

## **School Board Work Session**

Monday, October 17, 2022 6:30 PM

LS-H MS/HS Media Center & Online (if unable to attend in person), 901 Ferry St., Le Sueur, MN 56058

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **AGENDA ITEMS**

3.1. MSHS Student Handbook

4. **ADJOURN**

# LE SUEUR-HENDERSON MIDDLE SCHOOL/HIGH SCHOOL

## Parent - Student Handbook



**2022-2023**

**Connect with Us:**

**Web:** [www.isd2397.org](http://www.isd2397.org)

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**Updated July 2022**

# **LE SUEUR - HENDERSON MIDDLE/HIGH SCHOOL**

**901 E. Ferry Street      Phone 507-665-5800**

## **STUDENT AND PARENT HANDBOOK**

### **WELCOME TO LSH MIDDLE/HIGH SCHOOL**

Welcome to Le Sueur-Henderson Middle and High School. It is a privilege to partner with the families, staff and communities on behalf of our students. At LS-H we are cultivating the skills and knowledge that our students will need in order to become independent, productive adults with the ability to determine their own future.

We provide a safe, caring environment for students to make mistakes and grow from these experiences. There is a strong sense of community at LS-H that has been developed throughout our rich history. The dedication of our staff to do what is right for each student has led to a school culture we can all be proud of. At LS-H, students are encouraged to make individual choices regarding their course selection and during their daily curricular activities to continually discover their interests and future career fields. We set high expectations for our students to engage in high quality academic learning opportunities in the dynamic learning community at LS-H Middle/High School.

We believe, in addition to learning content at high levels, students must be able to: think critically, solve problems, consume information, demonstrate effective interpersonal skills, and have the grit and perseverance necessary in order to adapt to a constantly shifting landscape. They must be prepared to learn beyond high school and be ready to engage in personalized learning opportunities.

It is for this reason Le Sueur-Henderson Middle/High School sets and consistently adheres to high expectations around academics and positive behaviors. These expectations apply to each and every student at LS-H. We strive to personalize our approach to student learning needs and develop systemic pathways to meet the needs of our students each and every day. We will continue to focus on student learning through our PLC process, through continued development of guaranteed and viable curriculum aligned to state standards, and engage students in rigorous and relevant learning. We will hold students accountable for their learning and behaviors in a safe, supportive learning environment.

We look forward to supporting each of our students to reach their potential, discover their strengths, and celebrate their successes.

Go Giants!

Sincerely,

Cynthia Schmidt  
Middle School/High School  
Principal

Eric Lewis  
Dean of Students/Activities Director

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## INDEPENDENT SCHOOL DISTRICT 2397

**District Office**  
**115 ½ North 5th St., Suite 200**  
**Le Sueur, Minnesota 56058**  
**www.isd2397.org**  
**507-665-4600**

### STATEMENT OF NON-DISCRIMINATION

The Le Sueur-Henderson School District does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, creed, religion, receipt of public assistance, marital status or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Section 504 Coordinator:

Cynthia Schmidt  
901 E. Ferry Street  
Le Sueur, MN 56058  
507-665-5800

Title IX Coordinator:

Eric Lewis  
901 E. Ferry Street  
Le Sueur, MN 56058  
507-665-5800

Alternate 504 Coordinator:

Cassie Wilke  
901 E. Ferry Street  
Le Sueur, MN 56058  
507-665-580

Alternate Title IX Coordinator:

James Wagner  
115 N. 5<sup>th</sup> Street, Suite 200  
Le Sueur, MN 56058  
507-665-4600

For further information on notice of non-discrimination, visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves this area, or call 1-800-421-3481.

# LE SUEUR HENDERSON MIDDLE/HIGH SCHOOL

901 East Ferry Street

Le Sueur, MN 56058

Phone: (507)665-5800 FAX: (507)665-6012

## DIRECTORY

For a complete Staff Directory, please visit [www.isd2397.org](http://www.isd2397.org) and select "Staff Directory".

<u>Name</u>	<u>Position</u>	<u>Phone Ext</u>
Wagner, James	Superintendent	Ext. 4600
Schmidt, Cynthia	MS/HS Principal	Ext. 5803
Lewis, Eric	Activities Director/Dean of Students	Ext. 5804
Kern, Darren	Elementary Principal	Ext. 4703
Maier, Katie	Director of Curriculum & Learning	Ext. 5891
Mediger, Pam	Receptionist/MARSS Coordinator	Ext. 5801
Baumann, Kristine	MS/HS Building Secretary	Ext. 5802
Smykalski, Christy	Activities/Records Secretary	Ext. 5805
Mack-Hafermann, Jessica	School Counselor/AVID Counselor	Ext. 5807
Wilke, Cassie	Child Life Specialist	Ext. 5806
Christiansen, Nancy	School Psychologist	Ext. 5845
Craig, Justin	Food Service Director	Ext. 5813
Grunzke, Bruce	Technology Director	Ext. 5832
Ludwig, LaRae	TOSA - LS-H Mentorship Coordinator	Ext. 5861
	Elementary School Counselor	Ext. 4706
Doherty, Pat	Transportation Director	Ext. 4650
Undeberg, Karla	ALP Coordinator	Ext. 4622
Vrklan, Todd	Buildings & Grounds Director	Ext. 5841
Wagner, Beth	School Nurse	Ext. 5811
Warden, Nate	Community Education Director	Ext. 3325

## **SCHOOL BOARD MEMBERS**

Brigid Tuck	Board Chair	952-686-3194
Matt Hathaway	Vice Chair	507-665-0037
Kelsey Schwartz	Clerk	507-475-0739
Jennifer Burns	Director	<a href="mailto:jburns@isd2397.org">jburns@isd2397.org</a>
Brian Sorenson	Director	<a href="mailto:bsorenson@isd2397.org">bsorenson@isd2397.org</a>
Gretchen Rehm	Director	651-249-5779
Steve Cross	Treasurer	<a href="mailto:scross@isd2397.org">scross@isd2397.org</a>

The School Board usually meets the 1st and 3<sup>rd</sup> Monday of each month. Meetings will be held at 6:30 P.M.

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# LE SUEUR HENDERSON MIDDLE/HIGH SCHOOL

901 East Ferry Street

Le Sueur, MN 56058

Phone: (507) 665-5800 FAX: (507) 665-6012

## STAFF DIRECTORY

<u>Name</u>	<u>Position</u>	<u>Email</u>	<u>Phone Ext</u>
Baston, Jill	Grade 6	jbaston@isd2397.org	Ext. 5809
Lerud, Tia	Grade 6	tlrud@isd2397.org	Ext. 5857
O'Neill, Ellen	Grade 6	eoneill@isd2397.org	Ext. 5885
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Kubasta, Zach	Music-Vocal	zkubasta@isd2397.org	Ext. 5838
Dircks, Devin	Music-Instrumental	ddircks@isd2397.org	Ext. 5837
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Marcussen, Don	Business Education	dmarcussen@isd2397.org	Ext. 5864
Ronningen, Jared	Industrial Technology	jronningen@isd2397.org	Ext. 5826
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Greisen, David	Special Education	dgreisen@isd2397.org	Ext. 5879
Hynes, Sue	Special Education	shynes@isd2397.org	Ext. 5870
Johnson, Ben	Special Education	bejohnson@isd2397.org	Ext. 5881
Schott, Heidi	Special Education	hschott@isd2397.org	Ext. 5880
Liu, Peiling	ESL Instructor	pliu@isd2397.org	Ext. 5854
Smith, Kristen	Speech Clinician	ksmith@mnved.org	Ext. 5844
Wentzlaff, Theresa	Library Assistant	twentzlaff@isd2397.org	Ext. 5830

For a complete Staff Directory, please visit [www.isd2397.org](http://www.isd2397.org) and select "Staff Directory"

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## 2022-23 MIDDLE/HIGH SCHOOL DAILY SCHEDULES

