THE-COUNTER MEDICATIONS

Except as excluded by policy, possessing non-prescription medications or supplements while on school property

Alphabetical Listing of Behaviors	1	2	3	4	5
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Possessing or using over-the-counter medications or supplements without permission		●	●		
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Selling or distributing over-the-counter medications or supplements			●	●	●
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PARKING VIOLATION

Parking in an unauthorized area on school property or parking without a permit or permission		●			
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PHYSICAL AGGRESSION

An intentional act of physical aggression toward staff or students with intent to harm			●	●	●
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PHYSICAL CONTACT

An act of physical contact toward students including rough housing, horseplay, public displays of affection and sexual acts	●	●	●	●	
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PROPERTY MISUSE

Using an item or piece of equipment in a manner for which it was not intended, including but not limited to, damaging school property or the property of others	●	●	●		
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RECKLESS DRIVING

Driving on district property in such a manner to endanger persons or property			●	●	
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TEASING

A single occurrence of teasing or name calling with or without the intent to injure, degrade, disgrace or intimidate other individuals	●	●			
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TECHNOLOGY MISUSE

Engaging in inappropriate use of a personal device, camera, computer or other electronic device; discriminatory use will be considered harassment	●	●	●	●	
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THEFT					
Intentionally using, taking or possessing another's property without permission/authorization or with the intent to deprive the owner of his/her property including, but not limited to school supplies, food, clothing, electronics, etc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
THREAT/INTIMIDATION					
Conveying an intent to cause harm or violence through an oral, written, or physical threat, sign or act	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TOBACCO and TOBACCO-RELATED DEVICES					

Alphabetical Listing of Behaviors	1	2	3	4	5
Possessing or using a tobacco-based, look-alike product or tobacco-related device, including, but not limited to, electronic cigarettes, packaging, storage, juice, pods, containers or possession of tobacco-related products such as a lighter or matches	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TRESPASSING					
Being on school district property without permission during or after school hours or after being directed to leave, including, but not limited to, being on district property during a suspension or expulsion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TRUANCY					
Being absent from class or school without a lawful excuse					
Skipping Class– Being absent from class without teacher authorization (i.e., student is in the building/on school grounds but not attending class)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tardiness– Arriving late to class or to school	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unexcused Absence – Being absent from class or school without authorization (i.e., exceeding allowed number of absences, leaving school grounds without permission)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chronic Truancy – Continuing unauthorized absences NOTE: Incidents of chronic truancy are referred to the County Truancy Intervention Specialist and necessitate the filing of a truancy petition/educational neglect with the County Attorney	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VANDALISM					
Deliberate destruction of or damage to district or private property	<input checked="" type="checkbox"/>				

VERBAL ABUSE

The act of forcefully criticizing, insulting, or denouncing another person. Characterized by underlying anger and hostility, it is a destructive form of communication intended to harm the self-concept of the other person and produce negative emotions	●	●	●		
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VERBAL AGGRESSION

Inappropriately using words directed toward another person, including but not limited to name-calling, profanity or other types of inappropriate terms to provoke conflict or physical harm	●	●	●	●	
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WEAPON

Any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death and combustible or flammable liquids. For more detail, click this link: District Policy 501, Weapons

Alphabetical Listing of Behaviors	1	2	3	4	5
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Firearm: Possessing or using a device designed to be used as a weapon, from which is expelled a projectile by the force of explosion or force of combustion					●
Other Weapon or Object, not a Firearm: Possessing or using any device or instrument—including any non-conventional weapon—that, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm or substantial bodily harm, or fear of any degree of bodily harm. (Other weapons include knives with blades under 2.5 inches, fake knives, look alike weapons, ammunition, fireworks, etc.)			●	●	●

WORK REFUSAL

Regular refusal to attend to assignments and/or activities.	●	●			
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STANDARDS OF STUDENT BEHAVIOR

Standards of Student Behavior

Intervention Processes

All intervention actions will be processed pursuant to Long Prairie-Grey Eagle Public Schools discipline policies, the requirements of the Minnesota Pupil Fair Dismissal Act and other applicable law.

- School staff will first use non-exclusionary practices, unless the student may create an immediate danger to self and/or property. Minnesota Statute 121A.45, subdivision 1.

- School staff will use support, responses and interventions in the Code of Conduct to respond to behavior infractions.
- Juvenile or criminal proceedings or consequences against the student do not preclude the school district from disciplining the student for violations of the Rights and Responsibilities Handbook or for other misconduct.
- Any student who violates a policy that has a potential consequence of suspension from school for more than one school day shall have an informal conference with a school administrator.
- If a student's total days of removal from school exceeds ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school.
- All students who violate a policy or rule that has the potential consequence of expulsion or exclusion will be given the opportunity to have a hearing in accordance with Minnesota law.
- See the Minnesota State High School League Official Handbook to determine the impact of administrative actions on student eligibility and participation in Minnesota State High School League activities.

Alternative Educational Services Procedures

When students are removed from class because of a behavior infraction, school staff must provide missed assignments and the opportunity to make up those assignments in a reasonable amount of time without penalty. *Students with Individualized Education Programs (IEPs) and 504 Plans have additional protections.

If a student is suspended for more than five (5) school days, the student is entitled to alternative educational services that will allow the student to progress toward meeting graduation requirements and the suspending administrator must provide the superintendent with a reason for the longer suspension. Generally, Long Prairie-Grey Eagle Public Schools provides alternative educational services according to the following schedule:

Length of Suspension	Services Provided	School Administrator or Designee Responsibility	Parent/Guardian Responsibility
Up to five (5) school days	Current classroom work and homework will be made available, if possible	Arrange for collection of classroom work and homework from teachers	Pick up classroom work and homework from school or arrange to have it mailed to home Return completed work upon student's return to school
Six (6) to ten (10) school days*	Current classroom work and homework will be made available no later than the sixth school day of suspension	Arrange for collection of classroom work and homework from teachers	Pick up classroom work and homework from school or arrange to have it mailed to home Return completed work to school administrator

Up to 15 school days (only pending expulsion, consideration of administrative transfer, or when student constitutes a substantial and immediate danger) *	Alternative education services must be arranged to begin no later than the 11th school day	Arrange for alternative education services as soon as a determination has been made to refer student for expulsion or transfer	Assist school administrator in establishing a schedule for the delivery of alternative education services
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This schedule does not preclude school administrators from providing different alternative educational services that allow the student to progress toward meeting graduation requirements. Each suspension action will include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension.

The school administrator is responsible for ensuring that the school attempts to provide required alternative educational services. Families also have the responsibilities set forth above. Parents who have concerns about the school's compliance with these procedures should contact the school administrator or superintendent promptly.

Students with a Section 504 Plan

Students covered by Section 504 of the Rehabilitation Act of 1973 may be disciplined for behavior related to their disabilities, unless the discipline would result in a significant change of placement. A qualified student with a disability may not be suspended for more than ten cumulative school days without a manifestation determination conducted by the student's 504 team.

Students with an Individualized Education Program (IEP)

When a student with a disability is dismissed for more than ten (10) days in a school year, is being considered for a 45-day unilateral placement, or before initiating any expulsion or exclusion, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination meeting. That meeting must occur as soon as possible, but no more than ten days after the sixth consecutive day of suspension or when the tenth cumulative day of suspension has elapsed. The team will determine if the behavior is related to the student's disability. The team may need to conduct a Functional Behavior Assessment and write a behavior intervention plan to support the student at school.

A dismissal for one (1) school day or less is a day of suspension if the student with a disability does not receive regular or special education instruction during that dismissal period. A student with a disability shall be provided alternative educational services to the extent a suspension exceeds five (5) consecutive school days.

Consistent with federal law, before initiating an expulsion or exclusion, the district, relevant members of the student's IEP team, and the student's parent shall determine whether the student's behavior was caused by or had a direct and substantial relationship to the student's disability and whether the student's conduct was a direct result of a failure to implement the student's IEP. When a student with a disability who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the district shall continue to provide special education and related services during the exclusion or expulsion. Minnesota Statute 121A.43

	IEP Team Meeting Required	Manifestation Determination Required	Functional Behavioral Assessment Plan Required	Alternative Education Services Required
Student removed for one school day or less	No*	No*	No*	No*
Student suspended for less than five consecutive school days	No*	No*	No*	No*
Student suspended for six OR MORE consecutive school days	Yes	Yes	No*	Yes
Student removed for 10 days in a school year	Yes	Yes	Yes	Yes, access to FAPE required
Student placed on in-school suspension	No**	No**	No**	No**
Student suspended from the bus	IEP Specific***	IEP Specific***	IEP Specific***	IEP Specific***
Parent requests a manifestation determination following any removal for disciplinary reasons	Yes	Yes	No*	No*

*Unless the student has been removed 11 or more cumulative days in a school year. Minnesota Statute 121A.43(a).

**In-school suspension is not considered a day of suspension for a student with a disability as long as the student continues to receive regular and special education services during the in-school suspension.

***If bus transportation is a part of the student's IEP, a bus suspension would be treated as a removal unless the school provides transportation in some other way, because that transportation is necessary for the student to obtain access to the location where all other services will be delivered. If bus transportation is not a part of the student's IEP, a bus suspension typically would not be a removal.

LIABILITY

Do not leave your students unattended. Liability violations results when a staff member is proved negligent in his/her responsibility toward the student. This could come from not supervising students in the classroom or other activities that could allow for harm. In addition, failure to instruct students in safety measures, participation in hazardous activities, or lack of appropriate responsibility in situations will leave staff liable.

Any questionable activity or unsafe condition within the building should be reported to the building principal.

LOCKING DOORS – DAILY CHECK OUT

Make sure your doors are locked when you leave each day. **Do not depend on someone else to lock the exterior doors.**

MAINTENANCE REQUESTS

All custodial needs and maintenance repairs must be requested on a Work Order Request form and submitted to your building administrator for approval.

OBSERVATIONS AND GROWTH PLANS

Observations of teaching staff will be conducted throughout the year, the number of which and timeliness of the observations, will be dependent upon whether the teacher is tenured or non-tenured. Tenured teacher's observations are conducted once every three years per contract and non-tenured teachers are conducted three times a year until tenured is granted. Both tenured and non-tenured teachers should upload their growth plans into the system.

OFF CAMPUS ACTIVITIES

Teachers/Advisors/Coaches/Directors planning off campus activities where students are missing class must give 48 hours advance notice to staff in order for students to be excused. In any case, classroom teachers have the right to hold students back for academic reasons. The final say on a student's ability to go and having less than a 48 hours' notice, rests with the building principal.

PAYROLL

All payroll, insurance, leave or flexible benefits plan questions should be addressed to the payroll/human resources department in the District Office.

All new staff must complete paperwork for payroll purposes during workshop days.

Paydays are the 15th of each month beginning on September 15, 2024. All employees will be paid via direct deposit. Direct deposit notices can be viewed online through Employee Access.

PERSONAL LEAVE

Personal leave can be used anytime during the school year as long as there is prior approval. Two days are granted each year and can be carried over to the next year, not to exceed four days. A teacher planning to use a personal day of leave shall give five days notice. No more than three high school teachers can be gone on any given day.

PHONES

As our phone system has proprietary numbers tied directly to the specific room they are currently located in, the phone itself must remain with the room it is currently in.

PREP TIME

Great flexibility exists during teacher prep hours, but it is expected that all staff are to be present in the school itself. If an emergency arises, please inform the administration.

PROGRAMS, PEPFESTS, ETC.

Attendance at all assemblies, programs, pep fests, etc. during the school day is a requirement to help insure proper conduct of all students involved. This includes all teachers and paraprofessionals.

SCHOOL CALENDAR

See enclosed

SECURELY PASS

In order to monitor students and control movement within the building for safety and security concerns, we are employing Securely Pass. Students will be responsible to make a request through their Chromebook for any reasons with regards to leaving the room. This system, once initiated by the student will then either allow the student to leave the room or not based on the first, the availability of openings within the system as well as the teacher's permission. This number is based on criteria that had been set by the office for the number of students on the floor at any one time. All students will be utilizing this system and will be required in order to leave the room.

SHARING OF INFORMATION

All staff have a shared interest in taking care of our student population. To that end, we need to extend caution not to violate FERPA or HIPPA statutes in this pursuit. If you are in acknowledgement of information that you believe may have an impact on that student's day to day activity at school, please share it with Mr. Hibbs, Mr. Young or myself. We will have a posted "handle with care" email sent out from us alerting those staff the student is in contact with during the day, relevant information pertaining to the student's wellbeing.

SICK LEAVE

Try to make preventative medical and dental appointments after school or when school is not in session. Notify the office in advance of any scheduled appointments.

SPECIFIC STAFF RESPONSIBILITIES

The general atmosphere of the building is everyone's responsibility: administration, teachers, support staff and students. A school's atmosphere should be one in which respect for another person's rights and property is the prime consideration. To build such an atmosphere we must consistently reinforce positive actions and work to change the attitudes of those involved in negative actions. How we interact with students in dealing with the variety of situation that occur in a school is the single most important factor in determining the atmosphere of the school. We must work together to maintain an atmosphere of mutual respect for each other, school property and school rules.

To help meet the above need, all staff members must deal with the following items:

1. All classes should begin promptly after the bell rings and not be dismissed until the bell rings. Students should be made aware of our expectations early and made to follow the procedures.
2. Teachers should be in their classroom before school each morning at 7:30 a.m. to help students that have questions, unless otherwise assigned by the principal.
3. Before school, between classes, during passing time, after school, teachers should be in the hallways near their classrooms. Visibility can prevent a lot of problems.
- 21.
4. There is no food allowed in the classroom and the only beverage allowed in the classroom is water. Only in designated areas. (Food Occupations room or Commons)
5. We are a tobacco free school. No use of tobacco is allowed in the building or on school grounds. **Possession of tobacco will earn students 3 days out of school suspension and will be prosecuted by the administration.**
6. See Student Handbook for attendance policy and other items that come under the discipline heading for enforcement.

STAFF DUTY SCHEDULE

Teaching staff have either been assigned to a study hall or another assigned duty such as parking lot, etc. See schedules on page 6.

STAFF TRAVEL

- A. A school vehicle should be used for travel when available. **Driver of the school vehicle must be certified.** All vehicles are to be returned with a full tank of gas. Gas receipts are to be submitted to the District Office.
- B. District vehicles are to be used for school business only.
- C. Reimbursement for the use of your personal vehicle will be paid at the current deferral rate per mile when a school vehicle is not available.
- D. Staff traveling to the same meeting must ride together. If you choose to drive yourself, you will not be reimbursed for mileage.
- E. Meal allowances are as follows:
 - Breakfast \$11.00
 - Lunch \$13.00
 - Dinner \$16.00

These are per meal allowances and can only be used for that meal. We cannot reimburse for alcoholic beverages.
- F. Submit original itemized receipts (not credit card receipts) along with a completed voucher form indicating date, location, and reason for travel. For hotel stays, please submit a “folio” receipt showing itemized charges. Any personal charges (phone calls, movies, etc.) should be paid for at checkout. Reimbursement requests should be submitted to your building administrator for approval prior to sending to the District Office.

STUDENT ACTIVITY ACCOUNT

A student activity account is maintained at the district office but money and receipts need to be directed there through the high school office by Janis. Please don't keep money in your room. All expenditures must be approved by the principal and the club advisor before a check is written and in no case will a bill be paid with a deficit account without previous arrangements. All activities must pay for supplies furnished by the school as well as material purchased out of the school by completing a purchase order.

STUDENTS IN OFFICE

The office is recognized as a safe and open space for staff and students. Please keep all students out of the office unless it pertains to official business. Staff should be utilizing the Securely Pass system as well as monitoring the reasons for students needing to come to the office in the first place. As it is an already confined area, there is a great amount of sensitive information either available or within ear shot of the students and we wish to limit that as much as possible. As a reminder, the nurses have already placed emergency bags with needed items in each classroom and will thus limit the need for the trip to the office.

STUDENT PRINTING

Students needing to print from their Chromebook, please send them to the media computer lab to log in and print from those computers. Students do not have the capability to make color prints and will be printing in black and white. Media center staff are not responsible for printing student work.

STUDENT SUPPORT CENTER

The student support center serves multiple functions including academic support for students as well as a placement for those students serving in-school suspension. If you have a student needing to utilize the student support center, please notify the office first. We have concerns for space availability at different times throughout the day.

STUDENT TELEPHONE CALLS

Telephone calls are only to be made before school, at breakfast, during noon hour or after school, unless there is an emergency. The office phone may be used for local calls. If a student needs to make a call, they can use their cell phone in the office only with advanced permission from the office staff. Students will not be called from class to answer an incoming call except in extreme emergency.

MESSAGES TO STUDENTS

Messages to students will only be delivered at the end of each hour except in an emergency.

SUBSTITUTE INFORMATION

We will be utilizing a third party, Teachers on Call, to notify and schedule our substitute teachers as they are needed. Teachers will need to log in their absence with the SMARTer platform as well as notifying Teacher's on Call through their Red Rover online system. This will cover 99% of all absences, but an emergency situation may occur. In that event please contact your building secretary.

SUBSTITUTE FOLDER

Our substitutes play a very large role on our campus during the school year. We are looking for ways to have everything ready for them when they arrive here in the office. If you are planning on being absent for any reason and a substitute teacher will need to be arranged, **please bring your sub folder to the office and leave it with Audrey**, including all the necessary information for that substitute's success in your room for that day. That information should include lesson plans for each hour, attendance list for student attendance- picture from skyward included with that is always the most helpful, information regarding the class and any notes or helpful hints on dealing with any individual students. If your schedule changes, this will need to be updated within the sub folder. Please make sure that this is updated for this school year. This will help our substitutes to be as successful as possible while they are in your classroom.

SYLLABUS

Please make sure to forward, to your building administrator, a copy of your syllabus for each grade level class you are teaching by September 3, 2024. You will need to include textbook title and description as well as any online sites you will be using as curriculum.

TEXTBOOK DISTRIBUTION

Textbooks should be distributed to students and the number along with the condition should be recorded along with his or her signature. A record of the book distribution should be kept. Lost texts are to be paid for by the students. At the end of the semester/year, it is imperative to collect from each student the textbook that was issued to him/her. A book inventory is required at the year's end for all classes and **will need to be turned in to the office for yearend checkout**. A sample is enclosed. Book Inventories will also need to be submitted electronically at the end of the year.

TRANSPORTATION FOR SCHOOL EVENTS

Buses or vans will be used for transportation of students, athletes, and spectators to all events and practices whenever possible. Follow procedures on mileage form. All staff transporting students must be certified.

THE FOLLOWING REGULATIONS MUST BE FOLLOWED:

- A. Sign up for all van usage with Aksamit Transportation Inc. at 320-594-8228 (Jenny or Mike).
- B. All arrangements for van reservations are to be taken care of through Aksamit Transportation Inc.
- C. All debris (paper, cans, juice bottles, etc.) is to be removed from the van upon return!!
- D. YOU MUST MAKE A FULL STOP AT ALL RAILROAD CROSSINGS!!!!
- E. SEAT BELTS ARE TO BE WORN BY EVERYONE – NO EXCEPTIONS!!!!!!!
- F. HEADLIGHTS ARE ON WHEN TRANSPORTING STUDETNS (State Law)!!
- G. DO NOT EXCEED THE PASSENGER LIMIT ON YOUR VAN –
DOORS MUST REMAIN UNLOCKED WHEN TRANSPORTING STUDENTS!!!
- H. ABIDE BY ALL LOCAL, STATE AND FEDERAL LAWS.