### Regular Daily Schedule

<b>PERIOD 1</b>	<b>8:10-8:58</b>
<b>PERIOD 2</b>	<b>9:02-9:50</b>
<b>ADVISORY</b>	<b>9:54-10:19</b>
<b>PERIOD 3</b>	<b>10:23-11:11</b>
<b>HS LUNCH</b>	<b>11:11-11:41</b>
<b>PERIOD 4 - HS</b>	<b>11:45-12:33</b>
<b>PERIOD 4 - MS</b>	<b>11:15-12:03</b>
<b>MS LUNCH</b>	<b>12:03-12:33</b>
<b>PERIOD 5</b>	<b>12:37-1:25</b>
<b>PERIOD 6</b>	<b>1:29-2:17</b>
<b>PERIOD 7</b>	<b>2:21-3:08</b>

### Two Hour Late Start Schedule

<b>PERIOD 1</b>	<b>10:10-10:45</b>
<b>PERIOD 2</b>	<b>10:50-11:24</b>
<b>HS LUNCH</b>	<b>11:24-11:54</b>
<b>PERIOD 3 - HS</b>	<b>11:59-12:33</b>
<b>MS LUNCH</b>	<b>11:29-12:03</b>
<b>PERIOD 3- MS</b>	<b>12:03-12:33</b>
<b>PERIOD 4</b>	<b>12:38-1:12</b>
<b>PERIOD 5</b>	<b>1:17-1:51</b>
<b>PERIOD 6</b>	<b>1:56-2:30</b>
<b>PERIOD 7</b>	<b>2:35-3:08</b>

### Two Hour Early Release Schedule

<b>PERIOD 1</b>	<b>8:10-8:45</b>
<b>PERIOD 2</b>	<b>8:50-9:24</b>
<b>PERIOD 3</b>	<b>9:29-10:03</b>
<b>PERIOD 4</b>	<b>10:08-10:42</b>
<b>HS LUNCH</b>	<b>10:42-11:12</b>
<b>PERIOD 5 - HS</b>	<b>11:17-11:51</b>
<b>PERIOD 5- MS</b>	<b>10:47-11:21</b>
<b>MS LUNCH</b>	<b>11:21-11:51</b>
<b>PERIOD 6</b>	<b>11:56-12:30</b>
<b>PERIOD 7</b>	<b>12:35-1:08</b>



# Le Sueur-Henderson Public Schools 2022-2023 Calendar



**PARK** 665-4700  
**HILLTOP** 665-5900  
**MIDDLE/HIGH SCHOOL** 665-5800  
**ZIEBARTH** 665-4626  
**DISTRICT OFFICE** 665-4600  
[www.lsd2397.org](http://www.lsd2397.org)

The Board of Education reserves the right to change or modify the calendar.

**JANUARY 2023**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 NO SCHOOL- Winter Break
- 13 2-Hour Early Out  
Second Qtr./Semester 1 Ends
- 16 NO SCHOOL- Teacher Workday

Teacher Contract Days: 21  
 Total Teacher Contract Days:  
 MSHS=104.5; HI/PK=105

- 17-18 New Teacher In-Service
- 22 Teacher In-Service PK-12
- 23 Teacher Workday PK-12
- 24 Teacher Inservice PK-12
- 25 Teacher Workday
- 26 6-12 Open House
- 26 K-6 Conferences
- 29 7-12 First Day of School
- 29 K-6 Conferences
- 30 K-6 First Day of School

**AUGUST 2022**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Teacher Contract Days: 8  
 Total Teacher Contract Days: 8

**FEBRUARY 2023**

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 9 6-12 P/T Conf. (Evening)
- 10 2-Hour Early Out
- 17 NO SCHOOL  
Teacher In-Service
- 20 NO SCHOOL- President's Day
- 21 K-5 P/T Conf. (Evening)
- 23 K-5 P/T Conf. (Evening)

Teacher Contract Days: MSHS= 19.5;  
 HI/PK=20  
 Total Teacher Contract Days:  
 MSHS=124; HI/PK=125

- 2 NO SCHOOL
- 5 NO SCHOOL-Labor Day
- 16 2-Hour Early Out

**SEPTEMBER 2022**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Teacher Contract Days: 20  
 Total Teacher Contract Days: 28

**MARCH 2023**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 10 2-Hour Early Out
- 13 NO SCHOOL Teacher In-Service
- 22 Third Qtr. Ends

Teacher Contract Days: 23  
 Total Teacher Contract Days:  
 MSHS=147; HI/PK=148

- 14 2-Hour Early Out
- 20-21 NO SCHOOL - MEA
- 28 First Qtr. Ends
- 31 NO SCHOOL  
Teacher Workday

**OCTOBER 2022**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Contract Days: 19  
 Total Teacher Contract Days: 47

**APRIL 2023**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 6-10 NO SCHOOL-SPRING BREAK
- 21 2-Hour Early Out

Teacher Contract Days: 17  
 Total Teacher Contract Days:  
 MSHS=164; HI/PK=165

- 10 K-5 P/T Conf. (Evening)
- 11 2 Hour Early Out
- 17 K-12 P/T Conf. (Evening)
- 23 Teacher In-Service
- 23-25 NO SCHOOL-Thanksgiving Break

**NOVEMBER 2022**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Teacher Contract Days: MSHS: 20.5; HI/PK: 21  
 Total Teacher Contract Days:  
 MSHS=67.5; HI/PK=68

**MAY 2023**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 12 2-Hour Early Out
- 19 Seniors last day
- 24 Graduation  
Students Last Day  
Fourth Qtr./Semester 2 Ends  
Early Out
- 25 NO SCHOOL-Teacher  
Half/Workday
- 29 NO SCHOOL-Memorial Day

Teacher Contract Days: 20  
 Total Teacher Contract Days:  
 MSHS=184; HI/PK=185

- 9 2-Hour Early Out
- 23-30 NO SCHOOL-Winter Break

**DECEMBER 2022**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher Contract Days: 16  
 Total Teacher Contract Days:  
 MSHS=83.5; HI/PK=84

**JUNE 2023**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

# I. GENERAL INFORMATION

## BACKPACKS

All backpacks will remain in lockers from 8:10 to 3:08 each day. Students will not carry backpacks/excessively large purses/briefcases and any other item administration deems too large to and from classes each day.

## CLOSED CAMPUS

Le Sueur-Henderson Middle and High School is a closed campus. Only Seniors may leave during lunch and Seniors eligible for Senior Privileges may leave during Study Hall. Students who have signed up to take online classes or PSEO must elect to be on campus or off-campus for the entire semester. Students who remain on campus during online classes or PSEO will be assigned to a designated area of the building where attendance will be taken each day. Students who elect to be off campus during their online class must leave school property each day and sign in/out through the school office.

## CRISIS MANAGEMENT

The Le Sueur-Henderson School District has a Crisis Management Plan in place to provide guidelines, structure, and a process in dealing with a range of crisis situations which may interrupt the normal operation of school at our building sites and/or in our community. The plan provides a process to deal with any situation that has the potential to result in physical injury to one or more students, staff, or community members.

The key elements of the Crisis Management Plan involve the following:

- Routine and emergency building security procedures
- Keeping our students and staff safe and out of harm's way
- Identifying the specific role of each member of the school staff during a crisis
- Informing school district staff using information channels to communicate effectively
- Dealing effectively and fairly with the news media and
- Stopping the rumor mill (internally and externally).

For more information, please review [District Policy 806](#).

## DATA PRIVACY/RELEASE OF STUDENT INFORMATION

Student records are classified as public, private, or confidential. State & federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. The directory information identified by the Le Sueur-Henderson School District can be found in Policy #515. Per Federal law, Le Sueur-Henderson Schools provides a list of high school students to secondary institutions and military recruiter offices as requested, unless the parent or student requests in writing that their name be removed from the listing. This information is public. The parent or student may, however, notify the school in writing that any or all of the information listed here not be released on that individual student. Parents (or students 18+) who do not want this information to be shared should give notice in writing to the district by October 1st of each year. For more complete information on the rights of parents/guardians and eligible students regarding student records, please review District Policy #515.