VIDEOS IN CLASSROOM

The use of videos, although not promoted, can be a useful tool. As a school, it is imperative that we are not promoting any content that is offensive or pornographic in nature. Staff who are intending for students to view a video are directed to follow these guidelines:

1. Videos should be either G or PG rated
2. The teacher should preview the video first to ensure there are no surprises for students or substitute teachers.
3. Videos with any suggestive sexual content, nude scenes or explicit language are not to be shown

If you need a cleaned-up version of a specific movie, there is the website, cleanmediaworks.com, that sells videos without objectionable material. Let me know if you are having difficulty in finding a suitable video.

BELL SCHEDULES

Addendum A

NORMAL TIME SCHEDULE:

8:00 -Teachers in classroom
1st hour - 8:20-9:15
2nd hour - 9:19-10:09
3rd hour - 10:13-11:02
1st lunch - 11:02-11:37
4A Class - 11:06-11:54
4B Class - 11:37-12:25
2nd lunch - 11:54-12:29
5th hour - 12:29-1:19
6th hour - 1:23 - 2:13
7th hour - 2:17 - 3:07
Buses leave 3:25

ACTIVITY DAY SCHEDULE:

1st hour - 8:20-9:08
2nd hour - 9:12-9:55
3rd hour - 9:59-10:41
4th hour - 10:45-11:31
1st lunch - 11:31-12:01
5A class - 11:31-12:13
5B class - 12:01-12:43
2nd lunch - 12:13-12:43
6th hour - 12:43-1:31
7th hour - 1:35-2:18
Activity hour- 2:18-3:07

ADVISORY TIME SCHEDULE:

1st hour - 8:20-9:08
2nd hour- 9:12-9:58
Advisory - 10:02-10:27
3rd Hour - 10:31-11:17
1st lunch - 11:17-11:47
4A Class - 11:21-12:07
4B Class - 11:51-12:37
2nd lunch 12:07-12:37
5th hour - 12:41-1:27
6th hour - 1:31-2:17
7th hour - 2:21-3:07

EARLY RELEASE SCHEDULE:

1st hour - 8:20-8:50
2nd hour - 8:54-9:24
3rd hour - 9:28-9:58
4th hour - 10:02-10:32
5th hour - 10:36-11:06
1st lunch - 11:06-11:41
6A class - 11:10-11:50
6B class - 11:41-12:22
2nd lunch - 11:50-12:26
7th hour - 12:26-1:07

2024 - 2025

**LONG PRAIRIE-GREY EAGLE SCHOOL
MISSION STATEMENT**

The mission of the Long Prairie-Grey Eagle School District, as an innovative progressive leader in education, is to ensure that every student is a confident, responsible global citizen with a passion for learning. This will be accomplished through: state of the art facilities, dynamic positive relationships, rigorous engaging curriculum, in partnership with parents and the community.

This handbook and its contents were approved by the School Board. This handbook may be changed or amended during the school year. Changes will be posted **online following approval of the School Board**. If you have any questions about a provision, contact the principal.

2024-2025 SCHOOL CALENDAR

August

26-29 Teacher In-service Day-No School
28 K-12 Open House
30 No School

September

2 Labor Day- No School
3 First Student Day (Kindergarten “A”- 12th grade)
4 First Student Day (Kindergarten “B”)

October

17-18 Education Minnesota- No School

November

6 End of 1st Quarter
11 No School-Staff Day
14 K-12 Parent-Teacher Conferences
21 K-12 Parent-Teacher Conferences
28-29 Thanksgiving Break-No School

December

23 1:00 Dismissal
24-31 Winter Break-No School

January

1 No School
2 Classes Resume
17 End of First Semester
20 No School-Staff Day

February

13-14 No School- Staff Day
17 President’s Day- No School

March

6 K-12 Parent-Teacher Conferences
20 End of Third Quarter
21 No School- Staff Day
24 No School- Staff Day

April

17 No School- Staff Day
18-21 Spring Break

May

23 No School- Staff Day and Graduation 7:00 pm
26 Memorial Day- No School
30 1:00 Dismissal
30 End of 4th Quarter

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Welcome to Long Prairie-Grey Eagle High School

As a member of our education community, you are a part of a special group. It is our hope that your experience here will be a positive one. It is our belief that by maximizing your involvement in our school's educational program and activities, you will make your time with us productive and fulfilling. We will do all that we can to make this time a positive one that you can reflect on for many years to come.

Long Prairie-Grey Eagle boasts a strong tradition as a school with high standards and expectations. As a student here, you should remember that you represent not only yourself but also your families, your school, and the community of Long Prairie and Grey Eagle.

During this school year, you will be challenged to set high standards for yourself. We are here to help you meet your goals.

Welcome to an outstanding association of students and teachers working together to reach their potential.

PART I- INFORMATION

ARRIVAL AND DISMISSAL HOURS

The school day hours are 8:15 to 3:10. The building will be opened one half hour before school and one-half hour after school on school days, including access to classroom hallways and lockers. The doors may be open beyond these hours due to scheduling, but that will not be guaranteed. Students are not to be on campus beyond this time without a valid reason- which includes school sanctioned sports and activities.

Student pickup and drop-off points are located in front of the school.

BUILDING HOURS/CHURCH NIGHT:

Teachers are available before and after school to help students. Students in the building after 4:00 p.m. must be under the direct supervision of a District employee. Students may not leave the school grounds once they have arrived at school. The academic wing and shop wing of the building close at 4:00.

Athletes please remember to bring everything needed for the next day to practice.

Wednesday has been designated as church night. Activities involving students are not to be scheduled on this night after 6:00 p.m.

All students are required to use the main West entrance doors when entering the school building. All other doors will remain locked and are to be used as exit doors only.

BULLETIN:

Students are not permitted to submit notices for the morning bulletin unless such announcements have been approved by the faculty sponsor. Notices must be submitted by 7:30 am or they will be posted the following day.

CAFETERIA:

The cafeteria provides a nutritious, well-balanced diet, **with both breakfast and lunch provided free of cost to each student.** Students are to eat their noon meals in the cafeteria. Students will be issued a 4-digit pin number to enter on a key pad for lunch and ala-carte.

Lunch periods are closed, meaning students are to remain in the COMMONS during the 35-minute noon period. Students are not allowed outside of the building during the noon lunch period. Violators will be assigned detention or suspension.

Students who cut in front of others in the lunch line will receive school discipline. Lunch room supervisors will be responsible to turn names of line cutters into the office.

Any student who engages in a food fight will subject themselves to serious disciplinary consequences which could include suspension or expulsion from school.

1. Maximum of 8 per table
2. 9th through 12th grade eat first and the 7th and 8th grade sit at their tables until they are dismissed by table.
3. All doors are shut, including the media center.
4. No one leaves the lunch room without permission from the supervisor.
5. All tables will be cleaned up at the end of lunch. No trays or trash left.

Violators will be sent to the office and will receive detention or suspension.

CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the appendix to this handbook and on the school district's website at <https://www.lpge.org>

CARE OF BUILDING AND EQUIPMENT:

Your parents and all taxpayers are legally required to pay taxes that build and maintain the public-school system. Therefore, the care of buildings and equipment is the responsibility of every student. For those students who do not assume the proper respect and care of school property, it is pointed out that the willful or deliberate damage to or defacement of school property is a most serious violation. Any student violating this regulation will be subject to suspension, the cost of damages, and the loss of school privileges. Parents and police will become involved.

Students are not allowed food or drink, other than water, in the classrooms and hallways.

CLASS ASSIGNMENTS

This will be made available to students as soon as it has been finalized in the administrative office.

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.

COUNSELING DEPARTMENT:

The primary purpose of the counselor in the school counseling department is to help students help themselves. Students who are confronted with problems of a personal, educational, or career nature should feel free at all times to use the services of the counseling office and the counselor. The following list includes some of the areas in which the student might seek the services of this department.

1. To discuss personal problems and seek a solution.
2. To help with the selection of school subjects and plan a program of study.

3. To obtain information pertaining to colleges, vocational schools, Armed Forces or employment opportunities.
4. To make application for college entrance examination.
5. To obtain information on scholarships and loans for post h.s. education.
6. To obtain help in the interpretation of standardized test results.

Students are encouraged to check out educational and vocational materials from the counseling office. Materials should be returned in order to make them available for others.

DANCES/ACTIVITIES:

1. School dances/activities are permitted with the following guidelines - not more than one dance/activity night per month. Dance/activity nights are to be over by 10:30 p.m. on school nights and 11:30 p.m. on non-school nights. Prom and post prom are excluded from the above policy. All dances will be scheduled to take place in the Commons.
2. Class or organization sponsored activities must be approved by the administration.
3. 7th & 8th grade students may not attend senior high dances/activity nights. 9-12 grade students may not attend junior high dances/activity nights.
4. Student behavior expectations at dances follow the same high expectations that the District has for students during the school day. Inappropriate behavior will not be tolerated. Students exhibiting behavior deemed inappropriate by dance chaperones will be asked to leave. Further consequences may include:
 - Exclusion from future dances
 - Detention
 - Suspension

DIRECTORY INFORMATION (School Board Policy 515):

Independent School District 2753 will designate the following personally identifiable information contained in the student's education record as "directory information" and will disclose that information without prior written consent. Directory information includes: 1) the student's name; 2) the names of the student's parents; 3) the student's address; 4) the student's date and place of birth; 5) the student's grade level completed; 6) the student's extra-curricular participation; 7) the student's achievement awards or honors; 8) the student's weight and height if a member of an athletic team; 9) the student's photograph if available; 10) the student's dates of attendance; 11) the school or school district attended before he/she was enrolled in the local public school.

DISTRIBUTION OF NON-SCHOOL 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 non-school 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 Non-school Sponsored Materials on School Premises by Students and Employees" policy (*Appendix 2*).

E-LEARNING POLICY

The Long Prairie Grey Eagle School will be adopting an alternative learning day in the event of a school closure. Beginning the 2022-2023 school year, students will continue their daily academic schedule as usual from outside of the school setting if an eLearning day is implemented. Families will be notified via the Instant Alert System as well as the information will be posted on the district website, Facebook page, and broadcast media entities that the closure of school will be an "e-Learning Day. Note: The 3rd canceled school day of the academic year will be the first E-Learning Day.

It is important to note that due to internet connectivity/bandwidth issues that not all teachers will be able to have live sessions; students/parents will be informed at the start of the year if their teacher has limited access.

The district will share information from the National Weather Service so that staff and students are aware of potential weather-related issues in advance. Therefore, teachers and students should be forewarned for the potential of an upcoming e-learning day and will be expected to be prepared accordingly. Unfortunately, some school closures take place due to alternative circumstances and an e-learning day may be scheduled with less forewarning.

Purpose: The rationale for E-Learning days are to sustain the educational process for the students of Long Prairie Grey Eagle. Additionally, doing so will allow for the district and faculty to maintain curriculum goals and skills. E-Learning can be used up to five times (days) during the year and will be counted as instructional days. Lastly, adopting the plan will either eliminate or decrease the need for make-up days at the end of the school year.

Plan: It will be the teacher's responsibility to follow the Minnesota Department of Education's program plan for e-Learning days and the plan established by the LPGE School.

As stated by MDE Statute 120A.414 the plan must include:

- Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.
- Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student's Individualized Education Program (IEP)/504 plans.
- Notification to parents and students of the plan at the beginning of the school year and, upon implementation, at least two hours' notice prior to the normal school start time that students are to follow the e-Learning day plan.

In the event of an e-Learning day, LPGE faculty will:

1. Assignments will be posted to Schoology or See-Saw no later than 10:00 a.m.
2. Be available for communication via Google Meets, telephone, email, and/or Schoology or See-Saw messaging between 10:00 am and 3:00 pm. Faculty will have voicemail from school linked to their email. Staff will be expected to respond to student questions within 30 minutes of the question being posed.
3. Allow students up to three (3) days to make-up work administered on an e-Learning day. The "three (3) days" consists of the e-learning day and the two (2) days following the e-learning day.

The intent of e-learning is to continue what is currently being taught in the classroom.

1. Therefore, a teacher may need to have a live Google meeting or post a recorded lesson in some instances.
2. On the other hand, if students were expected to take a test in class on a specific day that becomes an e-learning day, students might be asked to take an exam rather than partake in a lesson.

3. If students were to be conducting research in class on a particular day that becomes an e-learning day, students may be asked to conduct research from home.
4. If students were scheduled to watch a video or participate in a web-based activity on a particular day that becomes an e-learning day, students may be asked to view the video or engage in the web-based activity from home.
5. If students were supposed to progress through a project during a particular day that becomes an e-learning day, students may be expected to continue to work toward completion of that project during the e-learning day.

Other examples of high-quality e-Learning include:

- a. Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.
- b. Leverage digital tools students are using as part of their regular instruction (i.e. Schoology or See-Saw, Google Docs, apps).

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 and this handbook.

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 noninstructional 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 sponsored by school employees or agents; 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.

EQUIPMENT

Equipment borrowed for plays, meetings and programs must be returned immediately after its use. Permission from the office must be granted prior to use of equipment from another department or classroom, or arrangements made with the classroom teacher.

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 IEP case manager.

EXTRA CURRICULAR ACTIVITIES/ORGANIZATIONS (School Board Policy I7):

Students are encouraged to participate in extracurricular activities and join organizations. Generally, the student who participates in these activities does better work in the classroom. A student must be in attendance periods 1-7 on the day of the activity in order to participate as a team member. Exceptions to this policy may be made only with the principal's approval. All organizations have a faculty advisor and meet for social and business purposes only with the advisor's approval. All money belonging to any organization must be deposited in the Student Activity Account.

In order to participate in athletic or other co-curricular activities, the following usage rate is assessed:

1. Junior High (Grades 7-8) athletics - \$30.00/sport or \$75.00/3sports
2. Grades 9-12 \$60.00/sport or \$150.00/3 sports.
3. MAXIMUM PER FAMILY \$300.00
4. \$25.00 fee for each: MS/HS Summer band/lessons, Jazz band, Carolers/Jazz choir, Knowledge bowl, One Act play (this fee applies toward family max).
5. Band uniform cleaning and repair will be the student's responsibility (annual fee).
6. Band lesson books must be paid for by the student.
7. Students using school owned instruments will be charged according to the use and age of the instrument.

SPECTATOR CONDUCT AT HOME EVENTS

Students should remain in the gym unless using bathrooms or buying concessions.

- a. Students are not allowed in classroom areas.
 1. Coats and materials should be removed from gym lockers before 4:00 p.m.
 2. All locker rooms are off-limits unless returning from an away game
- b. No smoking or vaping on the school grounds.
- c. Non-participants are not allowed on the playing court.
- d. Good sportsmanship should be demonstrated by all spectators before, during and after the game. Spectators may be removed from the game by administration or law enforcement if there is any inappropriate language, harassment of players or referees or any disruption to the game itself.

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

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- 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.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- 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, and library books 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. For more information, contact the school principal, Mr. Rud.

FOOD IN THE CLASSROOMS

Students are not allowed food or drink, other than water, in the classrooms and hallways. Any deviation to this policy is through administration and staff authority.

Outside food and drink are not allowed on campus during the hours school is in session. The only exception to this will be students who pack their own lunch for their scheduled lunch in the cafeteria. Food designated as part of the student's lunch needs to be in a separate container and left in the locker until the student's designated lunch time.

FUNDRAISING

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal. Participation in nonapproved 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. The form for fundraising activities may be found in the school office.

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. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

IEP BILLING:

The district considers names and birthdates of students eligible for special education as directory information and will share the information with DHS (Minnesota Department of Human Services) to determine which students are currently enrolled in a Minnesota Health Care Program. If a parent/guardian does not wish for directory information to be shared, you may opt out by contacting the district office at 320-732-2194.

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 school policy or by parental approval.

LIBRARY AND MEDIA CENTER

The library/media center is open as school is in session but may be closed at different times. Please refer to Mrs. Terwey for library and media center hours. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

LOCKERS

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers 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. 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.

Students are responsible for the care of their lockers. Any mechanical or structural failure should be reported to the office immediately. Students who kick or abuse lockers will receive a consequence commensurate with the level of abuse. **Papering of your locker and any advertising on the outside of your locker is prohibited- exception will be for those items directed by coaches or school administration. Violation of this rule will result in being assigned 45 minutes detention.** Pop / liquids may be stored in a locker if they are kept in a lunch bag for use during the lunch period in the commons. Students who violate the above policy will be assigned detention. Repeat offenders could lose their locker privileges.

Locker Assignments

Students will be assigned to a locker in the Fall.

Care of Lockers

Students are responsible for the care of their lockers. Any mechanical or structural failure should be reported to the office immediately. Students who kick or abuse lockers will receive a consequence commensurate with the level of abuse. Papering of your locker and any advertising on the outside of your locker

is prohibited- exception will be for those items directed by coaches or school administration.

LOCKER RESPONSIBILITY

Lockers are provided for all students and are issued without charge or deposit. The school accepts no responsibility for anything stored in lockers. Suggestion: Do not leave significant amounts of money in school lockers.

PHYSICAL EDUCATION- LOCKER ROOMS

Physical education locker rooms are off limits to students during class time. Exceptions:

- Students who have a pass from a teacher to the locker room may use these facilities.
- Students who are scheduled into a phy. ed. class and have permission from their phy. ed. teacher may use the locker room.

Due to the increase in vandalism and theft in the locker room we are now requiring students to purchase a lock for \$5.00 from the school that will be recorded and registered in the physical education department for use for athletics and physical education students. ***Items stolen from unlocked lockers are the responsibility of the student.***

Due to the increase in vandalism and theft in the locker room, a student will receive their first lock FREE OF CHARGE from the school that will be recorded and registered in the physical education department for use for athletics and physical education students. If the first lock is lost or missing, the student will be fined \$5 for each additional lock.

Items stolen from unlocked lockers are the responsibility of the student. Items that are stolen from the locker room are the responsibility of the student. The physical education department and school are not liable.

Note of advice to all students: Don't leave large amounts of money or valuables in your lockers. If you have to bring money or valuable possessions to physical ed. class, ask your physical education teacher to hold them for you during physical education class.

LUNCHES

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

LUNCHROOM SCHEDULES

Regular Schedule

1st Lunch: 11:12- 11:42

2nd Lunch: 12:04- 12:34

Activity Schedule

1st Lunch: 11:27- 11:57

2nd Lunch: 12:11- 12:41

Late Schedule

1st Lunch: 11:25- 11:55

2nd Lunch: 12:09- 12:39

Early Out

1st Lunch: 11:24- 11:54

2nd Lunch: 11:58- 12:33

LUNCHROOM/CAFETERIA

Lunch is to be eaten in designated areas only. Lunch times vary by individual student's schedule. Students will be notified of their assigned lunch time on the first day of school per their individual class schedule. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

MEDIA CENTER:

All students must present a pass to the Media Center Specialist upon entering. The media center is available for research and leisure reading and college coursework. Computer users are not allowed to access "chat rooms". All internet use must be school appropriate.

MEDIA CENTER POLICY:

- 1) 2-week checkout period
- 2) Limit of 3 books
- 3) Students will be notified of overdue books prior to the end of each quarter by posting on the media center door.
- 4) If the book is not returned by the end of the semester, the student will be charged a late fee or its replacement cost.
- 5) If materials are not returned and fines not paid, students may not receive their Chromebook at the beginning of the next school year.
- 6) Students will pay the replacement costs for any lost or damaged materials
- 7) Unacceptable behavior will result in the student being referred to the office.
8. No food or drink, other than water, in the Media Center is allowed, unless prior arrangements have been made.

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 prohibited.

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, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Superintendent Dan Ludvigson - 205 2nd St. S, Long Prairie, MN, 320-732-2194 - as the district's human rights officer to handle inquiries regarding nondiscrimination.

TITLE IX SEX NON-DISCRIMINATION POLICY

It is the policy of LPGE not to discriminate on the basis of sex in its educational program activities or employment policies, as required by Title IX of the 1972 Educational Amendments. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator.

The school district's Title IX Coordinator is: Mr. Rud

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

See also Policy #522 Title IX Sex Non-discrimination Policy, Grievance Procedure. A copy of the policy can be obtained in the principal's office.

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.

OFF-CAMPUS PASSES:

Off-campus passes must be obtained before school from the attendance secretary **before 8:15 am**. Students are not allowed to leave school without a pass. Students leaving without a pass will be considered truant and face consequences for truancy.

If you return to school during the day, sign in at the office and obtain an admit slip to class.

PARENT / TEACHER CONFERENCES

Parent and teacher conferences will be held twice a year, once in the fall and once in the spring. Parents will be notified of the pending conferences by electronic means and social media. For more information, contact the building principal.

PARENT RIGHT TO KNOW

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

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

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

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

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 building principal, Mr. Rud. To volunteer in the school building or classroom, parents/guardians should contact Barton Rud- Principal. Parents/guardians who visit the school should sign in at the front desk along with pre-arrangement with the classroom teacher needs to occur before entering the classroom. For more information, contact the building principal, Mr. Rud.

PARKING ON SCHOOL DISTRICT PROPERTY / DRIVING:

Parking a motor vehicle on school property

Any student driving during the school day without authorization from the Principal's Office is subject to detention or suspension. Students are not allowed to drive on the fire/emergency access road that circles the school building without authorization from the Principal's Office.

Parking Lot Access: Please use the designated entry (southwest end of parking lot) and the designated exit (Northwest end of the parking lot).

Students who wish to go to the parking lot during school hours (8:15 a.m. to 3:07 p.m.) are allowed for emergency reasons and will need to complete the "sign out form" and be escorted by office staff, as available. The student must sign back into the building on the "Sign out form" when they return. Failure to complete the above process will result in a thirty-minute detention assignment. Students who park in the Visitor's Parking area or designated Parent Pickup section of the parking lot without permission will be assigned 45 minutes of detention. Students are required to park within designated vehicle lines in the lot. Students who violate this requirement will be assigned 45 minutes of detention.

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
- Students are not permitted to use motor vehicles during the school day in any school district locations unless permission has been granted to the student by the school office.
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

Students are not to be parking in back of the school as this is reserved for staff parking.

Students are not allowed to park in the guest parking area in the front of the school.

The school district may conduct routine patrols of school district properties and inspections of the exteriors 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 (*Appendix 5*).

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.

RECKLESS DRIVING

The following consequences will be enforced for reckless driving, driving without consideration for the road conditions, leaving the parking lot from the entrance, or speed in excess of 15 MPH:

1. Dependent of severity and circumstance: Six days of assigned parking in the Northwest corner of the parking lot, detention or suspension.
2. Loss of parking lot privileges for 10 days. Dependent of severity and circumstance: Twelve days of assigned parking in the Northwest corner of the parking lot, detention or suspension.
3. Dependent of severity and circumstance: Eighteen days of assigned parking in the Northwest corner of the parking lot, detention or suspension.
4. Loss of parking lot privileges for the remainder of the school year. Student will not be allowed to park in the lot.

Note: The above consequences are not necessarily consecutive.

PBIS

The staff has implemented PBIS (Positive Behavioral Intervention Supports) into the daily routine for all staff and students at Long Prairie – Grey Eagle Secondary School. PBIS helps the staff to choose and organize behavioral interventions in order to enhance the academic and behavioral outcomes of students. Students will be exposed to this process at different points throughout the year to include a classroom matrix developed by each teacher for the classroom, the code of conduct that is distributed to each student to outline expectations while attending LPGE Secondary and while in class within each classroom.

PHYSICAL EDUCATION EXCUSES:

Excuses to exclude participation in physical education activities must be a signed note by the parents. If longer than two days, a doctor's statement of the student's health must be filed with the nurse and on record in the office indicating the student's limited activity.

120B.026 PHYSICAL EDUCATION; EXCLUSION FROM CLASS; RECESS

A student may be excused from a physical education class if the student submits written information signed by a physician stating that physical activity will jeopardize the student's health. A student may be excused from a physical education class if being excused meets the child's unique and individualized needs according to the child's individualized education program, federal 504 plan, or individualized health plan. A student may be excused if a parent or guardian requests an exemption on religious grounds. A student with a disability must be provided with modifications or adaptations that allow physical education class to meet their needs. Schools are strongly encouraged not to exclude students in kindergarten through grade 5 from recess due to punishment or disciplinary action.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America each school day morning. 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.

PROJECTS:

The school is not responsible for student projects that become damaged or lost while in storage in the school. This would include projects and/or personal equipment left in lockers, in shop, home economics, art, science, auto mechanics, agriculture, business department or in any other subject area for which instruction is provided. Students must take the responsibility for any projects left in the school to assure safety from damage or theft.

SCHEDULE CHANGES

The following dates pertain to students making schedule changes for the upcoming school year.

Last day to make schedule changes:

For 1st Semester- June 1st

For 2nd Semester- October 1st

SCHOOL ACTIVITIES

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

Students who participate in school-sponsored activities are expected to represent responsibly 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. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Long Prairie – Grey Eagle School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as 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 Ms. Kelsey Paurus- Athletic Director or refer to the following Eligibility Requirements.

SCHOOL CLOSING PROCEDURES

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over the radio- KEYL 99.7 FM, on the internet at <https://www.lpge.org>, as well as emergency phone notification along with school website, email and social media platform Facebook.

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 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. If a search yields contraband, school officials will seize the item(s) and, when 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

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers 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. 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.

The school is not responsible for personal property damaged or lost in school. Money and/or valuables should not be left in lockers. For safe keeping money should be placed in an envelope, properly marked and left in the high school office.

Foods and beverages in lockers, other than lunch bags, will be confiscated. Detention may be assigned.

DESKS

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks 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 exteriors 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, including the glove and trunk compartments, in a school district location 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 loss 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 a school official's request.

STUDENT PRINTING

Students needing to print from their Chromebook, send them to the media computer lab to log in and print from those computers. Students do not have the capability make color prints. Media center staff are not responsible for printing student work.

STUDENT PUBLICATIONS AND MATERIALS

The school district's policy 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.

SCHOOL SPONSORED MEDIA

~~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.~~ The school district may exercise editorial control over the style and content of student expression in school-sponsored **media, as defined in Policy 512, publications** and activities. **Student media advisers Faculty advisers** shall supervise student writers to ensure compliance with the law and school district policies. Students producing **school-sponsored media official school publications** and participating in school activities will be under the supervision of a student media faculty advisor and the school principal. ~~"Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum.~~ Expression in **school-sponsored media an official school publication** or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is defamatory;
- Is profane, harassing, threatening, or intimidating;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or state law;
- Causes a material and substantial disruption of school activities;
- 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;
- ~~Is libelous or slanderous;~~
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication 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 Official school publications 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. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" (*Appendix 3*). A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained from the school website under school board policies. The website address is <https://www.lpge.org>

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" (*Appendix 4*). A complete copy of the school district's "Student Surveys" policy may be obtained from the school website under school board policies. The website address is <https://www.lpge.org>

TELEPHONE CALLS:

Telephone calls are only to be made before school, during breakfast and noon hour or after school, unless there is an emergency. The office phone may be used for phone calls. If a student needs to make a long-distance call, they can use their cell phone in the office only with advanced permission from the office staff. Students will not be called from class to answer an incoming call except in extreme emergency.

TESTING INFORMATION

Parents who wish to opt out of statewide tests must have their opt-out form into the secondary school main office by April 1st.

Opt out forms for statewide tests may be found as the last pages in the handbook. Please tear these out and bring them in, additional forms are available in the office.

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 students' 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.

VIDEO AND AUDIO RECORDING

SCHOOL BUSES

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

PLACES OTHER THAN BUSES

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

TEXTBOOKS:

Textbooks are furnished free of charge. Students are responsible for books issued. Lost books are to be paid for or arrangements made to do so before another book is issued. Fines for damaged books will be assessed.

VALEDICTORIAN AND SALUTATORIAN RECOGNITION

Graduating seniors qualify for the honor of graduation first in the class (Valedictorian) or second in the class (Salutarian) based on GPA earned in grades 9-12. The practice used to determine the highest-grade point average is as follows: The grade point average is carried to the .001 place. If the .001 place is five or more, it is rounded up to the next .01. If the .001 place is four or less the .01 place would remain the same. To qualify for recognition as a Valedictorian or Salutarian at LP-GE HS a student must be enrolled in the secondary program for a minimum of two years.

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 exteriors 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, including the glove and trunk compartments, in a school district location 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 loss 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 a school official's request.

WITHDRAWAL:

1. Authorization for withdrawal must be made by telephone or in person by your parent or guardian.
2. Obtain appropriate forms from the Principal's office.
3. Have the forms filled out by teachers, return all school books and library books, and make sure all fines are paid.
4. Take the completed form to the Principal's Office for final clearance.

YEARBOOK

Each year a school is produced and available for sale. The administration retains the right to determine how it is produced and the content that is contained within the pages of the yearbook.

PART II — ACADEMICS

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students 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 these programs should contact the Dean of Students, Mr. Jonathan Young at 320-732-2194.

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.

PLAGIARISM

It is the expectation for all students at LPGE High School that they present work as their own. Credit for student work is granted under the premise that the student has completed the task in its entirety and is taking credit for their original ideas and effort. Anything less than that is

considered to be academically dishonest. Examples of academic dishonesty on the part of a student may include, but is not limited to:

- Submitting another student's work as one's own work
- Giving or obtaining test questions or answers from a member of an earlier class
- Copying from another student's test or computer file
- Plagiarizing (presenting as one's own material copied without adequate documentation from a published source)
- Cutting and pasting another person's actual words without adequate source documentation

Based on frequency and severity of the offense, consequences for academic dishonesty may include one or more of the following:

- Detention
 - Loss of credit
 - Grade reduction to 0
 - Suspension from classes
 - Suspension from school

CLASS RANK / ACADEMIC STANDING

Class standing and credit is determined by the number of courses satisfactorily completed and not by the length of time the student has been in school. At the beginning of the school year, students must have earned the following number of credits for grade classification: Sophomore 10 credits; Junior 20 credits; Senior 30 credits. Forty-six credits are required for graduation. The list of course requirements are included in the registration manual. One study hall is allowed per semester.

the fact that a student is recognized for his/her academic standing or receipt of an award (i.e., honor roll) is public information.

CREDIT RECOVERY

Credit Recovery gives students in grades 7-12 the opportunity to recover failed credits while accessing online curriculum.

Students interested in recovering credits they have failed to master in the traditional classroom, sign up for classes offered throughout the year using Edmentum, an online resource tool that allows students to work independent of school yet in tandem with state aligned curriculum that helps guide their 7-12 path.

1. Allows students to maintain status and graduate with their class
2. Courses offered are for recovery only, not for original credit

~~Students who have failed a class during the school year should work with their counselor to register for Credit Recovery to make up a required credit.~~

Students in grades 9-12 will have the opportunity to earn a "Pass" grade and credit from a previously failed class.

Students will complete all assignments, and need a grade of 70% or higher to complete the credit.

Students will be required to take final tests in person, either before school or after school - in the Student Success Center (proctor/staff to be determined): before school 7:30a-8:15a and after school 3:15p-4:00p

EARLY GRADUATION

Students may be considered for early graduation after meeting the conditions provided in school district policy 613.

ELIGIBILITY (School Board Policy 510):

In order to represent the Long Prairie-Grey Eagle School as a participant in any contest, meet, or public performance as it relates to athletics or fine arts, the following rules set forth by the Long Prairie-Grey Eagle School Board.

Students who are living within the LPGE School District but going to an alternative schooling, such as, but not limited to: Home School, Online School, or ALC, are held to the same academic standards as our enrolled LPGE students. It is the parent's responsibility to provide the school an update on their Academic Progress every Midterm and Quarter, which is based upon the LPGE School Calendar. Failure to do so could jeopardize the student's eligibility.

LPGE 7-12 ELIGIBILITY POLICY

Students can lose eligibility during the following dates throughout the school year:

- A. Midterm 1
- B. Quarter 1
- C. Midterm 2
- D. Quarter 2
- E. Midterm 3
- F. Quarter 3
- G. Midterm 4
- H. Quarter 4

A preliminary report informing you that you are in jeopardy of losing eligibility will be communicated to parents / guardians 2 weeks before grades being pulled for eligibility.

Eligibility will be determined by **semester grades** at every grading period.

An eligibility report will be generated the following day after grades are posted and discipline will go into effect the following day.

For example: Grades post for Midterm 1 on October 5th, a report would be generated on October 6th, and any necessary disciplinary action would begin on October 7th.

Athletic Activities:

On the first 'F', students will lose eligibility- 1 or 2 events based on the activity:

Basketball- 2

Hockey- 2

Softball- 2

Baseball- 2

All other activities will be 1 event

Fine Arts and Extra-Curricular Activities:

On the first 'F', students will lose eligibility for 1 event.

No additional work will be excepted past the grading period date.

FAILURE IS NOT AN OPTION

Quarter Grades:

Grade 7 & 8 students failing a core class in a 9-week grading period (quarter) will be given the opportunity to attend credit recovery after school until the failing grade is changed to passing (60%).

If the student chooses not to attend credit recovery, they may have to repeat the class the following school year if they do not earn a passing grade for the semester (see below).

Work to be made up shall be at the discretion of the teacher responsible for the grade.

The teacher of that class will contact parents twice during the following quarter to update parents on progress and inform parents of the student's current quarter grade and projected semester grade. Other meetings may need to be scheduled on a case by case basis.

Semester Grades:

Students failing a core class for the semester shall be registered for that class in the fall of the succeeding school year. Students may obtain one semester/one credit for a failed course, if they participate in and successfully complete a Credit Recovery program for that course during summer Credit Recovery.

Students will be awarded 1 credit for each semester achieved in five core subjects. Credits required of grade 7/8 students are:

Mathematics ————— 2 per year — 4 total

Science ————— 2 per year — 4 total

Social Studies ————— 2 per year — 4 total

Language Arts ————— 2 per year — 4 total

————— 16 Core Semester Hours

Students who fail a semester class:

1. All Students must complete their credits
2. The teacher, counselor and principal will have a formal meeting with the parent informing them of the situation and opportunity for the student moving forward
3. The student will be placed with a credit recovery class
 - a. Beginning with an online class with placement / option of summer school
4. Beginning in the 9th grade, if the class had not been completed with a passing grade, the student would lose a study hall in order to facilitate a time for the student to work on the online class.

(Replaced by 7th / 8th Grade Class Retention 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 Secondary School Principal - Mr. Bart Rud at 320-732-2194.

FIELD TRIPS

All rules of student conduct and student discipline apply to field trips.

Field trips may be offered to supplement student learning in which students voluntarily participate 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.

Non-Academic Field Trips or Activities (Includes Snow Days and Homecoming)

- 1. As these events are a privilege and not a requirement for academic acceleration or graduation, students who wish to participate must meet the following requirements:**
 - a. Not failing any classes for the semester (Not on the F-List)**
 - b. Attendance- Students may not have more than 3 un-excused absences**
 - c. Discipline- Students cannot have more than two discipline notices (In-School Suspension or Out of School Suspension) for the semester**
- 2. This will be enforced per administrative discretion.**

4 FOR 2 PROGRAM:

Requirements for participation for 4 for 2 Program: Entering your Junior Year, Cumulative GPA-3.00, Accuplacer Exam.

GRADES

Students' grades will be reported quarterly during the year. Report cards will be reported quarterly, but immediate information regarding student's progress and report for their current standing in their classes may be utilized via or online platform Skyward.

No additional work will be excepted past the grading period date.

GRADUATION REQUIREMENTS

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Long Prairie – Grey Eagle School District. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Students will have the first opportunity to take a test in basic requirements in 9th grade. Parents may opt out of the statewide assessments for their student(s) by completing the form in *Appendix 12* and returning it to the school district office.

COURSE CREDITS REQUIRED

To receive a diploma, students must successfully complete at least 46 credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation

Subject Area	Credits	Explanation
Language Arts	8	Must be sufficient to satisfy all academic standards
Mathematics	6	Must be sufficient to satisfy all of the academic standards in mathematics
Science	6	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	7	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	2	Must be sufficient to satisfy all of the academic standards in the arts.
Physical Education	2	Must be sufficient to satisfy all of the academic standards in Physical Education.
Health	1	Must be sufficient to satisfy all of the academic standards in the Health.
Electives	14	Must be sufficient to satisfy all of the academic standards in each elective.

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.

LP/GE requirements for graduation include 8 semester credits in English, 7 credits in Social Studies, 6 credits in Mathematics, 6 credits in Science, 2 credits in Physical Education, 1 credit in Health, 2 credits in Art Visual arts, music or media arts, and 14 credits in elective courses. All coursework must be earned at the high school level. Algebra I won't be considered a high school level course beginning with the 2011-12 school year. Required and elective credits must total at least 46.

The registration manual published each year lists the courses offered and should be carefully used in developing a schedule.

To be eligible to participate in commencement and senior graduation picture, students must have attended school twelve years and have earned 38 credits by May 1st of their senior year. Diplomas will be awarded for all graduates through June 30 of that year. Students achieving the requirements for graduation after June 30 will receive a diploma with the succeeding class in the spring of the following year.

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, Mr. Young.

GRADUATION CEREMONY

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

HOMEWORK

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. It is expected that the student completes their work in a timely. Although some teachers may accept late work, the teacher is under no requirement to accept late work and is not required to provide any grading on late work. Each teacher has their own individual policy on late work for each of their classes and this information can be found in their syllabus.

HONOR ROLL:

Honor Rolls are posted 5 days after the end of each quarter. To qualify for the A/A- Honor Roll, a student must have a G.P.A. of at least 3.67. To qualify for the B+/B Honor Roll, a student must have a G.P.A. of at least 3.0. Students who have any grades lower than C- will not qualify for the Honor Roll. Grade Point equivalents are as follows:

A+/A =	4.00	B- =	2.67	D+ =	1.33
A- =	3.67	C+ =	2.33	D =	1.00
B+ =	3.33	C =	2.00	D- =	.67
B =	3.00	C- =	1.67		

HONOR STUDENTS:

To qualify to become an Honor Student you must have a Cumulative Grade Point Average of 3.50 for grades 9, 10, 11 and 1st semester of 12th grade. A list will be posted during the beginning of 2nd semester and students will be asked fill out an information sheet that will be used for the local paper. Honor Students will receive a Gold Tassel at the Awards Program to be worn at graduation.

INCOMPLETES:

Incompletes are no longer issued by instructors. Students will be graded based on work completed. Assignments not turned in have a value of "0". Teachers will have a policy regarding late work.

MINNESOTA HONOR SOCIETY:

Selection to the NHS is a privilege, not a right. Students do not apply for membership; instead, they provide information to be used by the Faculty Council to support their membership. Membership is granted only to those students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character.

LP-GE HIGH SCHOOL Juniors and Seniors with a cumulative Grade Point Average of 3.00 or higher meet the criteria for scholarship.

The leadership criterion is considered highly important for membership selection. Leadership roles in both the school and the community are considered, provided that they can be verified on Student Activity Information Forms.

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual providing the service. The student who serves: volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice, and offer assistance.

Character is probably the most difficult criterion to define. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. It can also be said that the student of character:

- * Upholds principles of morality and ethics
- * Demonstrates the highest standards of honesty and reliability

Faculty evaluations are used to supplement the Student Activity Information Forms gathered from each candidate. Evaluations bring to the attention of the Faculty Council information that may not otherwise be represented on the information forms. Upon reviewing the evaluations and information forms and verifying their accuracy, the Faculty Council is required to undertake a vote on each candidate, selecting each student who receives a majority vote. Application is made in the Fall of the school year.