## EMERGENCY EVACUATION PROCEDURES

Emergency evacuation procedures are posted in each classroom. It is the student's responsibility to know the procedure for each classroom.

## FAMILY/CHURCH NIGHT

By virtue of a long standing agreement with the Le Sueur-Henderson Ministerial Association, Wednesday evenings are to be free of school activities. No school activities are to be scheduled after 5:45 p.m. on Wednesdays unless specifically approved by the Superintendent.

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## FEES

Materials that are part of the basic educational program are provided with state, federal and local funds at no charge to a student. Fees may be charged to students under circumstances including:

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Cost of school equipment or material either lost, destroyed, broken, or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.
- Use of musical instruments owned or rented by the school district.
- Participation fee for co-curricular activities such as athletics. See the activities office for information about these fees.
- Cost of the yearbook, graduation announcements, or class rings.
- A school district sponsored driver or motorcycle education training course.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketchpads, calculators, physical education clothing, tennis and athletic shoes and other items of personal equipment.

## LOST AND FOUND

The lost and found service is located in the office. Contact the receptionist if you have lost or found items. Students should not leave money or valuables in lockers. Keep your locker locked at all times and do not share your locker combination with others.

## PLEDGE OF ALLEGIANCE

In accordance with state law, schools in the district recite the Pledge of Allegiance to the United States of America one or more times each week. Anyone 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.

## POSTERS, BANNERS, SIGNS, AND BULLETIN BOARDS

School sponsored co-curricular activities may post signs/banners/posters to advertise activities concerning school functions with the approval of their group's advisor. School clubs may post signs to advertise meeting times and location with the approval of school administration. Functions that are not school sponsored must have approval of school administration before being posted. Le Sueur-Henderson Middle/High School will have designated posting areas within the building, and all signs/banners/posters must be within these designated posting areas. Any sign/banner/poster not posted in the approved areas or posted without administrative approval will be removed. Those who post information are expected to remove it the school day following the event. Prior permission of administration is required of anyone for the distribution or selling of pamphlets in or about Le Sueur-Henderson Middle/High School.

## SCHOOL HOURS

Students are scheduled into classes from 8:10 to 3:08 each day. Students are responsible to report to their assigned classes in the time allowed. The building is open from 7:30 a.m. to 4:00 p.m. for students to use the library or meet with teachers. Students are expected to conduct themselves appropriately and be under the supervision of school staff at all times. Loitering in the building is not allowed.

## SENIOR PRIVILEGES

Senior Privileges is a program for seniors who are on track for graduation. Students must have attained a minimum of 20 credits at the beginning of their senior year and 22.5 at the beginning of the second semester of

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their senior year. Students must demonstrate responsibility by maintaining a minimum cumulative GPA of 2.0 or a most recent quarter GPA of 2.0 and sustaining a positive attendance record (no more than 5 excused or unexcused absences per semester and no more than 3 tardies during a semester). Seniors who qualify are released from school during their lunch and study hall periods. Senior Privileges will be removed for disciplinary, academic, and/or attendance issues. Seniors who qualify for Senior Privileges must complete the application form, have their parent or guardian sign it, and submit it. Seniors will be informed by the principal or their designee when they have been approved.

### STUDENT INSURANCE

The school district has no student insurance for accidents occurring at school.

### STUDENT LOCKERS

Students and parents are reminded that lockers are school property and “on loan” to the student for the school year. It is the responsibility of the student to ensure that no one else has the combination for the locker, and to keep the contents of the locker free of illegal or dangerous items. Valuables; including wallets or purses, should not be kept in the locker, as the district assumes no responsibility for lost or stolen items. Only school locks are allowed on lockers; this does not apply to athletic lockers. Other locks used in locker rooms will be removed, even if the lock is destroyed (with no replacement compensation), when deemed necessary by school administration. Students are reminded to report any problems with their locker, repairs needed or theft immediately. If the locker is damaged, a fine will be assessed. The fine will be based on the cost of the repairs. According to District Policy #502, school officials may inspect the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities 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 authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Students may be held responsible for damage done to his/her locker. All lockers must be emptied completely by the last day of the completion of each school year.

### STUDENT MESSAGES/DELIVERIES

Parents/guardians are asked to refrain from calling students during the school hours. Only urgent phone messages from a parent/guardian will be delivered to students. Students are expected to stop in the office for packages delivered from parents. No work related messages from employers will be delivered. No student-to-student messages will be delivered. The school will not accept delivery of gifts, flowers, food, etc. for students.

### STUDENT PARKING:

Student parking will not be assigned and will be on a first come, first choice basis each day. Students will need to complete a parking permit registration form and submit payment to the Le Sueur-Henderson High School office. This can be done beginning on the third Monday in August. The cost for a parking pass will be determined by the following dates of purchase and be valid through the school year:

- Permits purchased between August 2022 - October 28, 2022 - \$70.00
- Permits purchased between October 31, 2022 - January 13, 2023 - \$52.50
- Permits purchased between January 16 - March 22, 2023 - \$35.00
- Permits purchased between March 23 - May 24, 2023 - \$17.50

Upon receipt of payment and registration, the student will receive a parking permit allowing them to park in the North or West parking lots at LSH High School. The school bus lot and faculty lot off of Ferry Street are off limits to students from 7:30 a.m. to 4:00 p.m. Parking lot will be randomly checked for vehicles that do not have permits as well as cars parked in nonstudent locations. Vehicles parked on school grounds without the proper permit, parked in nonstudent locations, or not in a designated parking stall will be towed at the owner’s expense.

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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 a law, school policy, or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

### VISITORS

Students enrolled in other school districts may not attend LSH Middle and High School during the academic day. They are welcome to attend extra curricular activities and must follow the guest procedures outlined for all school dances.

We value and encourage parental involvement. We also encourage parent visits to school, especially for special events such as concerts, conferences, open house, and sporting events, and also for volunteering opportunities. We also encourage parents to visit during the school day. In the interest of assuring student safety and minimizing disruptions to the educational process, visitors who plan to come in during the student day (8:10 AM-3:08 PM) must abide by the following guidelines:

1. Parents are welcome to visit the guidance or administrative offices at any time during the school day, but appointments are advised if you wish to see a specific person.
2. Please notify the school office at least 24 hours in advance if you wish to visit a classroom so that the teacher can also be notified.
3. Please do not use the classroom visit for parent-teacher conferencing. Teacher conferences should be scheduled for before 8:10 AM or after 3:08 PM.
4. Please do not bring others, especially young children, on your visit.
5. Classroom visitation will, in general, be permitted only for classes in which your child is enrolled and presently attending.
6. Actions or demonstrations that draw attention or disrupt the class in any way are prohibited.
7. Visitors will not audiotape, videotape or take photographs during the class without prior permission from the principal.
8. The names of students shall not be mentioned by the visitor when publicly discussing anything observed during the visit.
9. If a parent requests a visit to his or her school and custody of the child is an issue, the principal will abide by existing legal agreements.
10. School administrators have the discretion to adopt or enforce more specific and/or restrictive rules governing visits to school buildings.

Visitors must report to the school office when they arrive to obtain a visitor's pass. This is done to assure student safety. 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. During the school day, visitors will be asked to present a government-issued ID, such as a driver's license or passport, which will be scanned into the system. The Raptor system will then conduct an on-the-spot background check against the national sex-offender database. Once entry is approved, a sticker badge will be issued. The system does not create a copy of the ID. The Raptor scanner collects the ID photo, name, date of birth, and the last four digits of the license number. All visitors will both register and check out in the school office.

### WEATHER EMERGENCIES

School cancellations or emergency late starts will be announced through the school notification system and on radio stations KEEZ (Z99) 99.1 FM; KYSM 103.5 FM; KRBI 105.5 FM; KMKO 95.7 FM (all are Three Eagles Radio Stations in Mankato); KCHK New Prague 103.5 AM, 95.5 FM and TV stations WCCO Channel 4, KSTP Channel 5, KMSP Channel 9, KARE Channel 11 and KEYC Channel 12. Please use these notification systems,

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rather than calling the school. It is important our lines are available for emergency calls. In most instances, if there is an emergency school closing or if school is closed due to inclement weather, all co-curricular practices, games, or events will be canceled or postponed. Exceptions to this policy may occur if conditions improve throughout the day and travel is deemed safe for games and/or practices. A final decision on participation in Activities during emergency closing situations will be made by the Superintendent, Activities Director, Building Principal, and Director of Transportation.

## II. ACADEMICS

### ACADEMIC INFORMATION (GRADES 9 – 12)

#### COMPUTING GRADE POINT AVERAGE

Each grade is given a value. The quarterly GPA is the average value of the grades earned in the quarter just completed.

Grades are valued as follows:

A = 4.00	B- = 2.667	D+ = 1.33
A- = 3.667	C+ = 2.333	D = 1.000
B+ = 3.333	C = 2.000	D- = .667
B = 3.000	C- = 1.667	F = .000

#### FLEXIBLE LEARNING DAYS DUE TO EMERGENCY CLOSINGS

The term “Flexible Learning Day” refers to a school day when instead of coming to our school buildings, teachers and students will be working off-site. Students in grades K-12 will do different learning activities throughout the Flexible Learning Day.

Flexible Learning Days are intended to counter the loss of curriculum momentum resulting from school cancellations due to Minnesota’s winter weather. Flexible Learning Days cannot replace the face-to-face time students have with their teachers but it can provide better continuity when school is interrupted. Flexible Learning Days also negate the need for makeup school days in June.

The first two weather related days of school closure will not be made up and there will be no assignments. However, the third through seventh weather related emergency closings will be Flexible Learning Days. All Flexible Learning Days count as a day of school for our students and teachers; there will be required assignments. A maximum of five Flexible Learning Days can occur per school year. If we exceed that threshold, then the District will activate the Emergency Make Up Days as denoted on the school calendar.

\*This is a summary of the Flex Learning Days Procedures. To view the complete procedure, please visit our website [www.isd2397.org](http://www.isd2397.org)

#### GRADING SCALE

A: 93% and higher	B-: 80-82%	D+: 67-69%
A-: 90-92%	C+: 77-79%	D: 63-66%
B+: 87-89%	C: 73-76%	D-: 60-62%
B: 83-86%	C-: 70-72%	F: 59% and lower

\*Alternate grading scales will be used as required for concurrent enrollment, PSEO, and courses sponsored by other institutions.

#### GRADUATION RECOGNITION

Le Sueur-Henderson High School will give special recognition for student academic achievement at the Commencement Ceremony as follows:

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Honors: (GPA 3.0 to 3.5) will be recognized at the Graduation Ceremony as graduating with Honors and noted in the program.

High Honors: (GPA 3.51 to 3.85) students will be recognized at the Graduation Ceremony with yellow cords and noted in the program.

Graduating with Distinction: (GPA 3.86 and above) will be recognized at the Graduation Ceremony with medals and noted in the program.

\*Graduation recognition will be determined at the end of the first semester of senior year.

Students graduating with Distinction will be eligible to apply to speak at the graduation ceremony. Students will apply to the Faculty Leadership Team (SPDLT) and they will determine who will speak at graduation. The application will include why they wish to address the class and community and demographic information.

### GRADUATION REQUIREMENTS

A primary goal of Le Sueur-Henderson High School is that each student who attends will be college and career ready upon graduation. We also strive to help each student be healthy, safe, engaged, supported, and challenged. All students must meet the requirements for graduation as prescribed by the State of Minnesota and the School Board of Independent School District #2397. For a detailed explanation of graduation requirements, see the Le Sueur-Henderson High School Student Registration Guide.

### HONOR ROLL

1. Students must carry a minimum of three classes with letter grades to be listed on the honor roll.
2. Any class which is graded S (satisfactory) or U (unsatisfactory) will not be computed for honor roll purposes.
3. Students have the opportunity of being recognized each quarter in one of three levels:  
A Honor Roll: GPA of 3.667 or above  
B+ Honor Roll: GPA of 3.333 - 3.666  
B Honor Roll: GPA of 3.000 - 3.332

### INCOMPLETE GRADES

Incomplete grades are given only due to circumstances beyond the control of the student. Students who receive an incomplete at the end of a grading period have 2 weeks (10 school days) to complete the work. After that time, work not turned in will receive a failing grade.

### RELEARNING OPPORTUNITIES

At Le Sueur-Henderson Middle/High School, we believe that all students should have the opportunity to make mistakes and demonstrate growth throughout the learning process. Our goal is that all students demonstrate mastery of our essential content area standards. As a result, reassessment opportunities will be provided to all students on summative assessments. Students are expected to work with their teacher to develop a relearning plan that must be completed prior to a reassessment opportunity being provided. Reassessment scores will replace the initial summative assessment score. Relearning opportunities will not be provided on assessments that occur at the end of Semester 1, Semester 2 or any Trimester.

### SCHEDULES

Students must be registered and attending LS-H High School for seven periods each semester. Students may only register for two periods of study hall. Any variation from these guidelines would be at the principal's discretion.

### SCHEDULE CHANGES

During summer, schedule changes can only be made during "Back to Business Days." Phone calls and emails regarding schedule changes will not be accepted. To make schedule changes once school starts, students must

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make changes during the first four days of the semester. Please note that the counselor will only be making schedule changes during the first four days of each semester. Because a thorough registration process occurred in Spring semester of the previous school year that determined section numbers and teacher allocations, schedule change requests can only be made for the following reasons:

1. The student does not have the prerequisite(s) for the class listed.
2. The student failed a class.
3. There is an obvious error (two classes scheduled at the same time).
4. A class that is needed to graduate is not listed or was dropped from the schedule.
5. The schedule is unbalanced.

Due to the importance of keeping our class size as low as possible, changes cannot be accepted for the following reasons:

1. The student has not completed summer requirements.
2. To request a specific teacher or hour.
3. To have a class with a friend.
4. To have a specific lunch period.

#### SECTION 504 POLICY STATEMENT:

Section 504 is a federal regulation that prohibits discrimination against persons with a disability in any program with federal financial assistance. It defines a person with a disability as anyone who:

1. Has a physical or mental impairment which substantially limits one or more major life activity such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning and working;
2. Has a record of such an impairment; or
3. Is regarded as having such impairment. (34 Code of Federal Regulations Part 104.3)

It is the policy of the Le Sueur-Henderson Board of Education to provide a free and appropriate education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Act (IDEA). Due process rights of handicapped students and their parents under Section 504 will be enforced. Questions or concerns can be directed to the school office.

#### SPECIAL EDUCATION

The district takes pride in offering high quality staff and programs to students with special needs for learning. Several special needs programs are offered within the school or in cooperation with the Minnesota Valley Education District (MVED).

#### STUDENT AND PARENT COMMUNICATION TIMELINES

Students and parents should check final grades on Infinite Campus at the end of each term. Dates for the 2022-2023 school year are as follows:

End of Quarter 1:	Oct. 28, 2022
End of Trimester 1:	Nov. 22, 2022
End of Semester 1:	Jan. 13, 2023
End of Trimester 2:	Feb. 28, 2023
End of Quarter 3:	March 22, 2023
End of Semester 2:	May 24, 2023

## WEIGHTED GRADE CATEGORIES

Le Sueur-Henderson Middle/High School supports and encourages our students to make mistakes. We understand that mistakes are an essential part of the learning process. The weighted grade categories below will be used to reduce the impact of students' formative mistakes on their reported grade. They will also help to ensure each students' grade accurately communicates their mastery of content area standards.