PARENT / TEACHER CONFERENCES

Parent and teacher conferences will be held two times each school year- the fall and spring. For more information, contact the building principal.

PARENTS 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 will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

POST-SECONDARY ENROLLMENT OPTION:

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. The Post-Secondary Enrollment Options (PSEO) Act allows students to attend full or part-time, a community or technical college, a state university, any branch of the University of MN, or any participating private college or university. The purpose of the program is to promote rigorous academic pursuits and to provide a wider variety of options to high school students.

General Up to date information about the PSEO program will be provided published on the district's website and in materials that are distributed to parents and students to all eighth, ninth, tenth, and eleventh grade 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 Dean of Students, Mr. Jonathon Young by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the Dean of Students, Mr. Jonathon Young.

Students must meet the admission requirements of the post-secondary institution they plan to attend. In some cases, post-secondary institutions have more stringent admission requirements for PSEO students than traditional students.

Students are requested to inform the high school before March 30, if considering participation in the PSEO program.

It is recommended that a conference be held with the school's guidance counselor, student and parent(s)/guardian(s); to discuss remaining graduation requirements, including credits and standards.

All grades and credits earned through the PSEO program will be part of the student's high school and college record.

Student's Responsibilities include the following:

- Make sure all required forms are completed and returned to the appropriate offices.
- Keep the high school informed of any changes in their class schedules
- Provide required documentation to the High School Curriculum Committee, if requested, concerning any courses taken, to determine placement of standards.

High school diplomas will not be issued until final grades are received from the post-secondary institution.

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 Dean of Student's, Mr. Jonathon Young.

Per change of policy for the 2024-2025 school year, a separate policy for 7th / 8th grade will be employed this year. The policy is described in the next section.

7th / 8th GRADE RETENTION POLICY

Any student who fails a semester of a core academic class (including Math, English, Science, and Social Studies) will be required to repeat the failed semester of the class in the subsequent academic year.

REPEATING A COURSE

Students may take a class a second time. They have the option of taking an audit or receiving the higher of the two grades earned. This choice shall be made prior to the start of the quarter.

REPORT CARDS:

Report cards are issued to the student following the end of a quarter. If grades are not satisfactory you should arrange a meeting with your teacher. Mid-term reports are sent to all parents. Parents are encouraged to call the school if there are questions concerning their student. The Honor Roll will be posted after report cards are issued to students.

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 (*Appendix 6*).

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ATTENDANCE POLICY (Long Prairie/Grey Eagle School Board Policy 503)

I. PURPOSE

- A. The Long Prairie-Grey Eagle School Board believes that students' regular school attendance is:
1. directly related to student's success in academic work; (b) benefits our students socially;
 2. provides opportunities for important communications between teachers and students;
 3. establishes regular habits of dependability important to the future of the student.

The purpose of our policy is to encourage regular school attendance; it is intended to be positive, not punitive.

- B. Our policy also recognizes that class attendance is a joint responsibility to be shared by our students, the parent(s) or guardian(s), teacher(s) and administrator(s). This policy will assist students in attending class. It is also a policy of this district that all students, regardless of age, are required to have all absences verified by a parent/guardian. The absence needs to be verified by a parent within three school days after his or her return or it will change to an unexcused absence.

II. GENERAL STATEMENT OF POLICY

A. STUDENT RESPONSIBILITY

The responsibility of the student is to attend each scheduled class. Classroom experiences are meaningful and essential components of the learning process. Meeting class attendance requirements helps instill concepts of self-discipline, exposes the students to group interactions with teachers and fellow students, enables the student to hear and participate in class discussions, and involves the students in educational experiences not available in other circumstances. Instructional and learning opportunities lost through absence from class may not be retrievable.

B. ATTENDANCE POLICY

1. ABSENCES- UNEXCUSED

Unexcused absences are recorded when:

- The school has not been notified of an absence, or
- An absences could have been avoided or delayed, or
- Prior arrangements and/or approval have not been made through the principal's office.

Every child, regardless of age enrolled in school, must follow the compulsory attendance law.

Students with more than eight (8) absences in a semester will be referred to the County Attorney for truancy pursuant to Minn. Stat. 120.A26. The building Principal shall consider appeals for students who exceed the (8) day limit and has the discretion to limit or vacate penalties for additional absences.

2. PROCEDURE FOR EXCUSED ABSENCES

- a. If you are absent from school, ask your mother/father/guardian to call school at 732-2194 before 10:00 a.m. to clear your absence or write a note explaining your absence. Bring the note to the attendance secretary before school on the day of your return. Failure to clear an absence within 3 school days upon the student's return will result in an unexcused absence and may result in detention or suspension. The school will inform parents of any student not in school whose absence has not been called in nor satisfactorily explained by a written notice when possible.
 - b. Students obtain makeup work from each teacher.
3. **ABSENCE NOTIFICATION**
Students and parents/guardians shall be notified when a student has accumulated three unexcused absences. When said student has accumulated five unexcused absences, a letter will be sent home. Upon receiving their 8th unexcused absence, the student will be referred to the county attorney for truancy pursuant to Minn. Stat. 120A.26.
 4. **LONG TERM ABSENTEEISM**
A homebound teacher may be provided for a student upon request from parents and approval of the principal. A doctor's note will be required to support the need for homebound instruction.
 5. **Off-CAMPUS PASSES (THE LP-GE NOON HOUR IS A CLOSED CAMPUS: PARENT APPROVED ABSENCES DO NOT APPLY.)**
Off campus passes for haircuts, tanning or shopping will not be issued during **the school day** and are considered unexcused absences. Off-campus passes will not be issued during the noon period except for an emergency situation. The principal is the final authority to decide whether an absence that occurs when a student leaves the campus during the school day is excused or unexcused.
 6. **CLASS ATTENDANCE**
Students must attend class for a minimum of 60% to receive credit for the class period.
 7. **STUDENT ILLNESS DURING THE SCHOOL DAY**
If a student becomes ill or sick during the school day, he/she must report to the nurse's office. An effort will be made to contact parents. No student will receive permission to leave the building to go home without prior parental contact.
 8. **PERFECT ATTENDANCE INCENTIVE**
Students who attend school for seven periods per day for the entire year shall earn recognition for perfect attendance.
 9. **ATHLETIC ATTENDANCE RULES**
The student must be in school seven hours the day of the contest. Only excused absences are allowed the day of a contest and still be eligible to play. Any excused absence must be taken care of with the attendance secretary prior to 3:00 pm or the team's departure to an event, whichever comes first. If the absence is not excused by these deadlines, the athlete is not eligible to leave on the bus or play in the contest that day. **Athletes are expected to attend class at 8:15 on the day following a contest. Failure to do so may result in a loss of playing time at the discretion of the Principal/Athletic Director.**

PARENT NOTES:

Notes from parents that are forged or altered will result in 1 day of ISS.

TARDINESS:

Tardiness to School or Class: Students who are late for school must report to the office to sign-in and obtain an admission slip to class. Students who are tardy a second time will be assigned a minimum 45 minutes of detention. Each tardy thereafter will result in additional detention for the remainder of the quarter. Detention assignments will be made by the teacher. Students will serve these detention assignments within five days from the date of the assignment and will report to the detention room identified in the daily announcements. Oversleeping in the morning is not an excused absence.

Teacher passes: If a student is detained by a teacher, a pass from that teacher must be presented to the next period teacher. The office does not issue tardy passes except at the beginning of the school day.

Returning to School Following an Appointment:

Students who return to school following an appointment must report to the office to sign-in and obtain an admission slip to class.

AUDITORIUM RULES:

The following rules pertain to anyone who is using or supervising students or adults in this facility:

1. No food, gum or beverages allowed anywhere, anytime in the Auditorium.
2. No one allowed in the control booth that has not been trained and approved to operate the lighting and sound equipment.
3. All areas must be left clean and all equipment put away after use.
4. Auditorium etiquette:
 - Doors to the auditorium will not be opened once a performance begins. Doors may only be opened at a planned intermission.
 - Audience must remain seated and quiet at all times and are not allowed to exit the auditorium during the performance.
 - No feet on the seats, or feet or knees on the seat backs.
 - Do not manipulate the writing boards.
 - No Phones or Entertainment Devices (Air Pods) allowed during assemblies and performances.

BULLYING PROHIBITION

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, either an individual student or a group of students are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology, including cyberbullying, malicious and sadistic conduct, and sexual exploitation, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. In the event they are asked to do so, students are required to participate in bullying investigations.

Long Prairie-Grey Eagle Public Schools

Date Adopted: 12/19/2005

**Date Revised: 07/17/2023 Policy 514
514 BULLYING PROHIBITION POLICY**

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;
2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public-school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public-school students participating in the activity.

C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

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D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels 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; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an

act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person'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, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, 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 grounds, 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 bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and

events.

G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. .

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

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

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

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

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who

are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school

district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are

necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

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

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school

district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.

C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.

G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students
and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School
District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical
or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of
Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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.

Buses are used to transport District students living a mile or more from the high school. Transportation to school is a District expense. A student who has not attended school during the day is not eligible to ride the bus. A student who rides a bus other than their scheduled one must have a note from his/her parent which has been approved by the office and the driver. Once a student arrives at school by bus, he/she must remain on campus.

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 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:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- 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.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- 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.

Consequences for school bus/bus stop misconduct will be imposed by the school district under 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 AND OTHER ELECTRONIC COMMUNICATION DEVICES

Students are prohibited from using cell phones and other electronic communication devices during the instructional day, except during breakfast and lunch. Students also are prohibited from using a cell phone or other electronic communication devices, including ear buds and Apple watches, to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. 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, parents as well as law enforcement will be contacted. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Students may use their cell phones and / or any connected devices during their breakfast or lunch in the commons.

Students will not be allowed to utilize a cellphone or any communication device, including ear buds, Apple Watch or any other communication device in the classroom. If a student is found using his or her cell phone or with a communication device in their ear, ear bud, Apple watch, or any other communication device, a staff member will take it from the student and deliver it to the office. The office will call the student's parent/guardian and they will need to pick it up.

If there is a second occurrence, the parent will need to pick it up and the student will be assigned detention. Students not surrendering their cell phone or communication device will be assigned ISS.

At this time, students will be allowed to utilize their cellphones during the passing time of classes, breakfast and lunches only during the school day. This policy is under review and has the possibility of being amended at any time.

Students who disable or modify a cell phone in order to restrict or impede an investigation are subject to discipline which may result in, but is not limited to, detention or suspension.

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.

Long Prairie-Grey Eagle Public School Student Device Policy, Procedures, and Information 2024-2025

The Student Device will be your device for the life of the Student Device and it is your responsibility to take care of the device.

1) RECEIVING YOUR STUDENT DEVICE AND DEVICE CHECK-IN

This section goes over the procedures and rules for receiving your Student Device

1.1 Receiving your Student Device

Student Devices will be distributed at the beginning of each school year during open house for 7th-12th grade. 3rd-6th grade devices will be kept in school unless directed otherwise.

1.2 Policy and Procedures Document

Students and Parents of 4-12th grade must return Student Pledge documents and pay any fees from previous school year by September 30th. Failure to do this will result in loss of your Chromebook and Google Account on October 1. Students and Parents of 3rd Grade and new LPGE students must sign Student Pledge documents before receiving a Chromebook and Google Account for the school year.

1.3 Check-in Fines

1.3.1 Individual school Student Devices must be returned at the end of each year. Students who withdraw for any reason or are expelled must return their individual school Student Device on the date of termination.

1.3.2 The Student Device is LPGE school property. If a student fails to return the Student Device at the end of the school year or upon termination of enrollment at LPGE, it will be considered theft and that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Student Device.

2) TAKING CARE OF YOUR STUDENT DEVICE

Students are responsible for the general care of the Student Device they have been issued by the

school. Student Devices that are broken or fail to work properly must be taken to the Elementary or Secondary School Media Center for an evaluation of the equipment.

2.1 General Precautions

2.1.1 The District will provide one charger; if the charger is damaged or lost, the student will be responsible for replacement. **Students must buy chargers from the school at cost.**

2.1.2 Student Devices must remain free of any writing, drawing, stickers, or labels that are not the property of LPGE.

2.1.3 Student Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.1.4 Students are responsible for keeping their Student Device battery charged for school each day.

2.2 Student Device

2.2.1 The Student Devices can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Never close the Student Device with anything sitting on the keyboard as this may damage the screen, even papers.

2.2.2 Do not put unnecessary pressure on the top of the Student Device.

2.2.3 Do not place anything near the Student Device that could put pressure on the screen.

2.2.4 Keep your Student Device clean by using a soft damp cloth.

2.2.5 Always carry your Student Device with the lid closed.

2.2.6 Keep food and drink away from your Student Device.

2.2.7 Never leave your Student Device in the cold as it could break the screen.

3) USING YOUR Student Device AT SCHOOL

Student Devices are intended for use at school each day. Students should bring their Student Device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Student Devices Left at Home

If students leave their Student Device at home, they are responsible for getting the course work completed as if their Student Device were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their Student Device at home, the student will be subject to appropriate disciplinary action.

3.2 Charging Your Student Device's Battery

Student Devices should be charged to full capacity each day before they are brought to school. Chargers should be left at home.

3.4 Home Internet Access

Students are allowed to set up additional wireless networks on their Student Devices. This will be necessary to use web-based services outside of the school setting.

3.5 Student owned Student Devices or Laptops College classes

Only students enrolled in college classes are allowed to use their own personal Student Device or laptop at school. However, it is their responsibility to acquire all required apps even if a cost is involved.

3.6 Chromebook Cases:

School issued devices will not be permitted to have the use of a personal case. Students who put a case on school-issued devices will be asked to remove them. **Cases provided by the school shall not be removed from the device.**

4) ACCEPTABLE USE

The use of the LPGE #2753 School District's technology resources are a privilege, not a right. The privilege of using the technology resources provided by LPGE #2753 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in LPGE #2753. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Students and parents are put on notice that videos of school employees and/or other students shall not be taken or uploaded to the Internet and/or social media without the express consent of everyone in the video. Prohibited sites include (but not limited to) Youtube, Twitter, Facebook, Instagram, Snapchat, Vimeo, etc.

Only "apps" that are approved by the District shall be allowed on the Student Device. Any unapproved "app" shall be deemed to be a violation of the acceptable use policy of the district and therefore will subject the student to the school discipline policy. The Student Device is a tool for educational use and is not to be used as a toy.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

4.1 Parent/Guardian Responsibilities

4.1.1 Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for Student Device use outside of the school day.

4.1.2 Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network's capabilities.

4.1.3 LPGE will also be able to regulate the legally purchased content purchased through Chrome Store that can be put on the device.

4.2 School Responsibilities are to:

4.2.1 Provide Internet and email access to its students at school.

4.2.2 Provide Internet filtering at school.

4.2.3 Provide cloud data storage. (These will be treated similar to school lockers. LPGE #2753 reserves the right to review, monitor, and restrict information stored on or transmitted via LPGE owned equipment and to investigate inappropriate use of resources.)

4.2.4 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

4.3 Students responsible for:

4.3.1 Using Student Devices in a responsible and ethical manner.

4.3.2 Obeying general school rules concerning behavior and communication that applies to Student Device/computer use.

4.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.

4.3.4 Helping LPGE #2753 protect our computer system/device by contacting an administrator about any security problems they may encounter.

4.3.5 Monitoring all activity on their account.

4.3.6 Securing their Student Device after they are done working to protect their work and information.

4.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

4.4 Student Activities Strictly Prohibited:

4.4.1 Illegal installation or transmission of copyrighted materials.

4.4.2 Any action that violates existing LPGE school policy or public law.

4.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

4.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.

4.4.5 Changing Student Device settings in an effort to circumvent the filtering system.

4.4.6 Downloading inappropriate apps.

4.4.7 Spamming-Sending inappropriate emails.

4.4.8 Gaining access to other student's accounts, files, and/or data.

4.4.9 Vandalism to your Student Device or another student's Student Device. To include but not limited to removing keys, drawing on Student Device, stickers, taking apart and general abuse.

4.4.10 Students must not remove inventory markings applied by the school including Student ID tag or barcodes.

4.6 Student Discipline:

If a student violates any part of the above policy, board policy, or LPGE handbook policy, the student may be subject to the following disciplinary steps:

4.6.1 Students will check-in/check-out their Student Device from the Media Center or Elementary teacher daily. This may include restriction of the device to only work in school.

4.6.2 Loss of Student Device while still being required to complete coursework.

4.6.3 Disciplinary/Legal action as deemed appropriate.

5) PROTECTING & STORING YOUR STUDENT DEVICE

5.1 Student Device Identification:

Student Devices will be labeled in the manner specified by the school. Student Devices can be identified based on serial number and LPGE identification number.

5.2 Storing Your Student Device:

When students are not using their Student Devices, they should be stored in a secured area. If a student needs a secure place to store their Student Device, they may check it in for storage at the media center or with the elementary classroom teacher. Student Devices should not be stored in a student's vehicle at school or at home.

5.3 Student Devices Left in Unsupervised Areas:

Under no circumstance should Student Devices be left in unsupervised areas. If a Student Device is found in an unsupervised area, it will be taken to the office or media center. A student may have disciplinary consequences if their Student Device is found unattended.

6) REPAIRING OR REPLACING YOUR STUDENT DEVICE / COST OF REPAIRS

LPGE #2753 recognizes that there is a need to protect the investment by both the District and the Student/Parent. *The District shall make available an insurance plan to families for the cost of \$35 per device per year payable in advance of the student receiving the device. This plan will help cover accidental damage to the device (but not charger); while this policy is not mandatory, it is highly recommended. The plan is subject to the terms and conditions contained elsewhere in this policy, and we have set the following guidelines in place.*

6.1 Student Device Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. **Students with paid insurance will be required to pay a \$10 copay for the first claim, \$25 copay for the second claim, \$50 for each additional claim within a school year.** A claim consists of repair or replacement of one item. There may be more than one claim per incident.

Cost of Repairs **without insurance** will be as follows:

Full Student Device: \$370

Screen \$80

Keyboard \$100

Motherboard \$190

Case \$30 (Not Included with Ins.)

Charger \$15 (Not included with Ins.)

6.1.1 If school technology staff sees that a Student Device is damaged the student can not refuse repair.

6.1.2 If the Student Device is returned damaged the student will be charged appropriate repair costs when returning the device.

6.1.3 **Loss of Student Device with insurance would result in a \$85 fee.**

6.1.4 Copay or fees must be paid before the student is allowed to take their device home. The Internet will be restricted to use in school only on the chromebook until the fees are paid in full.

6.3 Personal Home or Homeowners coverage

If parents choose to not purchase the insurance plan from the school, they are encouraged to carry their own personal insurance to protect the Student Device in cases of theft, loss, or accidental damage. Parents may wish to consult with their insurance agent for details about their coverage of the Student Device. Parents who choose not to carry insurance on the device will be responsible for any and all costs of repair or replacement.

7) SCHOOL RIGHTS

7.1 Privacy Rights

The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all LPGE #2753 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all LPGE #2753 technology. LPGE #2753 may randomly check student devices on a weekly basis to inspect for damage or inappropriate use of the Student Device.

7.2 Appropriate Use

LPGE #2753 reserves the right to define inappropriate use of technology.

8) INTERNET ACCEPTABLE USE POLICY

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer systems and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

9) Web account Student Under 13 Parent consent form:

9.1 In order for Long Prairie- Grey Eagle Schools to continue to be able to provide your student with the most effective web based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Long Prairie- Grey Eagle Schools utilizes several computer software applications and web based services, operated not by Long Prairie- Grey Eagle Schools but by third parties. These include Google, Schoology, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits Long Prairie- Grey Eagle Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site advisor.

This form will constitute consent for Long Prairie- Grey Eagle Schools to provide personal identifying information for your child consisting of first name, email address and username to the following web operators: Google, Schoology, and to the operators of any additional web based educational programs and services which Long Prairie- Grey Eagle Schools may add during the upcoming academic year.

Please be advised that without the receipt of this signed form, your son or daughter will not be allowed to have access to the school's devices or internet, thus preventing them from doing a significant amount of their school work. This will require the student to have access to the internet and a device outside of the school day in which to complete these requirements. This will also cause your son or daughter to take a zero on some electronic based assignments or assessments that need to be completed on the internet during the school day. The only exception

to this is when students need to take the MCAs, which is a computer based state assessment.

Paying online is available on the LPGE website store. By making the payment you are agreeing to the Student Device Policy and the Student Under 13 Consent Form.

Parents may choose to fill out an Application for Educational Benefits to receive a coupon to wave the entire cost insurance. Currently \$35/year

LPGE Student Pledge for Student Device Use

1. I will take good care of my Student Device and never leave it unattended.
2. I will know where my Student Device is at all times and never loan it out to others.
3. I will charge my Student Device battery daily at home (Secondary).
4. I will keep food and beverages away from my Student Device since they may cause damage to the device.
5. I will not disassemble any part of my Student Device or attempt any repairs.
6. I will use my Student Device in ways that are appropriate, meet LPGE expectations, and are educational in nature.
7. I will not place decorations (such as stickers, markers, etc.) on the Student Device. I will not deface the serial number on my Student Device.
8. I understand that my Student Device and its contents are subject to inspection at any time without notice and remains the property of LPGE #2753.
9. I will follow the policies outlined in the Handbook while at school, as well as outside the school day.
10. I will report theft, vandalism, or accidental damage to the media center.
11. I will be responsible for all damage to or loss of the Student Device.
12. I agree to return the Student Device in good working condition.
13. I will not take or utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the Student Device Policy, Procedures, and Information.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

By signing this I agree to the 'Under 13 Parent Consent Form' as listed in the Student Device Policy. (9.1)

Please choose ONE of the following options:

Parent/Guardian Initial: _____ I have filled out the "Application for Educational Benefits form" This will cover 1 year of the District Insurance Policy to cover part of the cost of repair of the Student Device as outlined in this policy. (Does not include chargers or cases) I will be subject to a deductible as outlined in section 6.1 of this policy.

Parent/Guardian Initial: _____ I agree to pay \$35 for the School District Insurance Policy to cover part of the cost of repair of the Student Device as outlined in this policy. (Does not include chargers or cases) I will be subject to a deductible as outlined in section 6.1 of this policy.

Parent/Guardian Initial: _____ I decline the School District Insurance Policy. I will take full responsibility for full cost of loss/repairs of my students Student Device

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Paid _____ cash _____ check
Date _____ Initials _____

CYBERBULLYING

The use of cellphones or any communication devices to intimidate, threaten, harass or engage in abusive or harming conduct that is objectively offensive through social media platforms is not allowed and considered a violation of school policy.

The development and application of social media pages constructed without the express approval of LPGE School District and the use of student pictures on said social media account is forbidden and considered a violation of school policy.

Both of these violations will subject students to school discipline to be determined by administration as well as the information being turned over to law enforcement.

DETENTION

TIME: 3:15 pm-4:00 pm Tuesday and Thursday, excluding days before holidays

7:30 am – 8:10 am: Will need to be arranged with Mrs. Fearing

SUPERVISION: High School staff

LOCATION: With a classroom teacher in their room or Choices Room- teacher's decision, based on the Detention Calendar found in the office

CONDITIONS:

1. Students must be in detention by 3:15 pm with study materials. Students not in the detention by 3:15 pm won't be allowed to serve detention on that day.
2. A student who behaves inappropriately during detention will be asked to leave detention and the detention time will be doubled.
3. Students who are absent from school on the day that a detention assignment is due are expected to complete the assigned time when they return to school.
4. Detention time will be spent in quiet study - no talking or visiting, no wandering around the room, no lavatory or water fountain breaks, no eating, no sleeping, and no cell phones. Any violation will require the detention to be re-done.
5. Students must provide for transportation home.
6. Students who wish to make up detention in the morning must complete a minimum of 25 minutes.
7. After 10 school days and at the discretion of the Principal, incomplete detention time will result in students declared ineligible for field trips, dances, classroom trips, organizational events, games etc. until the detention is completed.
8. Those students not completing their detention within 15 days will receive suspension.

DISCIPLINE PLAN:

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 “Student Discipline” policy (*Appendix 5*).

A student may be subjected to disciplinary action when the student does not follow teacher, school or Board of Education rules and regulations. Students are subject to the rules and regulations cited in the discipline code while appearing at or attending any school-sponsored activity when that activity is not taking place during normal school hours or on school premises (e.g., athletic contests, field trips, co-curricular activities, student events, etc.) Students are also subject to the rules and regulations included in this Parent/Student Handbook and those identified by individual classroom teachers in their General Classroom Guidelines.

Students of Long Prairie – Grey Eagle High School are given every opportunity to make positive behavioral choices and decisions. Further, they are also held accountable for their actions (commensurate with their age and other factors).

The goal of the Long Prairie-Grey Eagle High School Discipline Plan is to establish a systematic plan for both in class and out of class behavior.

The following criteria are the basis for implementing a high school discipline plan.

1. No student will stop a teacher from teaching for any reason.
2. No student will stop another student from learning for any reason.
3. No student will engage in behavior that is not in his/her best interest or the best interest of others for any reason.

With these terms in mind the following has been developed by the staff and administration:

- I. Behavior rules for school building, school ground, classrooms.
 - A. No shoving, hitting, kicking, running
 - B. No loud or profane language
 - C. Respect and courtesy shown to all school employees
 - D. No loitering in hallways
 - E. No physical contact between individuals is allowed. Students must limit physical contact to holding hands.
 - F. During class time, students in the hallways must have a pass in their possession
 - G. Engaging in any behavior which constitutes “hazing” is a violation of this school discipline policy and may subject the student to discipline including suspension and expulsion. Hazing means doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a student organization. “Hazing” is a violation of school policy regardless of time or place it occurs. (School Board Policy 526)
 - H. Engaging in any behavior which constitutes use or possession of drug paraphernalia is a violation of school discipline policy and will subject the student to discipline including suspension or expulsion and referral to law enforcement agencies.
 - I. Throwing Items - Throwing any items in the hallways can cause serious injury to other students. Students who engage in this behavior will receive a detention assignment.
 - J. Water Devices - The use of devices that dispense water are prohibited and will result in suspension. Examples are: squirt guns, water balloons, etc.
 - K. Sunflower Seeds - Sunflower seeds are not allowed in the secondary building.
 - L. Laser Pointers - Laser pointers are not allowed on school property. Laser pointers brought onto the school grounds will be confiscated.
 - M. Cell Phones and Ear Buds- Use of cell phones or communication devices such as ear buds, are not allowed in the classroom during the school day. Students may have the device on their persons, but their use is not allowed. Please refer to the policy on cellphones above.

- ii. Discipline consequences for breaking rules may include conference with student and/or parent, assigned to another class, assigned to a study hall in place of a class, detention, or suspension [The length of any suspension In School or Out of School is dependent of the severity of the violation].

Acts of GROSS DISOBEDIENCE or MISCONDUCT of students while under the schools' jurisdiction shall be the basis for suspension, expulsion, or other disciplinary action. Examples include: Gambling, destruction of hall signs, theft, immorality, refusal to comply with staff requests, the use of tobacco, narcotics and intoxicating liquors on the school grounds, or elsewhere, in violation of the State Law shall not be tolerated and is considered wrong and harmful. Use of profanity will not be tolerated. Illegal possession of high school keys and hall passes will be considered a serious violation. Possession and/or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and at school sponsored activities and may result in suspension or expulsion.

SUSPENSION/EXCLUSION/EXPULSION

(The Complete Policy Is Included in Section 506 of The School Board Policy Book):

A pupil may be dismissed on school board regulation.

1. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. Willful conduct which materially and substantially disrupts the rights of others to an education;
3. Willful conduct which endangers the pupil or other pupils, or the property of the school. Example: Fighting: Students who engage in a physical altercation will be suspended either from the classroom or from the building for 3 to 15 days.
4. If a student is serving OSS, they are not eligible to play in a contest during the OSS period. The athlete cannot attend any event, home or away.

Long Prairie – Grey Eagle School district will use non-exclusionary disciplinary policies and practices as appropriate before dismissal proceedings except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Other Disciplinary Options

Lunch detention: Detention may be assigned during lunch period.

After-school Detention: This detention will be served from 3:15 p.m. until 4:00 p.m. in the room assigned for detentions. Students will not be admitted to the detention room after 3:15 p.m. After-school detentions will be supervised by a school staff member serving as a monitor. If the student does not attend an assigned detention, the detention will be re-scheduled and an additional detention will be added.

General Note about Detentions- If a student is disruptive or uncooperative in detention, the appropriate consequences will be enforced and the detention may be rescheduled.

In-School Suspensions- ISS begins at the start of the school day and ends after the final period of the day. A student assigned to ISS will report to the designated area at the start of the day's first period. Students should bring appropriate schoolwork (homework, school projects, school reading, etc.) with them. Students will receive appropriate instruction and the entire day must be

spent on school-related work. Lunch will be eaten during a designated time. Per activity expectations, students involved in extra-curricular activities will not be able to participate on a day that ISS is served.

Discipline Complaint Procedure

Students, parents and other guardians and school staff may file a complaint and seek corrective action when requirement of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies are not being implemented appropriately or are being discriminately applied. See Discipline Policy 506.

DRESS AND APPEARANCE

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

- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

DRESS CODE POLICY (K-12)

The dress of a student reflects the quality of the school, of their conduct and their schoolwork. All students at LPGE Schools are expected to dress and groom themselves neatly in clothes that are appropriate for the school/work environment. Therefore, grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement, or that expose students to accidents must be avoided.

Students are encouraged 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).
- Students need to come to school dressed for the weather. During the winter, this includes boots, jackets, snow pants, hats and mittens for students who have recess.

Clothing choices that are considered inappropriate for school setting and not allowed include but are not limited to:

- Apparel promoting products or activities that are illegal for use by minors.
- Clothing bearing a message that is lewd, vulgar, or obscene.
 - Clothing or accessories with profanity or suggestive, vulgar, or offensive sayings or pictures that promote alcohol, drugs, tobacco, nudity, violence, gang-related symbolism, or sexual, racial, **political** or religious harassment.
- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing that displays cleavage, exposes navel/midriff, spaghetti strap tank tops, backless garments, and no exposed undergarments. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.

- Skirts and shorts must be hand length which is the point where the fingertips reach, when hands and arms are at your sides.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Gang affiliated signs, symbols, jewelry, tattoos, or clothing that represent acknowledged gangs or gang activity. This also includes simulations of anything representing "colors."
- No headgear or head coverings of any kind (hats, bandanas, hoods, etc.) is not to be worn in the building during the school day from 8:15 to 3:10, except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).
 - No coats, pajamas or blankets.
 - No trench coats or heavy chains
 - No backpacks in classrooms- per administrative discretion due to medical needs and necessity
 - Any apparel or footwear that would damage school property.

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 or will be sent home for the day. A parent or guardian will be notified.

If in doubt, don't wear it!

Note: This policy may be amended without notice to prohibit any attire that is deemed disruptive to the learning environment.

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. 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 that 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 free from harassment and 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. 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. Long Prairie-Grey Eagle School Board Policy Prohibiting Harassment and Violence (School Board Policy 413)

Adopted: December 16, 2004 MSBA/MASA Model Policy 413

Orig. 1995

Revised: May 16, 2016 Rev. 2015

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is 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, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

A. The policy of the school district is 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, 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.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another;
- or

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

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

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

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

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

- a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
- b. has a record of such an impairment; or
- c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor's legal guardian; or
- b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

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

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

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

6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

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

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

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to,

race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

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

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

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

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

F. Upon receipt of a report, the building report taker must notify the school district

human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

G. In the District. The school board hereby designates Paul Weinzierl, Secondary School Principal as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹

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

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

J. Use of formal reporting forms is not mandatory.

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

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

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

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

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

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

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

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

V. INVESTIGATION

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

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

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

D. In addition, the school district may take immediate steps, at its discretion, to 413-8 protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

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

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

VI. SCHOOL DISTRICT ACTION

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

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

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

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

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

X. DISSEMINATION OF POLICY AND TRAINING

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

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

C. This policy shall appear in the student handbook.

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

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such

programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

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

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. Please see the school district's "Hazing Prohibition" policy (*Appendix 9*).

Adopted: Replaces J19 Policy 526
Revised: January 26, 2015
526 HAZING PROHIBITION

[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minn. Stat. § 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minn. Stat. § 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

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

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

A. "Hazing" means 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 school-related purpose. The term hazing includes, but is not limited to:

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

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

C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, 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 grounds, 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 hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

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

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

F. "Student organization" means a group, club, or organization having students as its

primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

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

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

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

V. SCHOOL DISTRICT ACTION

A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

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

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

[Note: Proper reference should be made to the appropriate handbooks in each school district.]

A. This policy shall appear in each school's student handbook and in each school's

building and staff handbooks.

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

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

INTERNET ACCEPTABLE USE

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy is available at the front desk in the secondary school office.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any

contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form yearly.

INTERNET POLICY (School Board Policy 524):

A copy of the form which must be completed to gain access to the Internet may be obtained in the Media Center.

PHOTOGRAPHY

The unauthorized photographing or filming of anyone without their consent will result in disciplinary action.

RULES FOR IN-SCHOOL SUSPENSION

Suspension is in the Student Support Center or another school location as determined by the office:

1. Students must report to the office by 8:15 a.m. daily until suspension is completed.
2. Should a student be absent from school the day assigned for suspension, suspension is to be made up the following day.
3. Students will work on school subjects and other assigned work throughout the day.
4. Students will not talk or make distracting noises.
5. Students will not deface furniture or walls.
6. Students will be given lavatory breaks approximately 9:45 a.m. and 1:30 p.m.
7. Students will be provided with breakfast and/or lunch, as needed.
8. No electronic devices of any kind.
9. Students must keep their heads up at all times. Sleeping is not allowed.
10. Students are to bring all books, materials and supplies that are needed for the day. Students will not be allowed to go to lockers to secure these items.
11. Students will not be allowed to bring coats to the Choices Room.
12. Students violating the above rules will be given one warning. Failure to comply will result in removal from ISS. Students who are removed from ISS will be sent home for the remainder of the day. The absence will be classified as unexcused. A student who is removed from ISS will repeat the ISS day when he/she returns to school the following day.
13. In-school suspended students may not participate in school activities for the duration of a suspension assignment. They may travel and sit with the team, but not in uniform.

Students must relinquish their cellphones, air pods and other electronic devices to district personnel to be placed in a secure location till the completion of the in-school suspension for that day. Failure to follow this rule will have the student's parent / guardian immediately contacted and the student placed in out-of-school suspension.

Student Activity Participation Rule

Any student with more than one suspension during the semester will be excluded from participating in school activities for that semester. Some examples of this would be Homecoming, Snow Days and gym activities for the secondary building. Exceptions to this would be for academic and sports activities.

STUDENT SUPPORT CENTER

This room is designed for students who have, through their actions in the classroom or school campus, made the choice to be placed in the Alternative Learning Classroom. Upon entering the Alternative Learning Classroom, there are rules that must be followed:

1. Students may be placed in the room by the office for the class period or an extended time as determined by the office.
2. The priority of the work done in the Alternative Learning Classroom will be that of the current class period for that student.
3. Students will turn over cellphones, air pods and any other entertainment device and place them in containers to be stored by the teacher in the front of the room. Those items not turned over will be confiscated by the teacher and turned over to the office for parent pick up.
4. Failure to comply with the rules in the choices room will result in suspension.

TOBACCO-FREE SCHOOLS; POSSESSION AND USE OF TOBACCO, TOBACCO – RELATED DEVICES AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

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 carrying or using activated electronic delivery devices 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 devices, or electronic delivery devices 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; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *Appendix 10*. Contact the Dean of Students- Mr. Young or Building Principal- Mr. Rud, if you have questions or wish to report violations.

TOBACCO-ALCOHOL-UNAUTHORIZED DRUGS (School Board Policy 419):

1. Students apprehended for smoking or using tobacco or possessing a tobacco product on school grounds or on property during a school-sponsored activity will be suspended.
 - a. A violation occurs when any student of the school district smokes or uses tobacco, tobacco-related devices, or electronic cigarettes on public school property. This prohibition includes all school district property and all off-campus events sponsored by the school district.
 - b. A violation of this policy occurs when any middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school.
 - c. "Electronic cigarette" means any oral device that provides a vapor of liquid and the use or inhalation of which simulates smoking. The term shall include any devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, Hookahs or under another product name or descriptor.
 - d. "Smoking" includes the inhaling and exhaling of vapor from any electronic delivery device.
 - e. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor.

2. Any student possession, consuming, or under the influence of alcohol or unauthorized drugs on school property or on property within sight of the school or during a school-sponsored activity will be suspended for three school days. Students will be reported to the Long Prairie Police Department. A second offense will result in the student being referred to the Disciplinary Committee for expulsion proceedings.
3. All MSHSL violations will be enforced for grades 7-12 for all levels of play.

LPGE Secondary School Procedures Drugs or Alcohol Use and Abuse by Students

It is the policy of LPGE to maintain a safe and healthy environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

Once the secondary school office is notified of suspicion that a student may be using or under the influence of drugs/alcohol, the following procedures will be followed. These procedures will be amended as needed, as state and federal laws change and as the district needs to make adjustments to these procedures.

1. When a student is suspected of using or being under the influence of alcohol or drugs, the person having the suspicion shall notify the principal or designee. Notification must include reasons for suspicion (observations based on first-hand knowledge, specific signs of drug use, unusual behavior, past behavior, tips from other students, etc.).
2. Upon reasonable suspicion of use, the student will be brought to the school nurse for an overall checkup from the nurse to include:
 - a. School nurse will run a drug screening diagnostic (observation based only).
 - b. School nurse will determine whether an ambulance needs to be dispatched to the school to pick up the student.
 - c. School nurse will document results and forward them onto administration.
3. If appropriate, the building principal or designee will meet with the student. If there is reasonable suspicion (observations based on first-hand knowledge, specific signs of drug use, unusual behavior, past behavior, tips from other students, etc.) that the search will uncover violation of a law and/or school policy or rule, a search of persons may be conducted by the school principal or designee.
 - a. Any search must comply with district policy on interrogations and searches. Any search will be reasonable in scope and intrusiveness. A search may include the student's lockers as well as vehicles depending upon the totality of the circumstances and reasonable suspicion.
 - b. **REMEMBER:** The more intrusive the search, the higher the justification is required for a search. The totality of the circumstances for "reasonableness" of a search = the nature of the intrusion; severity of suspected violation; age of the student; sex of student and person conducting the search; time, location, and duration of the search; and particularized suspicion justifying the search.

- c. The building principal or designee may contact appropriate law enforcement officials in instances of possession of controlled substances by a student.
4. Upon reasonable suspicion of use, parents will be contacted. All numbers should be exhausted.
 - a. Time will be limited to a 30-minute window for observation of the student and phone calls to parents/guardians.
 - b. Parents/guardians will be directed to the nurse's office with the recommendation of taking their student to Centracare for drug testing.
 - c. If the school is unable to contact and bring in the parents/guardians within the 30-minute window, law enforcement may be contacted for additional assistance in searching for parents/guardians.
 - d. Students will not be placed back into classes while there continues to be reasonable suspicion that they are under the influence.
 - e. The school will reserve the right to contact 911 to have an ambulance dispatched to the school at any time through this process.
 - f. Parents/guardians will be requested to attend a conference at school. The conference may include sharing information collected, explaining consequences of involvement with drugs/alcohol, developing a plan, and offering information and resources related to substance abuse.
 5. A phone log will follow in order to document calling information to parents.