Summative Assessments: 80%

Formative Assessments: 20%

\*Course exceptions will only be granted as approved by administration or as required by a post-secondary institution.

## **III. ACTIVITIES**

### **CO-CURRICULAR ACTIVITIES INFORMATION**

Students are encouraged to participate in the many co-curricular activities available at Le Sueur-Henderson High School. Information regarding participation fees and head coaches/advisors can be found in the LSH Activities Handbook.

A MSHSL Parent Permission form must be signed by both parent and student once each year; also, a physical examination form must be on file signed by doctor, parent and student and must be renewed every three years. (Participants cannot begin without these forms).

### CO-CURRICULAR ACADEMIC ELIGIBILITY STANDARDS

Academic achievement and co-curricular activity participation go hand in hand to promote the educational growth of each student. Whenever there is a question of priority, however, we at Le Sueur-Henderson High School believe that academics should take precedence. For this reason and to encourage achievement in both curricular and co-curricular areas, the following academic standards and eligibility guidelines have been established.

In order to be eligible for all co-curricular events, students must have all school work current and up to a passing level. Every two weeks, starting with the 3<sup>rd</sup> week of each semester, a "deficiency list" will be generated by the Activities Director. All students whose name appears on the "deficiency list" will forfeit their privilege to participate in co-curricular events until they are passing all of their classes. In order to regain eligibility for co-curricular participation, ineligible students are required to bring teacher-signed verification to the Activities Director or the Activities Director's Secretary that their schoolwork is at a passing level.

### STUDENT IN GOOD STANDING EXPECTATIONS

All Homecoming/Snow Week Dance/Prom/School Dance/Valleyfair attendees must qualify as a student in good standing. To qualify as a student in good standing, A student must:

- Complete all assigned detention time.
- Pay all fees.
- Not be serving any in or out of school suspension or exclusion during the scheduled event.
- Not have a record of repeated behavioral violations. Such a record may result in loss of participation as determined by school administration.
- Not have more than 4 unexcused absences at school for Homecoming.
- Not have more than 6 unexcused absences at school for Snow Week.
- Not have more than 7 unexcused absences at school for Prom or Valleyfair.

A student who is not in good standing significantly compromises their education and the integrity of the school environment. Students must understand that going to homecoming and/or prom is a privilege and that their primary responsibility is to maximize their academic opportunities while at LSH.

### MOOD ALTERING CHEMICALS

Students are subject to Minnesota State High School League Rules.

### PENALTIES FOR CATEGORY I: ATHLETIC, ACTIVITIES, DEBATE, SPEECH, ONE ACT PLAY

1. 1st Offense: Student will lose eligibility for the next 2 consecutive contests or 2 weeks of a season in which the student is a participant, whichever is greater.
2. 2nd Offense: Student will lose eligibility for the next 6 consecutive contests or 3 weeks of a season in which the student is a participant, whichever is greater.
3. 3rd Offense: Student will lose eligibility for the next 12 consecutive contests or 4 weeks of a season in which the student is a participant, whichever is greater.

### PENALTIES FOR CATEGORY II: MUSICAL ACTIVITIES, VISUAL ART ACTIVITIES

1. 1st Offense: Student will lose eligibility for the next activity performance.
2. 2nd Offense: Student will lose eligibility for the next two (2) activity performances.
3. 3rd Offense: Student will lose eligibility for the next four (4) activity performances. If a student is involved in both categories, they are required to serve penalties in each.

\*Students with a chemical violation that have not completed their penalty are ineligible to be royalty candidates for Homecoming or Snowball or participate in other school sponsored activities.

### DUE PROCESS PROCEDURE

A student, parent or guardian wishing to contest a school's decision regarding eligibility may appeal that decision by contacting the Activities Director's office for a copy of the Due Process Procedure.

### FEE WAIVER

District policy allows activity fees to be waived on the basis of undue hardship or family income/family need. The Activities Director will determine eligibility.

- Students who qualify for "free lunch" will have their fee waived.
- Students who qualify for "reduced lunch" will pay 1/2 the required fee.

Please notify the Activities Director if you qualify for free/reduced lunches.

### ACTIVITY PASSES

Activity passes may be purchased at the High School Activities Office or at the ticket gate before games. The passes may be used for all regular season home events, excluding tournaments and/or playoffs. *These passes cannot be used for post-season events.*

Student Season Pass: \$30

Adult Season Pass: \$75

Sr. Citizens - LSH Taxpayer (60 & Over): Free

Sr. Citizen Non - LSH Taxpayers: (60 & Over): \$30

### MINNESOTA RIVER CONFERENCE SPORTSMANSHIP CODE

- Accept the decisions of the contest officials.

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- Avoid unsportsman-like gestures or language.
- Display modesty in victory and graciousness in defeat.
- Show respect for opposing coaches, players and fans.
- Show respect for public property.
- Show respect for coaches' decisions during and after games.
- Be positive and refrain from negative comments

### SCHOOL DANCES

All LSHS students attending school dances are required to have a LS-H photo ID for admission. Non-LSH students may also attend if they attend with a LS-H student and have completed a school dance verification form available in the office. Guests must at least be in 9th grade and younger than 21 years of age. Appropriate behavior and dancing must be displayed at all times, or students will be asked to leave the dance.

Prom is a formal evening that is sponsored by the Junior class and includes a grand march and dance. All 11th and 12th grade students are invited. The following guidelines must be followed to participate in the event:

- All couples must register in the office.
- All participants are expected to dress formally.
- Administration reserves the right to deny a student from participating if they deem a student has not followed dress expectations for this event or the school dress code.
- 10th grade students may attend as the guest of an 11th or 12th grade student. Any student below 10th grade may not attend as a guest.

### NATIONAL HONOR SOCIETY

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Membership in the Le Sueur-Henderson High School Chapter of the National Honor Society is an honor bestowed upon a student at an induction ceremony each May. To be eligible for membership, the candidate must meet the following criteria:

1. Be a member of the sophomore, junior or senior class.
2. Have a cumulative scholastic average of 3.33 ("B+") for the sophomore and/or junior year.

When candidates have met these scholastic criteria, they become probationary members and will be evaluated on the basis of service, leadership, and character. Probationary members become official members by a majority vote of the Honor Society Faculty Council and are inducted at a special ceremony in the spring.

Each year all members of the Le Sueur - Henderson Honor Society are required to plan and participate in one or more service projects that have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized and executed.

## **IV. STUDENT SERVICES**

### A'VIAND'S LUNCH/BREAKFAST PROGRAM

A'Viand's, a food service management company, has been contracted to serve the students, staff and administration of the Le Sueur-Henderson ISD 2397.

**\*TICKET SALES:** We have a computerized system that allows parents/students to add money to their account. When a student eats a meal, we will deduct from the amount available.

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Students will give their PIN number for lunch and breakfast. Students will be expected to settle their accounts in the mornings at the high school kitchen. **Checks should be made payable to ISD 2397, please indicate your child's name on your check memo.**

Breakfast will be available in the school cafeteria each morning from 7:40-8:00 a.m. Students should not arrive for breakfast until the scheduled time. School lunch menus are available in the serving line.

Food Service Prices 2022-2023		
Student Breakfast		\$1.80
6-12 Lunch		\$3.35
Extra Milk		\$.50

Information regarding free and reduced meal application procedures are made available to families in the fall of each year. If you need a form during the year please contact Justin Craig at 507-665-5813 or the school office.