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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chuks; 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. 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. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. 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. For a copy of the "School Weapons" policy, contact Mr. Rud-Building Principal.

WEAPONS AND ASSAULT POLICY (School Board Policy 501 AND 413): Weapons (Policy 501):

1. Possession of a weapon will result in:
 - a. immediate out of school suspension up to 10 days.
 - b. confiscation of the weapon.

- c. immediate notification of police.
 - d. parent or guardian notification; and
 - e. may recommend to the superintendent of dismissal for a period of time not to exceed one year
2. Pursuant to Minnesota law a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The School Board may modify this requirement on a case-by-case basis.

"Possession" refers to having a weapon on one's person or in an area subject to one's control in a location. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school district.

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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chuks; 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.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

PART IV — HEALTH AND SAFETY

ACCIDENTS

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the building administrative office, Principal- Bart Rud in the secondary building. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

ASBESTOS MANAGEMENT PLAN

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

CRISIS MANAGEMENT

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

The “Crisis Management” policy addresses a range of potential crisis situations in the school district. The school district has developed 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. Building plans include classroom and building evacuation procedures.

FIRE DRILLS, LOCKDOWN DRILLS AND TORNADO ALERTS:

Fire Drills and Lockdown Drills are conducted regularly throughout the school term. Students are to familiarize themselves with the exit routes or procedures for each class. It is important that movement is made rapidly and orderly. Tornado alerts are conducted to ensure that all students are sheltered in the safest location within the school building.

FIRE EXTINGUISHERS AND ALARMS:

609.686 FALSE FIRE ALARMS; TAMPERING WITH OR INJURING A FIRE ALARM SYSTEM.

SUBD. 1. Misdemeanor. Whoever intentionally gives a false alarm of fire, or unlawfully tampers or interferes with any fire alarm system, fire protection device, or the station or signal box of any fire alarm system or any auxiliary fire appliance, or unlawfully breaks, injures, defaces, or removes any such system, device, box or station, or unlawfully breaks, injures, destroys, disables, renders inoperable, or disturbs any of the wires, poles, or other supports and appliances connected with or forming a part of any fire alarm system or fire protection device or any auxiliary fire appliance is guilty of a misdemeanor.

SUBD. 2. Felony. Whoever violates subdivision 1 by tampering and knows or has reason to know that the tampering creates the potential for bodily harm or the tampering results in bodily harm is guilty of a felony and may be sentenced to imprisonment for not more five years or to payment of a fine of not more than \$10,000, or both.

SUBD. 3. Tampering. For purposes of this section, tampering means to intentionally disable, alter, or change the fire alarm system, fire protective device, or the station or signal box of any fire alarm system of any auxiliary fire appliance, with knowledge that it will be disabled or rendered inoperable. Offenders will be reported to the proper authorities.

HEALTH INFORMATION

FIRST AID

The nurse’s office in each building is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the building’s administrative office. 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.

The district has installed automated external defibrillators (AEDs) in two different levels. One is located outside the office doors and the second is at the top of the stairs on the second level near the art room. Tampering with any AED is prohibited and may result in discipline.

The district also has emergency-use medications of Naloxone and Epinephrine in cabinets with an alarm mechanism. Each are located outside the school building office doors. Tampering with emergency-use medications is prohibited and will result in discipline.

COMMUNICABLE DISEASES

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school

nurse or principal so that other students who might have been exposed to the disease can be alerted.

Guidelines for Keeping Your Child Home from School

Parents often wonder whether or not they should send their child to school when they have a mild illness. If your child has any of the following, you should keep him or her at home:

- ❖ Fever above 100 ° Fahrenheit or more, student should stay home for 24 hours after their temperature returns to normal without use of fever-reducing medication.
- ❖ If your child has vomited or had diarrhea, they should stay home until 24 hours after the last episode.
- ❖ If your child has any rash that might be disease-related or you don't know the cause, check with your primary physician before sending your child to school.
- ❖ If your child has started on antibiotics for any reason, keep them at home until they've had a full 24 hours of medication.
- ❖ Purulent (pus-like) eye drainage.
- ❖ Symptoms of severe illness such as unusual fatigue, uncontrolled cough, difficulty breathing.
- ❖ If your child is ill, please call the school daily to report the illness.

*Please include all symptoms in your report.

If you have any questions about these guidelines, feel welcome to call your school nurse or contact your family physician.

School Numbers

Long Prairie-Grey Eagle Secondary Health Office 320-732-4702

Long Prairie-Grey Eagle Elementary Health Office 320-732-4633

<https://www.hennepin.us/residents/health-medical/infectious-diseases>

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

HEALTH SERVICES

The student health office is staffed by a licensed Registered Nurse / LSN, Licensed Practical Nurse or Health Assistant.

Students who become sick at school should report to the health office. In the event of an emergency, 911 will be called. The health office staff will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Parents / guardians can contact the attendance line or health office for this notification.

Vision and hearing screenings are conducted in 7th and 10th grade or by request of a teacher or parent / guardian with concerns.

ILLNESSES:

1. In the event that a student becomes ill during the day he/she should report to the nurse's office. Students who report to the nurse's office must report to class first to receive a pass from their teacher (do not come to the office between classes). When you arrive in the office, you must then sign in with your name and time and when you leave, you must sign out with the time. Failure to follow this procedure will result in a detention assignment. If it is necessary for a student to go home, the nurse or high school secretary will contact his/her parent/guardian and issue an off-campus pass to leave school. Leaving school ill without an off-campus pass is considered truancy.
2. If it becomes necessary to withdraw due to illness, an instructor will be assigned to work at home with the student. A doctor's statement indicating that it is "impossible to attend school" is necessary.
3. Students taking medication under a doctor's supervision must leave the medicine, a copy of the prescription, and a parental permission slip with the school nurse. All medication must be taken under the nurse's supervision.

IMMUNIZATIONS

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. 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. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse's office.

INJURIES:

Students injured in school are to report their injury to the nurse or high school secretary immediately. If medical attention is given to an injury incurred in school, the injured student must report to the office immediately.

Students can have a signed non-participation note from a parent for up to 3 days. After 3 days the student will either need a doctor's note or be expected to participate. If they cannot participate and do not have a doctor's excuse, parents / guardians will be contacted.

<u>DISEASE</u>	<u>SYMPTOMS</u>	<u>STUDENT SHOULD STAY HOME UNTIL.....</u>
COMMON COLD	Watery eyes, sneezing runny nose, fatigue	Ok to come to school unless child has other symptoms requiring exclusion
PINK EYE	Red itchy eyes, pus-like drainage from eyes	Until diagnosis is verified, and bacterial infections is treated for 24 hours
INFLUENZA (FLU)	Fever, muscle aches, sore throat, cough, congestion, fatigue	24 hours without fever and well enough to return to usual activities
MONO	Fever, sore throat, swollen glands, headache, fatigue	Until well enough to return to usual activities; Physician authorization for sports participation
CHICKEN POX	Fever, itchy rash with red bumps, blisters, pustules and scabs	6 days after rash began
HEAD LICE	Live crawling lice, nits (lice eggs) attached to hair shaft, itchy head and neck	Until treated with lice medication
RINGWORM	Body: flat round lesions that are clear in the center and may have a raised border; Scalp: round scaly patch with broken off hair shaft	Until 24 hours after treatment begun
IMPETIGO	Skin lesions with yellow discharge that dries, crusts and sticks to the skin	Until 24 hours after treatment begun
STREP THROAT	Fever, sore throat, headache nausea, vomiting, sometimes a fine red rash (scarlatina)	24 hours after starting antibiotics without fever for 24 hours
RSV	Fever, sore throat, cough, congestion	24 hours without fever
COVID 19	Fever, sore throat cough congestion, chills fatigue, headache, vomiting, diarrhea, new loss of taste or smell, shortness of breath	5 days from symptom onset / positive test

MEDICATIONS AT SCHOOL DURING THE SCHOOL DAY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Adminstrating Prescription Medications" form must be completed once a year 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, 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 (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Prescription medications must have a parent / guardian as well as a physician's signature on file prior to use.

Over-the-counter medications must have a parent / guardian signature in order to carry or be kept in the health office. The parent / guardian must specify which is allowed by signing the specific area for which option they choose.

OVERDOSE EMERGENCY KIT

An overdose emergency kit with Naloxone nasal injector is located next to the main office door in the commons. It is contained within an open cabinet accessible to the general public.

SUICIDE PREVETION INFORMATION

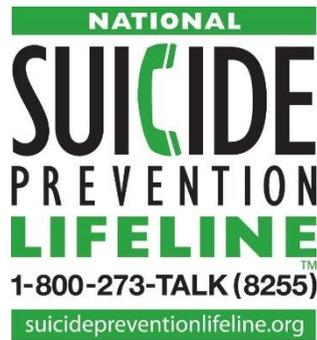
Any student having any concern related to self-harm or concern for another individual that may be contemplating self harm, please let a staff member know immediately. Also, please refer to our life skills coach Mr. Nate Hibbs with these concerns as he will have all resource contacts as well as helps in this area. Mr. Hibbs may be contacted at:

Phone: 320-732-2194 Ext. 1024

Email: nhibbs@lpge.k12.mn.us

Please note that students may always text or call the Suicide and Crisis Lifeline at 988 on any phone(988 LifeLine). They will have counselors on hand to speak with you and to help you with your situation.

Also, the school website for LPGE: <https://www.lpge.org> under the Mental Health tab has additional information available.



PESTICIDE APPLICATION NOTE

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, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the building principal.

STATE STATUTE

121A.30 PESTICIDE APPLICATION AT SCHOOLS.

Subdivision 1. Parents' Right-to-Know Act.

Subdivisions 2 to 14 may be cited as the Janet B. Johnson Parents' Right-to-Know Act of 2000.

Subd. 2. Pesticide application notification.

A school that plans to apply a pesticide which is a toxicity category I, II, or III pesticide product, as classified by the United States Environmental Protection Agency, or a restricted use pesticide, as designated under the Federal Insecticide, Fungicide, and Rodenticide Act, on school property, must provide a notice to parents and employees that it applies such pesticides. The notice required under subdivision 3 must:

- (1) provide that an estimated schedule of the pesticide applications is available for review or copying at the school offices where such pesticides are applied;
- (2) state that long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood;
- (3) inform parents that a parent may request to be notified by the school in the manner specified in subdivision 6 before any application of a pesticide listed in this subdivision.

Long Prairie- Grey Eagle Schools do not use restricted use pesticide on school grounds.

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 THE 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 administrative 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 “visitors 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, employee, or the school district. Visitors will not be allowed at school on the day before a vacation or the last two weeks of school. Students must request a visitor permission form from the office and return it to the office for the principal’s signature three days prior to the visit.

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

The student handbook may be amended, as needed, per discretion of the administration.

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

Long Prairie-Grey Eagle Expenditure Matrix Period Ending June 30, 2024

Sequence: Fd, Pro, O/S

Description		24RB		Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
		Annual Budget	Period 202414					
01	General							
	000 Administration							
	100 Salaries & Wages	637,776.00	0.00	601,283.57	94%	0.00	94%	36,492.43
	200 Employee Benefits	159,332.00	0.00	152,704.89	96%	0.00	96%	6,627.11
	300 Purchased Services	13,000.00	0.00	10,701.18	82%	0.00	82%	2,298.82
	400 Supplies & Materials	30,816.00	0.00	47,286.10	153%	2,837.99	163%	(19,308.09)
	800 Other Expenditures	7,300.00	0.00	2,814.26	39%	0.00	39%	4,485.74
	000 Administration	848,224.00	0.00	814,790.00	96%	2,837.99	96%	30,596.01
	100 District Support Services							
	100 Salaries & Wages	285,150.00	0.00	300,067.53	105%	0.00	105%	(14,917.53)
	200 Employee Benefits	78,938.00	0.00	86,407.92	109%	0.00	109%	(7,469.92)
	300 Purchased Services	68,001.00	0.00	230,298.33	339%	9,519.40	353%	(171,816.73)
	400 Supplies & Materials	35,000.00	0.00	35,361.83	101%	1,863.41	106%	(2,225.24)
	800 Other Expenditures	500.00	0.00	244.00	49%	0.00	49%	256.00
	100 District Support Services	467,589.00	0.00	652,379.61	140%	11,382.81	142%	(196,173.42)
	200 Elem & Secondary Regular Instr							
	100 Salaries & Wages	5,758,773.00	0.00	4,798,240.73	83%	0.00	83%	960,532.27
	200 Employee Benefits	1,727,117.00	0.00	1,562,918.56	90%	0.00	90%	164,198.44
	300 Purchased Services	363,232.00	0.00	268,333.04	74%	14,378.71	78%	80,520.25
	400 Supplies & Materials	485,718.00	0.00	550,014.02	113%	48,626.31	123%	(112,922.33)
	500 Capital Expenditures	93,506.00	0.00	71,840.84	77%	10,461.21	88%	11,203.95
	600	4,000.00	0.00	3,169.44	79%	0.00	79%	830.56
	800 Other Expenditures	2,500.00	0.00	0.00	0%	0.00	0%	2,500.00
	200 Elem & Secondary Regular Instr	8,434,846.00	0.00	7,254,516.63	86%	73,466.23	87%	1,106,863.14
	300 Vocational Education Instr							
	100 Salaries & Wages	218,062.00	0.00	204,904.00	94%	0.00	94%	13,158.00
	200 Employee Benefits	66,337.00	0.00	65,496.84	99%	0.00	99%	840.16
	300 Purchased Services	40,000.00	0.00	0.00	0%	0.00	0%	40,000.00
	400 Supplies & Materials	9,758.00	0.00	24,106.50	247%	15,812.60	409%	(30,161.10)
	300 Vocational Education Instr	334,157.00	0.00	294,507.34	88%	15,812.60	93%	23,837.06
	400 Special Education Instr							
	100 Salaries & Wages	1,849,541.00	0.00	1,599,100.78	86%	0.00	86%	250,440.22

Long Prairie-Grey Eagle Expenditure Matrix Period Ending June 30, 2024

Sequence: Fd, Pro, O/S

		24RB				% YTD		Remaining
Description		Annual Budget	Period 202414	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General							
	400 Special Education Instr							
	200 Employee Benefits	454,359.00	0.00	493,860.08	109%	0.00	109%	(39,501.08)
	300 Purchased Services	289,000.00	0.00	455,284.78	158%	0.00	158%	(166,284.78)
	400 Supplies & Materials	6,574.00	0.00	6,955.80	106%	289.00	110%	(670.80)
	400 Special Education Instr	2,599,474.00	0.00	2,555,201.44	98%	289.00	98%	43,983.56
	600 Instructional Support Services							
	100 Salaries & Wages	70,258.00	0.00	101,473.13	144%	0.00	144%	(31,215.13)
	200 Employee Benefits	27,207.00	0.00	22,146.05	81%	0.00	81%	5,060.95
	300 Purchased Services	130,200.00	0.00	186,364.49	143%	7,473.62	149%	(63,638.11)
	400 Supplies & Materials	9,300.00	0.00	9,778.33	105%	224.95	108%	(703.28)
	500 Capital Expenditures	5,000.00	0.00	0.00	0%	0.00	0%	5,000.00
	600 Instructional Support Services	241,965.00	0.00	319,762.00	132%	7,698.57	135%	(85,495.57)
	700 Pupil Support Services							
	100 Salaries & Wages	398,919.00	0.00	279,556.59	70%	0.00	70%	119,362.41
	200 Employee Benefits	100,532.00	0.00	90,199.12	90%	0.00	90%	10,332.88
	300 Purchased Services	888,348.00	0.00	615,222.41	69%	160,109.30	87%	113,016.29
	400 Supplies & Materials	3,289.00	0.00	4,560.73	139%	190.00	144%	(1,461.73)
	700 Pupil Support Services	1,391,088.00	0.00	989,538.85	71%	160,299.30	83%	241,249.85
	800 Sites & Buildings							
	100 Salaries & Wages	498,000.00	0.00	478,179.75	96%	0.00	96%	19,820.25
	200 Employee Benefits	207,947.00	0.00	138,801.17	67%	0.00	67%	69,145.83
	300 Purchased Services	887,165.00	0.00	612,380.07	69%	9,608.46	70%	265,176.47
	400 Supplies & Materials	136,000.00	0.00	177,338.85	130%	26,707.86	150%	(68,046.71)
	500 Capital Expenditures	12,000.00	0.00	37,336.04	311%	249.95	313%	(25,585.99)
	800 Sites & Buildings	1,741,112.00	0.00	1,444,035.88	83%	36,566.27	85%	260,509.85
	900 Fiscal & Other Fixed Costs							
	300 Purchased Services	75,000.00	0.00	101,382.42	135%	0.00	135%	(26,382.42)
	800 Other Expenditures	10,000.00	0.00	8,700.00	87%	0.00	87%	1,300.00
	900 Fiscal & Other Fixed Costs	85,000.00	0.00	110,082.42	130%	0.00	130%	(25,082.42)
01	General	16,143,455.00	0.00	14,434,814.17	89%	308,352.77	91%	1,400,288.06
02	Food Service							
	700 Pupil Support Services							

Long Prairie-Grey Eagle Expenditure Matrix Period Ending June 30, 2024

Sequence: Fd, Pro, O/S

		24RB						% YTD	Remaining
Description		Annual Budget	Period 202414	Year To Date	% YTD	Encumbrances	+ Enc	Balance	
02	Food Service								
	700 Pupil Support Services								
	100 Salaries & Wages	417,942.00	0.00	289,422.39	69%	0.00	69%	128,519.61	
	200 Employee Benefits	120,270.00	0.00	63,813.41	53%	0.00	53%	56,456.59	
	300 Purchased Services	8,000.00	0.00	1,732.91	22%	0.00	22%	6,267.09	
	400 Supplies & Materials	308,478.00	0.00	524,126.61	170%	4,195.06	171%	(219,843.67)	
	700 Pupil Support Services	854,690.00	0.00	879,095.32	103%	4,195.06	103%	(28,600.38)	
02	Food Service	854,690.00	0.00	879,095.32	103%	4,195.06	103%	(28,600.38)	
04	Community Service								
	500 Community Ed & Services								
	100 Salaries & Wages	410,938.00	0.00	362,079.66	88%	0.00	88%	48,858.34	
	200 Employee Benefits	74,630.00	0.00	68,946.91	92%	0.00	92%	5,683.09	
	300 Purchased Services	236,989.00	0.00	306,513.33	129%	7,192.21	132%	(76,716.54)	
	400 Supplies & Materials	68,008.00	0.00	55,137.49	81%	7,049.21	91%	5,821.30	
	800 Other Expenditures	600.00	0.00	0.00	0%	0.00	0%	600.00	
	500 Community Ed & Services	791,165.00	0.00	792,677.39	100%	14,241.42	102%	(15,753.81)	
04	Community Service	791,165.00	0.00	792,677.39	100%	14,241.42	102%	(15,753.81)	
06	Construction								
	800 Sites & Buildings								
	300 Purchased Services	2,000,000.00	0.00	2,320,248.10	116%	4,189.34	116%	(324,437.44)	
	800 Sites & Buildings	2,000,000.00	0.00	2,320,248.10	116%	4,189.34	116%	(324,437.44)	
06	Construction	2,000,000.00	0.00	2,320,248.10	116%	4,189.34	116%	(324,437.44)	
07	Debt Redemption								
	900 Fiscal & Other Fixed Costs								
	700 Debt Service	708,730.00	0.00	778,930.11	110%	0.00	110%	(70,200.11)	
	900 Fiscal & Other Fixed Costs	708,730.00	0.00	778,930.11	110%	0.00	110%	(70,200.11)	
07	Debt Redemption	708,730.00	0.00	778,930.11	110%	0.00	110%	(70,200.11)	
Report Totals:		20,498,040.00	0.00	19,205,765.09	94%	330,978.59	95%	961,296.32	

FY 2024 ADM Report – July

As reflected in MN Funding Reports (MFR)

1	2	3	4	5	6	7	8	9	10	11	12	13	14
GRADE	PUN WTG	SERVED IN DISTRICT	SERVED IN COOP. RES IS FISCAL	OPTIONS ELSEWHR INCL (4)	CHARTER	-----TUITION----- TO OTHR TO NONP MN DST /NONMN		TOTAL RESIDENT	TUITION	PRIVATE C AND T	OPTIONS	SERVED IN COOP. THIS IS FISCAL	TOTAL ADJUSTED
EC	1.000	8.63	0.00	1.08	0.00	5.06	0.00	14.77	0.00	0.00	0.69	0.00	14.38
PK	1.000	0.00	0.00	3.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00
HK													
KG	1.000	57.35	0.00	19.62	0.00	0.00	0.00	76.97	0.00	0.00	5.95	0.00	63.30
01	1.000	64.89	0.00	28.14	0.00	0.22	0.00	93.25	0.00	0.00	4.58	0.00	69.69
02	1.000	60.86	0.00	30.30	0.00	0.18	0.00	91.34	0.00	0.00	8.35	0.00	69.39
03	1.000	58.35	0.00	34.05	0.00	2.53	0.00	94.93	0.00	0.00	7.56	0.00	68.44
04	1.000	59.74	0.00	38.89	0.00	0.15	0.00	98.78	0.00	0.00	14.00	0.00	73.89
05	1.000	69.13	0.00	29.44	0.00	0.45	0.00	99.02	0.00	0.00	9.50	0.00	79.08
06	1.000	64.17	0.00	31.64	0.00	0.05	0.00	95.86	0.00	0.00	7.92	0.00	72.14
07	1.200	74.07	0.00	32.81	0.00	0.81	0.00	107.69	0.00	0.00	6.01	0.00	80.89
08	1.200	84.58	0.00	36.30	1.48	0.56	0.00	122.92	0.00	0.00	6.73	0.00	91.87
09	1.200	71.77	0.00	41.12	1.00	4.43	0.00	118.32	0.00	0.00	8.48	0.00	84.68
10	1.200	64.79	0.00	39.00	1.95	6.10	0.00	111.84	0.00	0.00	6.84	0.00	77.73
10P	1.200	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	1.200	59.75	0.00	29.65	0.94	2.23	0.00	92.57	0.00	0.00	6.12	0.00	68.10
11P	1.200	5.99	0.00	1.77	0.00	0.00	0.00	7.76	0.00	0.00	0.45	0.00	6.44
12	1.200	66.57	0.00	18.93	0.59	1.02	0.00	87.11	0.00	0.00	8.21	0.00	75.80
12P	1.200	0.00	0.00	5.76	0.00	0.00	0.00	5.76	0.00	0.00	0.00	0.00	0.00
GRADE	PUN WTG	SERVED IN DISTRICT	SERVED IN COOP. RES IS FISCAL	OPTIONS ELSEWHR INCL (4)	CHARTER	-----TUITION----- TO OTHR TO NONP MN DST /NONMN		TOTAL RESIDENT	TUITION	PRIVATE C AND T	OPTIONS	SERVED IN COOP. THIS IS FISCAL	TOTAL ADJUSTED
EC	1.000	8.63	0.00	1.08	0.00	5.06	0.00	14.77	0.00	0.00	0.69	0.00	14.38
PK	1.000	0.00	0.00	3.00	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00
HK													
KG	1.000	57.35	0.00	19.62	0.00	0.00	0.00	76.97	0.00	0.00	5.95	0.00	63.30
KG5													
1- 3	1.000	184.10	0.00	92.49	0.00	2.93	0.00	279.52	0.00	0.00	20.49	0.00	207.52
4- 6	1.000	193.04	0.00	99.97	0.00	0.65	0.00	293.66	0.00	0.00	31.42	0.00	225.11
7- 8	1.200	158.65	0.00	69.11	1.48	1.37	0.00	230.61	0.00	0.00	12.74	0.00	172.76
9-12	1.200	268.87	0.00	136.23	4.48	13.78	0.00	423.36	0.00	0.00	30.10	0.00	312.75
TOTAL ADM		870.64	0.00	421.50	5.96	23.79	0.00	1,321.89	0.00	0.00	101.39	0.00	995.82
TOTAL PUN		956.14	0.00	462.56	7.16	26.82	0.00	1,452.68	0.00	0.00	109.96	0.00	1,092.92

Multi-Language Learners (formerly ELL)

GRADE	PUN WTG	SHARED TIME	ADJ EXT	CONTRACT ALTERNATIVE	CONTRACT EXTENDED TIME	TRIBAL CONTRACT /GRANT	INELIGIBLE	EL ADM
EC	1.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PK	1.000	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HK								
KG	1.000	0.27	0.00	0.00	0.00	0.00	0.00	24.59
KG5								
1- 3	1.000	1.93	8.86	0.00	0.00	0.00	0.00	96.39
4- 6	1.000	4.93	8.64	0.00	0.00	0.00	0.00	79.03
7- 8	1.200	0.00	1.73	0.00	0.00	0.00	0.00	28.08
9-12	1.200	0.00	0.54	0.00	0.00	0.00	0.00	42.96
TOTAL ADM		7.13	19.77	0.00	0.00	0.00	0.00	271.05
TOTAL PUN		7.13	20.22	0.00	0.00	0.00	0.00	

EL COUNT 412

Executive Summary – Our average daily membership (ADM) is currently reported at 995.82, and our Adjusted Pupil Units (PUN) are 1092.92 according to MFR. Enrollment of 996 was used for the last revenue estimates, with 1092.6 for the Adjusted Pupil Units. This means we are over our estimated enrollment. This would put us on track for a general education revenue estimate of \$16.395 million from the Ehler’s projection model. This is above the \$15.8 million that was initially estimated. I expect to see a positive adjustment to our revenue from the state, which used 981 ADM and 1,077.6 for the PUN.

This aligns with enrollment projections of limited growth. Presently, we expect to continue seeing this trend.

Our MLL students experienced dramatic fluctuations in enrollment. A total of 412 students were served at some point during the school year, with an average attendance of 271.05. This is a 140-student difference. This fluctuation was caused by a combination of additional refugee students from Mexico and families coming and going due to employment at the packing plant, Don’s Food Prize, and other similar employers in town. Currently, we are seeing a slowdown due to high beef prices reducing production at the packing plant. Fluctuations are common, and it is uncertain if this trend will reverse when beef prices decrease.



Long Prairie-Grey Eagle Schools

A Small School with Big
Opportunities for Each and
Every Student!

Superintendent's Report 07/15/2024

Enrollment

1. The final MARSS upload for this summer has occurred. Please note there is another upload in September.
2. The numbers used in our last upload but our total ADM (Average Daily Membership) at 995.82 or about 1 more student than our total ADM from 22-23. This includes 14.38 early childhood students.
3. Our number of MLL (formerly ELL) students generating payments are 271 ADM.
4. Initial projections for 24-25 revenue are based on an enrollment of 974.
5. See the attached report for more details.

Budget

1. See attached reports for 23-24. I will start attaching budget reports in August for 24-25.
2. Our bonds for the building projects are currently being invested by Ehlers. Presently those dollars are generating around 5% interest while the cost on the interest we are incurring on the bonds 3.6%. This means they are generating additional revenue
 - 2023A proceeds have generated \$77,529.31 in earnings and is presently generating about \$4,000 a month. We'd anticipate about \$12,000 in earnings through September.
 - 2024A proceeds have produced \$58,135.39 in earnings and is presently generating about \$25,000 a month. We anticipate roughly \$75,000 in earnings through September.
 - These earnings can be used for the same allowable project expenses as the bonds that were taken out.
3. The initial Title budget has been submitted to the state.

Building

1. Solar grant at this time is on hold due to a legal review. We are going over some details and working out any contractual issues.
2. The elementary projects are kept on schedule. At the present pace, I would anticipate by August being able to start returning furniture and items to the classrooms not adjacent to the bathrooms.



Long Prairie-Grey Eagle Schools

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Every Student!

- Due to the high water table, the construction on 1st St S is delayed with a new timeline TBD
- 3. HVAC project is proceeding as scheduled. Hard hats and other protective gear will be required in the construction areas for safety reasons. We are working on planning items for phase 2 of the project set for the summer of 24-25.
- 4. Proposed updates to the LTFM plan are in the board packet, please see attachments.
- 5. Due to the bonds taken out generating revenue, I pushed plans to use the remaining abatement dollars to repair the Harmony Parking lot to the summer of 25.

In-Service

1. We are planning on having LPGE speaks again at this year's in-service. Thank you in advance to all the staff who will share their insights during the in-service.
2. We will be covering key signs of mental health and providing suicide prevention training.
 1. We are also putting providing a slot for staff who missed Trauma-Informed classroom training during the year to receiving the presentation during in-service.
3. We will be sending our paraprofessionals to Staples again this year for training. We received very positive feedback on last year's training.

Strategic Planning

1. We are working on implementing Parent Square at the secondary. This will replace Messenger. It has built-in translation features and we are hoping to leverage it to improve communication
2. School Store - <https://sideline.bsnsports.com/schools/minnesota/longprairie/long-prairie-grey-eagle-high-school>
3. PBIS Implementation – continue moving forward with the high school and implementing school-wide behavioral expectations
4. Looking at ways to tackle ineligibility
5. District Fall Newsletter – part of the community ed flyer
6. READ act training

If you have any questions, feel free to call me at 357-3605 or email me at dludvigson@lpge.k12.mn.us.

Daniel Ludvigson, Superintendent

**Long Prairie-Grey Eagle
Exp/Rev Summary - Fd
Period Ending July 31, 2024**

Sequence: L, Fd

		24RB					% YTD	Remaining
Description		Annual Budget	Period 202501	Year To Date	% YTD	Encumbrances	+ Enc	Balance
E	Expenditure							
01	General	16,143,455.00	89,173.70	14,777,330.27	92%	165,552.09	93%	1,200,572.64
02	Food Service	854,690.00	2,024.63	881,513.50	103%	0.00	103%	(26,823.50)
04	Community Service	791,165.00	2,500.00	807,726.49	102%	0.00	102%	(16,561.49)
06	Construction	2,000,000.00	0.00	2,390,017.10	120%	0.00	120%	(390,017.10)
07	Debt Redemption	708,730.00	47,798.80	826,728.91	117%	0.00	117%	(117,998.91)
E	Expenditure	20,498,040.00	141,497.13	19,683,316.27	96%	165,552.09	97%	649,171.64
R	Revenue							
01	General	(15,860,338.00)	0.00	(14,957,834.22)	94%	0.00	94%	(902,503.78)
02	Food Service	(739,200.00)	0.00	(1,024,995.08)	139%	0.00	139%	285,795.08
04	Community Service	(757,939.00)	0.00	(460,030.99)	61%	0.00	61%	(297,908.01)
06	Construction	(2,000,000.00)	0.00	(8,844,009.00)	442%	0.00	442%	6,844,009.00
07	Debt Redemption	(718,656.00)	0.00	(849,159.10)	118%	0.00	118%	130,503.10
R	Revenue	(20,076,133.00)	0.00	(26,136,028.39)	130%	0.00	130%	6,059,895.39
Report Totals:		421,907.00	141,497.13	(6,452,712.12)	(1529%)	165,552.09	(1490%)	6,709,067.03

Board Minute - Gauging Fiscal Health

When examining a school budget, it is important to understand two types of balances: fund balances and unassigned fund balances. These balances, along with net cash flow, provide a good general gauge of the financial health of a school district.

Fund balances are analogous to money in a bank account, representing the district's available cash. The most critical fund balance is the general fund balance, which covers teacher salaries, instructional supplies, and general school district operations. Other important balances in Minnesota include food service, community education, and debt service funds. While funds in these accounts cannot be transferred to the general fund, general fund dollars can be moved to these accounts. Other fund balances are construction and activity funds which do not receive local, state, or federal funding.

The unassigned fund balance consists of dollars that are not already designated for spending, providing flexibility for unforeseen expenses. It is possible to have a positive fund balance but a negative unassigned fund balance, indicating more expenses are committed than cash on hand. These two types of balances offer insight into the financial health of the district.

A recommended fund balance is 25-40% of operational expenses. This percentage varies based on a district's size but generally provides enough funds to sustain operations for three months. There isn't a set recommendation for your unassigned fund balance, as this can vary greatly from district to district. That being said, your fund balance can remain relatively steady while your unassigned fund balance shrinks, indicating a decreasing availability of funds for unexpected expenses.

Cash flow, the difference between expenses and revenue, plays a crucial role in budgeting. A negative cash flow means that spending is exceeding income, depleting the fund balance. Addressing negative cash flow promptly is essential unless it is caused by a planned expense. A large fund balance, with only a slight positive cash flow, is often depleted through one-time expenses such as building projects or supply and equipment purchases. These costs will dip into your fund balance but won't produce an ongoing negative cash flow. Sufficient cash on hand is also necessary to handle fluctuations in state and federal aid payments. This helps to provide protection from cash fluctuations that occur on a month-to-month basis.

Analyzing fund balances, unassigned fund balances, and cash flow over time offers insight into a district's fiscal health. A low fund balance necessitates a healthier projected cash flow compared to a district with a robust fund balance. A low unassigned fund balance with a high fund balance indicates dollars are already committed to be spent. A little knowledge can help you better quickly gauge the fiscal position of your school district.

G. Unfinished Business Notes

There is no unfinished business

H. New Business Notes

H.1. Donations – see attachments

H.2. Milk and Bread Bids – we will review bids and approve the lowest bids that meet specification requirements.

H.3. Approval of the LTFM Plan – see attachments

H.4. Model MN School Board Policy Adoption – link to full policies - <https://drive.google.com/drive/folders/100nMAGZQyChZPVAYqeshuYcWJUOb2PG?usp=sharing> - adoption of the following policies.

- i. 404 – Employment Background Checks
- ii. 421 – Gifts to Employees and School Board Members
- iii. 504 – Student Dress and Appearance
- iv. 505 – Distribution of Non-school Sponsored Materials
- v. 508 – Extended School Year for Students on IEPs
- vi. 512 – School Sponsored Student Publications and Activities
- vii. 513 – School promotion and Retention
- viii. 524 – Internet, Technology, and Cell Phone Acceptable Use
- ix. 527 – Student use and Parking of Motor Vehicles
- x. 602 – Organization of School Calendar and School Day
- xi. 605 – Alternative Educational Services
- xii. 711 – Video Recording on School Buses
- xiii. 712 – Video Surveillance
- xiv. 801 – Equal Access to School Facilities

H.5. Resolutions Filling School Board Vacancies – This will be modified to simply Josiah and Erin accepting the appointments. This way it shows up in board minutes.

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS for July 2024

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education."; and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Long Prairie Grey Eagle, ISD 2753, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Magnifi Financial	\$100	Dollars for Scholars
American Red Cross	\$500	Scholarship

The vote on adoption of the Resolution was as follows:

Aye: ____

Nay: ____

Absent: ____

Whereupon, said Resolution was declared duly adopted.

By: _____
Chair

By: _____
Clerk

INDEPENDENT SCHOOL DISTRICT #2753, Long Prairie-Grey Eagle Public Schools, will receive sealed bids for bread and milk products at the Superintendent's Office, 205 2nd St S, Long Prairie, Minnesota 56347 on Thursday, June 27, 2024 by 1:00 P.M.

All bids to include delivery at school sites: Long Prairie-Grey Eagle Elementary School and Long Prairie-Grey Eagle Secondary School.

Bids should be addressed to: Daniel Ludvigson
Superintendent of Schools
205 2nd Street South
Long Prairie, Minnesota 56347
320-357-3697

and labeled "BID ENCLOSED"

BID SUBMITTED BY

PAN-O-GOLD BAKING CO.

444 E ST GERMANTON ST.

ST. CLOUD, MN 56302

Email Address:

jludvig@panogold.com

PLEASE INDICATE DELIVERY DAILY OR ALTERNATE
PLEASE INDICATE WITH OR WITHOUT ESCALATOR

MILK PRODUCTS

1/2 Pint 1%

1/2 Pint Skim

1/2 Pint Chocolate Skim

Lactaid Milk 8 oz

4-1 Gallon 1% Milk

BREAD PRODUCTS – Include nutritional information

1 1/2 lb sliced Whole Wheat White

1 1/2 lb sliced 100% Whole Wheat

Whole Wheat White Hamburger Bun

Whole Wheat White Coney Bun

2.30
2.70
11.00 60ct
2.65 12ct

Whole Wheat Steak Buns
Whole Grain Dinner Rolls
Tea Biscuit WG
10" flour tortilla shell
Brioche Buns
Foot Long Hotdog Buns

<u>5.60</u>	<u>24ct</u>
<u>2.75</u>	<u>12ct</u>
<u>2.75</u>	<u>12ct</u>
<u>2.64</u>	
<u>3.52</u>	
<u>NA</u>	

6-7-24
Thank you
Jason Revenig
PEN-O-GRAB Baking CO.
Jason Revenig

INDEPENDENT SCHOOL DISTRICT #2753, Long Prairie-Grey Eagle Public Schools, will receive sealed bids for bread and milk products at the Superintendent's Office, 205 2nd St S, Long Prairie, Minnesota 56347 on Thursday, June 27, 2024 by 1:00 P.M.

All bids to include delivery at school sites: Long Prairie-Grey Eagle Elementary School and Long Prairie-Grey Eagle Secondary School.

Bids should be addressed to: Daniel Ludvigson
Superintendent of Schools
205 2nd Street South
Long Prairie, Minnesota 56347
320-357-3697

and labeled "BID ENCLOSED"

BID SUBMITTED BY

CASS CLAY
200 20TH ST NORTH
FARGO ND 58102
Email Address: arlen@cassclay.com

PLEASE INDICATE DELIVERY DAILY OR ALTERNATE
PLEASE INDICATE WITH OR WITHOUT ESCALATOR

MILK PRODUCTS

1/2 Pint 1%	<u>.343</u>	<u>Esc</u>
1/2 Pint Skim	<u>.328</u>	<u>Esc</u>
1/2 Pint Chocolate Skim	<u>.343</u>	<u>Esc</u>
Lactaid Milk 8 oz	<u>.766</u>	<u>Esc</u>
4-1 Gallon 1% Milk	<u>3.641</u>	<u>Esc</u>

BREAD PRODUCTS – Include nutritional information

1 1/2 lb sliced Whole Wheat White _____
1 1/2 lb sliced 100% Whole Wheat _____
Whole Wheat White Hamburger Bun _____
Whole Wheat White Coney Bun _____



MINNESOTA
June 2024
ESCALATOR CLAUSE

It is hereby understood that the prices quoted are based on the USDA Class I prices listed below under the terms of the Federal Milk Market Order #30.

Class I Skim	8.29 CWT.
Class I Butterfat	3.4512 LB.

ESCALATOR CLAUSE

If the Class I Skim price per hundredweight is increased or decreased, for each \$0.10 per hundredweight increase or decrease, the quotation on:

Half-pint fluid milk will decrease or increase \$.00054 per ½ pint

If the Class I Butterfat price per pound is increased or decreased, for each \$ 0.01 increase or decrease, the quotation on a half-pint will follow this formula:

Whole Milk	\$ 0.00017750 per 1/2 pint
2% Milk	\$ 0.00010750 per 1/2 pint
1% Milk	\$ 0.00005375 per 1/2 pint
Skim Milk	\$ 0.00001000 per 1/2 pint



Cass Clay Creamery
200 20th Street North
Fargo, ND 58102
Phone: 701-293-6455

To Whom it May Concern:

On behalf of Cass Clay Creamery, I would like to thank you for your continued business and the opportunity to serve your dairy needs.