*Please note: When a family qualifies for Free or Reduced meals, the school receives more state aid funding, even if the student(s) do not use the hot lunch program. If your family meets the guidelines, Please complete a form and return it to school. **More state funding means more educational opportunities for our students!***

#### PROCEDURE FOR NOTIFYING FAMILY OF ACCOUNT STATUS

- A. Food account balances are posted to the Infinite Campus Parent Portal daily for families to review.
- B. The parent/guardian will be notified when any of their children's accounts are \$5.00 or less according to the following procedures.
  - a. Middle / High School
    - i. Once a student's balance becomes \$5.00 or less, email notification will be sent to the parent/guardian contact by the Food Service Director.
    - ii. If the account becomes below \$0, an email and letter will be sent home by the Food Service Director.
    - iii. When the balance is -\$15.00, a phone call to parent/guardian will be made by the school counselor, secretary, or food service director. Referral to counselor from Admin. Students will not be allowed to take items beyond a single reimbursable meal.
    - iv. When the balance is at -\$30.00, Building principal or designee will meet with the family.
- C. Families using Non-Sufficient Fund Checks to replenish their lunch accounts will be charged \$15.00 for collection charges.
- D. At the end of the year, significant negative accounts (below -\$50) for Food Service Fund Balances and/or unreturned or damaged school district property will be sent to collections after attempts have been made to contact parents/guardians.

#### SCHOOL NURSE

A certified school nurse is in the district during the school day to provide health services for all students and staff. A diagnosis of any illness is not made by the nurse. Health services include: (1) first aid, (2) hearing and vision screening, (3) limited classroom teaching, (4) individual student/family health counseling, (5) immunization clinic, (6) scoliosis screening, (7) keeping of health records on each child, and (8) a resource for teachers.

If a student becomes ill at school, the parent or guardian, or a person designated by the parent or guardian is called by the school nurse. It is the parent's responsibility to take the student home. In case of an accident, first aid will be administered and the parent or guardian will be called. If the student needs further treatment, it is the responsibility of the parent or guardian to transport the student to the doctor. In the event that a parent or guardian

cannot be reached, the school will contact the physician listed on the student information form or make whatever arrangements necessary to provide health service to the child.

It is very important to update the student information form for each of your students each Fall, so we have the most current information should illness or an accident occur during the school day. If any changes occur during the year please contact the school secretary with a new address, phone number, work phone, neighbor contact, etc.

### ILLNESSES

Students not feeling well must report to the nurse's office. Students calling a parent/guardian for pickup from school prior to seeing the school nurse will receive an unexcused absence. When your child is ill, please call the school daily to report the illness. If we call because your child has become ill, please make arrangements for your child to be picked up within an hour.

Many students and parents are concerned about when students should stay home or attend school. The following information is intended to help with this decision:

- If the student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medication.
- If the student has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode.
- If the student has any rash that may be disease-related or the cause is unknown, check with your health care provider before sending him/her to school.
- If the student has open/draining skin sores, or inflamed/draining eyes or ears the student should stay home until seen by your healthcare provider.

### ESSENTIAL OILS AND OTHER SCENTED PRODUCTS

Staff will not administer essential oils to students. If the student has a Doctor's prescription for essential oils, this should be administered by the nurse or designee. Staff will be cognizant of student health concerns that may be heightened with scents. Some students are sensitive to air fresheners, diffusers, essential oils or other scented products. If a classroom has a student or staff member that is sensitive, that classroom should not use these products. Please talk to the school nurse if you are unsure if a student is sensitive to these products.

### GUIDANCE COUNSELOR

#### Mission Statement

The mission of the Guidance and Counseling Program is to empower all learners to lead satisfying lives in the present and to make successful connections to the future.

#### Services available to every student:

- Helping students plan a program, select courses and change schedules if necessary.
- Testing and interpretation of test scores.
- Providing career information.
- Helping students deal with a personal crisis.
- Assisting individual students with decision making and goal setting.

#### Location

The Guidance Center is located in the main office. Ms. Jessica Mack-Hafermann is the School Counselor for students in grades 6-12. Ms. Cassie Wilke is the Child Life Specialist.

#### Career Development Center

This area is accessible to all students and is located near the high school counselor's office. It includes numerous print and computer-based resources for younger students to begin exploring careers or to help older students prepare for post-secondary school training (2-year, 4-year and technical colleges), the military or employment.

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Internet connection is available for student use to search for post-secondary admission, testing and financial aid as well as for general career exploration.

### Appointments

To make an appointment with the counselor, check with the counselor and set an appointment. Parents who wish to make an appointment to discuss their student's needs may do so by contacting their student's guidance counselor.

Jessica Mack-Hafermann: (507) 665-5807  
jhafermann@isd2397.org

Cassie Wilke: (507) 665-5806  
cwilke@isd2397.org

### Program Outcomes

1. To provide guidance and counseling services that are flexible and relate to a variety of current student needs.
2. To assist all students to develop self-understanding and a positive self-concept.
3. To assist all students to develop effective human relations.
4. To assist teachers in their classroom relationships with students.
5. To provide positive intervention for students in need.
6. To support students' social emotional learning and development.
7. To assist all students to develop decision-making competencies.
8. To provide students with developmental career education experiences and information.
9. To help students relate their high school studies to their abilities and to their future career goals.
10. To assist students in applying to and being accepted at colleges and technical schools.
11. To provide students with information on post-high school opportunities in the workforce, the military, and other specialty careers.
12. To provide parents and students with current information on financial aid and scholarships.  
To facilitate the administration of district-wide testing programs.
13. To provide students, parents, teachers and administrators with standardized test results and interpretations.

### LIBRARY MEDIA CENTER

The Library Media Center (LMC) serves as an instructional facility for all students and staff. It is here that the critical skills of information gathering, analyzing, and evaluating are practiced and reinforced. Located in the LMC are: a main reading and instructional area, a mini-lab for students conducting online research and working on computer projects, a video viewing station, and access to a variety of resources.

The resources of the LMC are made available to all students. Students, in turn, are expected to demonstrate proper care of the materials, equipment and facilities. This includes sharing resources with others by returning them when due. Students will be charged fees for lost or damaged materials.

### Use of the LMC during Study Hall

The library is a place for quiet study. Students using the center must not interfere with others working there. No food or pop is allowed in the library or the computer labs. Come to the centers prepared.

Grades 6-8 Procedure: Teachers will take their students to the LMC during classes and stay with them while they are in the LMC.

Grades 9-12 Procedure: To use the LMC during study hall, students must obtain a pass from the academic teacher who assigned the materials being worked on. No more than 5 students from any one study hall will be allowed to use the LMC during any given class period. All students must write their name on the sign-in sheets provided at the Media Center desk. Classroom teachers will accompany their

students to the LMC and stay with them if more than 5 students need to use the LMC. Students who are taking online courses will not be allowed to use the LMC unless appropriate technology/resources are unable to be provided in their designated school location.

#### Penalty for Misuse of the LMC

Students who do not behave in a responsible manner will not be allowed to use the LMC for a time determined by the teacher and Dean of Students or Principal.

## V. ATTENDANCE

#### ATTENDANCE PROCEDURES

It is the responsibility of the students, parents/guardians and the school to assure that the student attends school every day classes are in session. Absence, for whatever reason, is detrimental to a student's success. It is the student's responsibility to make up all work missed due to absence. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Attendance Law (MN. Stat.120A.22), students are required to be full time students and attend all assigned classes every day school is in session.