We would like to take this opportunity to inform you of a change to our plans for future bids with respect to dairy coolers we have provided in the past. Due to a variety of economic factors, as well as supply challenges, we are no longer able to maintain and service these coolers.

We have made the difficult decision that we can no longer provide this equipment, nor provide service repairs after current agreements expire.

With respect to any equipment that we own directly, we are more than happy to negotiate a transfer of these units to the school district for future use.

If you like to purchase new equipment, we can put the district in touch with a school cooler equipment vendor.

Again, this is for equipment after current agreements expire.

Thank you for your business and we look forward to continuing to serve you. If you have any questions about the foregoing, please reach out to me directly.

Sincerely,

Arlen Franchuk
Sales Director
Cass Clay Creamery
701-893-1095

Long Prairie-Grey Eagle Public Schools Working Plan for Buildings and Grounds

LPGE #2753 as part of the long-term planning process has been working on the development of the multi-year plan for our buildings and grounds.

Objective #1 – Determine and prioritize the facility deferred maintenance needs of the districts.

Objective #2 – Develop a plan to fund these projects using all available resources without impacting funding for general education.

- LTFM Fund Balance - \$776,835
- Annual Revenue - \$400,000 (round number)
 - \$250,000 for 2024 – after bonds
 - 2025 \$~140,000 a year – after bonds
 - 2026 – 2031 - ~220,000 a year – after bonds
- Operating Capital Revenue - \$200,000 - \$250,000 (round number)

- Annual Expenditures –
 - 22-23 - \$302,793
 - 21-22 - \$312,041
 - 20-21 - \$254,636
 - 19-20 - \$186,402
 - Annual Health and Safety Portion - ~\$55,000 - 60,000
 - Estimate of \$130,000 into various maintenance items such as plumbing, electrical, mechanical, etc.
- Inflation Estimates
 - 3-4% for labor costs
 - 6-12% for material costs

Recommendations

Financial:

1. Put out for bids to renovate the track in the summer of 2025
2. Push the secondary bathroom renovations back
3. Split the costs of resurfacing the tennis courts over 2 fiscal years to reduce its impact on a single year.
4. Develop a potential phased approach to update the auditorium lightening. Total cost upon completion \$250,000
5. Keep an eye on the elementary large gym and secondary tennis courts to see which will need priority
6. Utilize investment earnings on LTFM/Abatement 2023 proceeds to complete the harmony parking lot in the summer of 25.

Planning Process:

1. Continue to monitor progress towards HVAC project completion – analyze if the process is remaining on budget
2. Consider layout and other design choices for the track
3. In 2032 consider reevaluating deferred maintenance and doing several projects on bonds like the current LTFM project.

Projects at a Glance	FIN	LTMF	
Project		Yr	Est Cost
Wrestling Rm Windows, Siding, Roofing	384	2024	\$ 23,000.00
Landscaping Secondary	384	2024	\$ 11,500.00
HVAC Project	366	2024	\$ 1,665,277.00
Elementary HVAC Repairs	380	2024	\$ 13,100.00
Total Fall 2024			\$ 1,712,877.00
HVAC System repairs	366	2025	\$ 6,323,723.00
Harmony Parking Lot Reclamation	Abat.	2024	\$ 65,000.00
Track Renovations	384	2025	\$ 700,000.00
Total 2025			\$ 7,088,723.00
Elementary Gymnasium Floors and Title	384	2026	\$ 80,000.00
Landscaping Secondary Sign	384	2026	\$ 8,000.00
Total 2026			\$ 88,000.00

Auditorium Lighting	384	2027	\$	50,000.00
Total 2027			\$	50,000.00
Auditorium Lighting	384	2028	\$	50,000.00
Total 2028			\$	50,000.00
Tennis Court Resurfacing	384	2029	\$	90,000.00
Total 2029			\$	90,000.00
Tennis Court Resurfacing	384	2030	\$	90,000.00
Total 2030			\$	90,000.00
Secondary Bathroom Remodel	383	3030	\$	100,000.00
Total 2031			\$	100,000.00
Elementary Roofs		3031	\$	50,000.00
Total 2032			\$	50,000.00
Elementary Roofs	383	3032	\$	50,000.00
Total 2033			\$	50,000.00
Elementary Roofs	383	3033	\$	50,000.00
Total 2034			\$	50,000.00

Fall of 2024

1. Repair work to the wrestling room, garage, and shed by the elementary ball field
2. Landscaping at the secondary
3. The elementary HVAC system needs some repairs – Crankcase, compressor, and new refrigerant
4. Landscaping work at the secondary to address deterioration and overgrowth of plants

Summer of 2025

1. HVAC System Repairs – phase 2 of the HVAC project
 - a. Indoor Air quality project
2. Track Renovations – utilize remaining LTFM bond sales revenue
3. Utilize abatement dollars left from the secondary parking lot project to resurface the Harmony parking lot

Summer of 2026

1. Elementary gymnasium likely needs a resurfacing as well as repair to the tile and grout
2. Landscaping Secondary Sign – overgrown and landscaping around the sign is deteriorating.

Summer of 2027

1. Auditorium Lighting is becoming out of date. It may need to be bumped to 2026 depending on wear, tear, and technology. Total repairs would like cost \$250,000, so will have to plan on a phased approach. Start with the cost of replacing the board in the control room and work on lighting from there.

Summer of 2028

1. Second phase of a possible auditorium lighting repair job.

Summer of 2029

1. Tennis Court resurfacing. Currently in rough shape, hopefully it can be pushed out. With inflation estimating at least \$180,000 to repair all of the courts.

Summer of 2030

1. Stage two or a split the cost of the tennis court resurfacing over 2 years.

Summer of 2031

1. Secondary bathroom remodel. Will need to address any gender-neutral requirements and do work that may be necessary to the bathrooms at that time.

Summer of 2032

1. Elementary Roofing Project – reserve \$50,000

2. LTFM Bond sales repayment completed – consider revising LTFM plan and bonding for larger projects

Summer of 2033

1. Elementary Roofing Project – reserve \$50,000

Summer of 2034

1. Elementary Roofing Project – reserve \$50,000

Projects for Consideration

1. Modify one lab station in each secondary school science lab to provide ADA accessibility.
2. Replace worn laboratory countertops in Chemistry and Biology labs.
3. Tennis Courts at the Elementary – these are shot and primarily used by the community. They are not in good enough condition to be utilized by activities.
4. Playground on the north side of the elementary – Early Childhood
5. Curbing at the secondary likely to cost \$70,000 and is in poor condition. Depending on bond proceeds, may be able to add this work to the Harmony Parking Lot project. To also do the sidewalks would add another \$141,000 dollars. At this time I do not see that as a need.

		Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	ED - 02478-10
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesc			
District Info.		(REQUIRED) Enter Information	
District Name:	Long Prairie-Grey Eagle Public School		
District Number:	2753		
District Contact Name:	Daniel Ludvigson		
Contact Phone #	701-357-3506		
Expenditure Categories			2034
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.			
Finance Code		Category (1)	
347	Physical Hazards		\$10,000
349	Other Hazardous Materials		\$5,000
352	Environmental Health and Safety Management		\$0
358	Asbestos Removal and Encapsulation		\$5,000
363	Fire Safety		\$0
366	Indoor Air Quality		\$5,000
Total Health and Safety Capital Projects			\$25,000
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year - Additional Revenue			
Finance Code		Category (2)	
358	Asbestos Removal and Encapsulation		\$0
363	Fire Safety		\$0
366	Indoor Air Quality		\$0
Total Health and Safety Capital Projects \$100,000 or More			\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151			
Finance Code		Category 3 (a)	
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.		\$0
Total Remodeling for Approved Voluntary Pre-K Projects			\$0
Remodeling for Gender-Neutral Single-User Restrooms			
Finance/Course Codes		Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025	
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.		\$0
Total Remodeling for Gender-Neutral Single User Projects			\$0
Accessibility			
Finance Code		Category (4)	
367	Accessibility		\$0
Total Accessibility Projects			\$0
Deferred Capital Expenditures and Maintenance Projects			
Finance Code		Category (5)	
368	Building Envelope		\$2,500
369	Building Hardware and Equipment		\$40,000
370	Electrical		\$20,000
379	Interior Surfaces		\$6,000
380	Mechanical Systems		\$30,000
381	Plumbing		\$10,000
382	Professional Services and Salary		\$2,000
383	Roof Systems		\$0
384	Site Projects		\$70,000
Total Deferred Capital Expense and Maintenance			\$180,500
Total Annual 10-Year Plan Expenditures			\$205,500
Fund Balance Section			
Fund 01			
	Beginning Fund Balance 01-467-XX		\$529,305
	LTFM Fiscal Year Revenue - Levy		\$399,861
	LTFM Fiscal Year Revenue - AID if Applicable		\$0
	LTFM Fiscal Year Revenue Other		\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT if applicable - Special Legislation		\$0
	LTFM Estimated Fiscal Year Expenditures		\$205,500
Ending Fiscal Year Fund Balance 01-467-XX			\$723,666
Fund 06			
	Beginning Fund Balance 06-467-XX		\$0
	LTFM Fiscal Year Bonded Revenue		\$0
	LTFM Fiscal Year Revenue Other		\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0
	Other Transfers		\$0
	LTFM Estimated Fiscal Year Expenditures		\$0
Ending Fiscal Year Fund Balance 06-467-XX			\$0

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection			Revised 5/09/2024										
2753	<= Type in School District Number												
	LONG PRAIRIE-GREY EAGLE SCHOOL DIST												
		Payable 2024 LLC Certification	Current Estimate										
Calculations for Ten Year Projection			Pay 24										
	LLC #	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	
1	Type your district number in cell A2 (Minneapolis = 1.2)												
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b												
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33												
4	Look-up data from following tabs												
5	Initial Formula Revenue												
6	Current year APU	57	1,055.00	1,062.01	1,052.27	1,052.27	1,052.27	1,052.27	1,052.27	1,052.27	1,052.27	1,052.27	1,052.27
6a	Additional Pre-K Pupil Units (line 19 of Pre-K application)												
6b	Total Adjusted Pupil Units = (6) + (6a)			1,062.01	1,052.27	1,052.27	1,052.27	1,052.27	1,052.27	1,052.27	1,052.27	1,052.27	1,052.27
7	District average building age (uncapped)	401	39.43	39.43	40.43	41.43	42.43	43.43	44.43	45.43	46.43	47.43	48.43
8	Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	402		1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	403	400,900	403,564	399,861	399,861	399,861	399,861	399,861	399,861	399,861	399,861	399,861
11	Added revenue for Eligible H&S Projects > \$100,000 / site												
12	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess	701		-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)	754		-	-	-	-	-	-	-	-	-	-
14	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)	700		-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)	753		-	-	-	-	-	-	-	-	-	-
16a	Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab			-	553,298	586,898	581,648	602,385	605,798	608,423	746,760	746,235	665,910
16b	New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue			-	-	-	-	-	-	-	-	-	-
17	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)	765		-	553,298	586,898	581,648	602,385	605,798	608,423	746,760	746,235	665,910
18	Pay as you go revenue for eligible new H&S projects > \$100,000 / site	405		-	-	-	-	-	-	-	-	-	-
19	Total additional revenue for eligible H&S projects >\$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)	406		-	553,298	586,898	581,648	602,385	605,798	608,423	746,760	746,235	665,910
	Added revenue for Pre-K remodeling (for VPK approvals only)												
20a	Net debt service for bonds approved for Pre-K remodeling	766		-	-	-	-	-	-	-	-	-	-
20b	Pay as you go for projects approved for Pre-K remodeling	407		-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K revenue			-	-	-	-	-	-	-	-	-	-
20d	Total New Law Revenue (10) + (19) + (20c)	408		403,564	953,159	986,759	981,509	1,002,246	1,005,659	1,008,284	1,146,621	1,146,096	1,065,771

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection			Revised 5/09/2024														
2753 <= Type in School District Number																	
LONG PRAIRIE-GREY EAGLE SCHOOL DIST																	
<i>Calculations for Ten Year Projection</i>			Pay 24	Payable 2024 LLC Certification	Current Estimate												
	LLC #	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034					
Old Formula revenue																	
21	Old formula Health & Safety revenue (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2026)	409	55,000	55,000	-	-	-	-	-	-	-	-	-	-	-	-	-
22	Old formula alt facilities debt revenue (1A) - gross before debt excess	700		-	-	-	-	-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to line 22			-	-	-	-	-	-	-	-	-	-	-	-	-	-
24	Old formula alt facilities debt revenue (1A) - debt excess	763		-	-	-	-	-	-	-	-	-	-	-	-	-	-
25	Old formula alt facilities net debt revenue (1B) = (12) - (13)	764		-	-	-	-	-	-	-	-	-	-	-	-	-	-
26	Old formula alt facilities pay as you go revenue (1A)	410		-	-	-	-	-	-	-	-	-	-	-	-	-	-
26b (18)	Pay-as-you-go revenue for H&S projects over \$100,000 per site	411		-	-	-	-	-	-	-	-	-	-	-	-	-	-
27	Old formula alt facilities pay as you go revenue (1B) > \$500,000 (these should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2026)	413		-	-	-	-	-	-	-	-	-	-	-	-	-	-
27a	LTFM "H&S >100K per site" bonds	765			553,298	586,898	581,648	602,385	605,798	608,423	746,760	746,235	665,910				
27b	LTFM "other" bonds for 1A hold harmless	767			-	-	-	-	-	-	-	-	-	-	-	-	-
28	Old formula deferred maintenance revenue = (if (22) + (26) = 0, (10) * (\$64 / formula allowance))	416		67,969	67,345	67,345	67,345	67,345	67,345	67,345	67,345	67,345	67,345				
29	Total old formula revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)	417	122,520	122,969	620,643	654,243	648,993	669,730	673,143	675,768	814,105	813,580	733,255				
30	Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]	418	400,900	403,564	953,159	986,759	981,509	1,002,246	1,005,659	1,008,284	1,146,621	1,146,096	1,065,771				
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as positive number	419	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
32	District LTFM Revenue (30) - (31)	420	400,900	403,564	953,159	986,759	981,509	1,002,246	1,005,659	1,008,284	1,146,621	1,146,096	1,065,771				
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	421	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
34	Grand Total LTFM Revenue (32) + (33)	422	400,900	403,564	953,159	986,759	981,509	1,002,246	1,005,659	1,008,284	1,146,621	1,146,096	1,065,771				
Aid and Levy Shares of Total Revenue																	
35	For ANTC & APU, three year prior date		2022	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031				
36	Three year prior Ag Modified ANTC	35	9,665,063	9,665,063	11,501,426	11,961,483	12,439,942	12,937,540	13,455,041	13,993,243	14,552,973	15,135,091	15,740,495				
37	Three year prior Adjusted PU (New Weights)	54	1,039.72	1,039.73	1,091.87	1,077.73	1,062.01	1,052.27	1,052.27	1,052.27	1,052.27	1,052.27	1,052.27				
38	ANTC / APU = (36) / (37)	424	9,295.83	9,295.74	10,533.69	11,098.79	11,713.58	12,294.93	12,786.73	13,298.20	13,830.12	14,383.33	14,958.66				
39	State average ANTC / APU with ag value adjustment	425	12,230.05	12,230.05	13,617.01	14,207.10	14,848.85	15,443.00	16,061.00	16,703.00	17,371.00	18,066.00	18,789.00				
40	Equalizing Factor = 123% of (39)	426	15,042.96	15,042.96	16,748.92	17,474.73	18,264.09	18,994.89	19,755.03	20,544.69	21,366.33	22,221.18	23,110.47				
41	Local (levy) share of Equalized Revenue (lesser of 1 or (38) / (40))	427	61.79%	61.79%	62.89%	63.51%	64.13%	64.73%	64.73%	64.73%	64.73%	64.73%	64.73%				
42	State (aid) share of Equalized Revenue (1 - (41))	428	38.21%	38.21%	37.11%	36.49%	35.87%	35.27%	35.27%	35.27%	35.27%	35.27%	35.27%				
43	Equalized Revenue (lesser of (34) or (6) * (8))	423	400,900	403,564	399,861	399,861	399,861	399,861	399,861	399,861	399,861	399,861	399,861				
44	Initial LTFM State Aid (42) * (43)	429	153,166	154,183	148,381	145,896	143,412	141,041	141,045	141,038	141,037	141,039	141,044				
45	Old formula Grandfathered Alternative Facilities Aid	431	-	-	-	-	-	-	-	-	-	-	-				
46	Total LTFM State Aid (Greater of (44) or (45))	432	153,166	154,183	148,381	145,896	143,412	141,041	141,045	141,038	141,037	141,039	141,044				
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	435	247,734	249,381	804,777	840,863	838,096	861,205	864,613	867,245	1,005,584	1,005,057	924,727				
Debt Service Portion of Revenue (non-grandfather districts)																	
49	Subtotal Debt Service Revenue from above = (12) - (13) + (17) + (20a) + (24)	763+764+765+766		-	553,298	586,898	581,648	602,385	605,798	608,423	746,760	746,235	665,910				
50	Existing LTFM bonds excluding bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab	767		178,500	182,700	181,125	184,538	182,175	179,550	181,913	-	-	-				
50b	New LTFM bonds excluding bonds on line 17 (principal + interest)*1.05			-	-	-	-	-	-	-	-	-	-				
51	Total Debt Service Revenue = (49) + (50) + (50b)	768		178,500	735,998	768,023	766,185	784,560	785,348	790,335	746,760	746,235	665,910				
52	Equalized debt Service Revenue (lesser of (43) or (51))	436		178,500	399,861	399,861	399,861	399,861	399,861	399,861	399,861	399,861	399,861				

FY 26 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection			Revised 5/09/2024										
2753	<= Type in School District Number												
	LONG PRAIRIE-GREY EAGLE SCHOOL DIST												
		Payable 2024 LLC Certification	Current Estimate										
<i>Calculations for Ten Year Projection</i>			Pay 24										
	LLC #	FY 2025	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	
53	Debt Service Aid = (52) * (42)	438	68,197	148,381	145,896	143,412	141,041	141,045	141,038	141,037	141,039	141,044	
54	Equalized Debt Service Levy = (52) - (53)	439	110,303	251,480	253,965	256,449	258,820	258,816	258,823	258,824	258,822	258,817	
55	Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	440	-	336,136	368,161	366,324	384,699	385,486	390,474	346,899	346,374	266,049	
56	General Fund Portion of Revenue (non-grandfather districts)												
57	Total General Fund Revenue = (34) - (51)	441	225,064	217,161	218,736	215,324	217,686	220,311	217,949	399,861	399,861	399,861	
58	General Fund Equalized Revenue = (43) - (52)	442	225,064	-	-	-	-	-	-	-	-	-	
59	Total General Fund Aid = (46) - (53)	443	85,987	-	-	-	-	-	-	-	-	-	
60	General Fund Equalized Levy = (58) * (41)	444	139,077	-	-	-	-	-	-	-	-	-	
61	General Fund Unequalized levy = (57) - (58)	445	-	217,161	218,736	215,324	217,686	220,311	217,949	399,861	399,861	399,861	
62	Total General Fund Levy = (60) + (61)	446	139,077	217,161	218,736	215,324	217,686	220,311	217,949	399,861	399,861	399,861	
	Notes:												
	1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.												
	2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.												
	3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.												