- Any student enrolled in PSEO courses, work experience programs, or on-line courses not affiliated with Le Sueur-Henderson School District #2397 may not be in the building without prior authorization during those periods due to a lack of supervision and potential disruption of the educational setting.
- No student may leave school property during school hours, unless authorized in writing by the Principal or Dean of Students with approval by a parent/guardian. Students must check out through the office if they need to leave the building during the school day. Leaving the school building without a pass will result in an unexcused absence for all classes missed.
- Students are not allowed to sit or be inside of a parked vehicle for any reason during the school day. Office permission must be obtained in order to go inside of a vehicle at any time during the school day; this includes the lunch period. Seniors who have obtained and intend to use Senior Privileges must leave school grounds during their study hall or lunch period. Loitering on school grounds is not allowed.
- Parent absence requests may be denied or counted as unexcused if they are for reasons other than those listed below.
- The school requires a phone call as early as possible. Office hours are 7:30 AM to 4:00 PM. Voicemail will be checked for those parents calling before the office is open. Absences not reported by parents will be recorded as unexcused. **THE ATTENDANCE LINE PHONE NUMBER is 507-665-5801.**

#### Excused Absences May Include:

- Illness of a student
- Extended illness (Medical Professional Verification May Be Required)
- Death of a family member
- Medical, dental, or orthodontic treatment, or a counseling appointment.
- Religious instruction not to exceed three hours in any week.
- Required court appearance
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school/community-sponsored outings.
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Active duty in any military branch of the United States.
- A student's condition that requires ongoing treatment for a mental health diagnosis.

- Pre-approved/planned absences: The student is responsible for presenting the Pre-Arranged Absence Form to their teacher in order to obtain assignments for the time that he/she will be absent, this includes school related activities, dental/medical appointments which cannot be scheduled outside the school day, and vacations.
- Any other absences that are pre-approved by the administration. Written application for approval of vacation days must be submitted to the school office by a parent/guardian.

#### College Visits:

Students are allowed a combination of 3 (three) college visits during their junior and senior years. Additional days may be used with school approval. Parents should notify the attendance secretary in advance of the visit.

#### Student's Responsibility After an Excused Absence:

- Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

#### Unexcused Absences May Include:

- Truancy: An absence by a student which was not approved by the parent and/or the school district.
- Any absence in which the student/parent failed to comply with any reporting requirements of the school district's attendance procedures.
- Work at home.
- Work at a business, except under a school-sponsored work release program.
- Parent related work obligations - It is the parent's responsibility to ensure a child has transportation to attend school.
- Oversleeping.
- Car problems/trouble.
- Missing the bus.
- If suspended from the school district transportation, and the child does not attend school.
- Absences resulting from accumulated unexcused tardies, (3) tardies equal one unexcused absence.
  - Middle and High School: Up to 10 minutes late to a class
  - Your child will be considered ABSENT if he/she is more than ten minutes late to class.
- Any other absence not included under the attendance procedures set out in this policy.
- Skipping class.
- Leaving the building without office permission.
- Personal Business -- If an absence is absolutely necessary but the reason is too delicate or sensitive to discuss, the parent should call the Dean of Students or Principal who will ask for just enough information to determine that the absence should be excused. The administration has the right to determine the acceptability of using school time for personal business.

Parents should discuss, before the absence occurs, any other absences not mentioned above with the Dean of Students or Principal. For a student's absence to be excused, the parent or guardian shall notify the school by phone (507-665-5800) the morning of the absence.

#### Consequences of Unexcused Absences:

- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.

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- In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- A letter will be sent to parent/guardian after 3 (three) unexcused absences.
- If a student reaches 5 (five) unexcused absences a letter will be sent home and a parent meeting with the Dean of Students to make an attendance plan will occur. The county attorney's office may also be notified along with the county social worker.
- If a student reaches 7 (seven) unexcused absences they are considered habitually truant and the county attorney's office will be notified.
- Consequences of tardiness may include detention after 3 unexcused tardies. In addition 3 unexcused tardies are equivalent to one unexcused absence.

#### Participation in District Sponsored Extracurricular Activities and On-The-Job Training Programs:

This procedure applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

- School-initiated absences will be accepted and participation permitted.
- A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- If a student is suspended from any class, he or she may not participate in any activity or program that day.
- If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

#### Required Reporting

##### A. Continuing Truant (Ages 13-18) and Educational Neglect (Ages 5-12)

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for three or more class periods on three days if the child is in middle school, junior high school, or high school.

##### B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant or parent is in violation of educational neglect
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant/Educational Neglect

1. A habitual truant/ educational neglect is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

## VI. STUDENT CONDUCT

### 18 YEAR OLDS

Minnesota Law 120.06 states that school districts may impose the same rules and regulations on students 18-21 years of age as those imposed on students under 18. All Le Sueur-Henderson High School students are expected to adhere to the same set of policies and guidelines.

### CELL PHONES/ELECTRONIC DEVICES



Before I make a post, I pledge to ask myself:

**Who will be able to see what I post?**  
**Will anyone be embarrassed or hurt by it?**  
**Am I proud of what I'm posting?**  
**How would I feel if someone posted it about me?**

**ALL GIANTS** need to use common sense when posting on the internet, texting, or tweeting. Any posts that are related to school, harmful to students, or cause a disruption of the school environment are subject to potential school consequences.

LSH recognizes that cell phones and electronic devices can serve an educational purpose. Students are reminded that having a cell phone in your possession is a privilege at LSH MS/HS. It is the responsibility of the student to be aware of the teacher's expectations for electronic devices in each classroom. **All students will be expected to park their cell phone & ear buds when entering the classroom.** Wearable technology could be included if it

interferes with learning and/or academic integrity. For safety reasons, earbuds will not be allowed outside of classrooms during the school day.

*\*Students suspected of any inappropriate use (cheating, pictures, social media, etc) of any cell phone in his or her possession may be asked to show the contents of the phone. Refusal to show the contents may result in the student not being allowed to bring the phone to school for the rest of the year.*

Le Sueur-Henderson Middle/High assumes NO RESPONSIBILITY for the loss or theft of any electronic devices nor is it obligated to investigate any loss or theft. If you are concerned about loss or theft, leave the device at home. 6-8th grade students are expected to leave cell phones/electronic devices in their locker and will only have access to them during passing times or lunch.

The use of electronic devices or other objects, which cause distractions to the educational environment; making, distributing or posting recordings, either audio or video, of any school activities, classroom, or school employee without prior approval of a building administrator; and the use of electronic devices in locker rooms, as well as, classrooms or other areas requiring a private, secure, or distraction-free setting are examples of unacceptable behavior subject to disciplinary action by the school. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings; school grounds and school property; school-sponsored activities or trips; school bus stops; school buses; school vehicles; school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with, or obstructs, the mission or operations of the school or the safety or welfare of the student, other students, or employees.

Violation 1: Lunch Workshop/Detention and phone kept in the office until the end of the day.

Violation 2: Every violation after will result in Lunch Workshop/Detention and parents picking up the cell phone.

*\*Refusal to give up a cell phone to a staff member will result in up to and including suspension.*

### COMMUNICATION

Parents shall be notified as deemed appropriate by school personnel of the rules of conduct and resulting disciplinary actions except as provided otherwise by the Minnesota Pupil Fair Dismissal Act.

### BULLYING REPORT FORM

A bullying report form has been established in an ongoing effort to maintain a safe learning environment. The purpose of the form is to provide students and parents with a simple way to report unsafe situations. Students can still share any concerns they might have with school staff. The Bullying Report Form is one more option students and parents have to help keep schools safe and communicate with district administrators.

[LSH Bullying Report Form Link](#)

### FOOD AND BEVERAGES

In an effort to maintain high quality school facilities, food and beverages may not be consumed in classrooms and other instructional areas (Ex. fine arts and physical education areas). Students are allowed to carry a water bottle in instructional areas of LS-H Middle/High School. Food and beverage purchased from A'Viand's Food Service may be consumed in the commons or near a second chance breakfast location. Food and beverage may not be consumed in hallways, classrooms, or other areas of the building. If litter becomes a problem in the commons,

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food and beverage privileges in that area will be removed. Similarly, if refuse from items purchased from vending machines becomes problematic, we will close off access to the vending machines during the school day. Only a principal may grant an exception to the food and beverage policy stated above. Students with special health needs may possess and consume food and/or beverages by arrangement through the health office.

#### NUISANCE/CONTRABAND ITEMS

“Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. Such items as fireworks; lighters of any kind; paintballs & paintball guns; squirt guns; knives of any kind; laser pointers/pens; inappropriate media (pictures, magazines, items displaying the Confederate flag or other racial symbols/innuendos, etc.); incense; etc. are all contraband & are NOT allowed in school, on school property/grounds, at school activities, and/or on school buses. If a student inadvertently brings such an item(s) to school, the student needs to report directly to the school office with the item & turn it over to appropriate staff. If this is done accordingly, no consequences will be considered. These items will be confiscated and must be picked up by a parent. Repeated violations of this policy will be considered insubordination and will be subject to further disciplinary consequences.

#### PICTURES/VIDEO/AUDIO RECORDING

Students shall not photograph or record other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms. Assuring academic integrity: Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

Use of cellular phones or other personal electronic devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

#### TECHNOLOGY USE

The Le Sueur-Henderson School District is committed to teaching 21st century skills. We believe that using technology for teaching and learning supports communication, collaboration, critical thinking and creativity in the classroom. LSH Schools want to ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world. Therefore, Le Sueur-Henderson Schools has implemented a 1:1 (student to computing device) program for grades 4-12 using chromebooks to create a seamless and dynamic educational experience for students. All chromebooks are the property of Le Sueur-Henderson Schools and as a result may be seized and reviewed at any time. Students should have no expectation of privacy of materials found on the chromebook. Please review District Policy 524 and the Device Handbook for further information.

#### TENNESSEN WARNING

During investigations of student misconduct, students may have the right to say nothing. There may be consequences applied, regardless of the student’s decision. Students have the right to know the intended use of any personal information requested and who is authorized to see such information.

#### DETENTION/LUNCH WORKSHOP

Detention/Lunch Workshop may be assigned by the teacher or the principal for unacceptable behavior addressed under the Rules of Conduct. Parents will be notified by email or a call when a detention/Lunch Workshop is assigned.

Lunch Workshop will be served on the day of or the day following the violation. Students will be notified by email and/or their assigned Advisory teacher or Dean of students.

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Detention shall be served on Wednesdays (unless other arrangements have been made with the teacher and/or principal) from 3:08 p.m. until 4:00 p.m. Students who are to serve detention will receive notification through their school email and/or their assigned Advisory teacher, Dean of Students, or Principal. It is the responsibility of the student to check their school email daily. Students who skip Detention/Lunch Workshop may face additional consequences, which could include suspension. Students who have more than 3 detentions/Lunch Workshops will face further consequences up to and including suspension.

**Detention Rules**

1. Students must bring schoolwork or a book to read. Chromebooks can only be used for schoolwork or reading (no games, social media, or messaging). The detention supervisor can put the Chromebook on guided use to ensure students are on task. No other electronic devices are allowed
2. No sleeping.
3. No food or beverages are allowed.
4. Students should be seated quietly and spread throughout the room.
5. Failure to listen to the detention supervisor's instructions may result in dismissal of the student with no credit for time served.
6. Skipped detentions or dismissal from detention for poor behavior could/will result in ISS.

**BEHAVIORS DEFINED AND CONSEQUENCES:**

The following guidelines have been established in order to help students, parents, and teachers better understand the behavioral expectations for students. The consequences are aimed at assisting students in meeting expectations. They are not, however, absolute. Each disciplinary situation that arises will be handled with the best interests of the student involved and the school as a whole in mind. Therefore, professional judgment may be used when determining what, if any, consequences are enforced in a given disciplinary situation. The principal or designee may impose or recommend longer suspensions, expulsion, or any other discipline as appropriate on a case by case basis. Definitions of violations follow the table.

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Subsequent Offenses</b>
Abuse of Technology	Varies depending on offense: Warning to possible recommendation for expulsion		
Assault/Staff or Student	Suspension and possible recommendation for expulsion; parent conference; contact law enforcement		
Bullying	Varies depending on offense: Warning, suspension, or recommendation for expulsion Bullying education with counselor/ Lunch Workshop		
Bus Misbehavior	Warning and parent contact	Loss of riding privileges for one week and parent contact/meeting	Loss of riding privileges for the remainder of the school year and parent meeting.
Cafeteria Misconduct	Warning/Lunch Workshop/Detention	Lunch Workshop, Regular Detention and/or assigned seating. Parent	Possible permanent seating. Suspension and parent contact.

		Contact	
Cyberbullying	Varies depending on offense: Warning to possible recommendation for expulsion		
Disorderly Conduct (Outside of classroom)	Warning and parent contact	Minimum of one hour of detention/ Lunch Workshop and parent contact	In-school suspension and parent contact
Disruptive Conduct (Classroom)	Removal from class for one class period; Lunch Workshop; parent contact	Removal from class period for three days; parent contact	See Classroom Removal Policy
Electronic Devices (When NOT being used properly or used without teacher permission.)	Confiscation of device and Lunch Workshop/Detention Device returned to student at end of day.	Confiscation of device. (Parents can retrieve at the end of the day). Lunch Workshop or Detention. Parent Contact	Confiscation of device. (Parents can retrieve at the end of the day). Lunch Workshop or Detention. Parent meeting to discuss alternative plans to prevent future disruptions.
Fighting	Suspension; parent conference; contact law enforcement; Counseling	Suspension; parent conference; contact law enforcement; Counseling	5 day suspension and possible recommendation for expulsion; parent conference; contact law enforcement; Counseling
Harassment/ Threats	Varies depending on offense: Warning to possible recommendation for expulsion		
Hazing	Varies depending on offense: Warning to possible recommendation for expulsion		
Improper Dress See Dress Standards	Change into proper clothing. Parent contact.	Change into proper clothing. Detention/ Lunch Workshop. Parent Contact.	Considered to be Insubordinate. Parent contact.
Insubordination	1-2 days of In-school suspension or possible out of school suspension; parent contact	1 - 3 days of in-school or out of school suspension; Parent conference.	3-5 Day Suspension and possible recommendation for expulsion. Contact parents.
Leaving the building without a pass. (This	Detention/ Lunch Workshop	Increased time in detention.	Suspension

includes lunch.)			
Nuisance Objects	Varies depending on offense and object.	1 – 3 day suspension; parent conference; possible law enforcement contact	Suspension; possible recommendation for expulsion
Plagiarism	Possible no credit and teacher discretion on possible retake. Parent contact.	Parent conference and possible failing quarter/semester grade.	
Cheating	Possible no credit and teacher discretion on retake. Parent Contact	Parent conference and possible failing quarter/semester grade.	
Theft, buying or receiving stolen goods	Return/replace; 1 - 5 day suspension. Contact parents and may involve law enforcement.	Return/replace; 3-7 day suspension; Contact parents and may involve law enforcement.	5-9 day suspension and possible recommendation for expulsion. Contact parents and law enforcement.
Unnecessary use of physical force	Warning to suspension depending on the offense		
Use or possession of tobacco or vaping products, including matches or lighter	1 - 2 day suspension; confiscation; contact parents and law enforcement; Counseling	3 day suspension; confiscation; contact parents and law enforcement; Counseling	Up to 5 days suspension; confiscation; contact parents and law enforcement Counseling
Use/possession of chemicals, alcohol or items intended to be used as mood altering	3-5 day suspension; contact parents and law enforcement Counseling	5 days suspension; contact parents and law enforcement; possible recommendation for expulsion Counseling	
Vandalism	Restitution; 1 - 3 day suspension. Contact parent and potential law enforcement involvement.	Restitution; 3-5 day suspension; contact parent and law enforcement.	Restitution; suspension and possible recommendation for expulsion; contact parent and law enforcement.
Vulgar Language	1.Detention/	1.Detention/Lunch	Suspension & parent meeting

1.General 2.Toward Staff	Lunch Workshop 2.ISS	Workshop or ISS 2. ISS or suspension	
Weapons, Possession and distribution	Suspension; contact parent and law enforcement; recommendation for expulsion.		

**ABUSE OF TECHNOLOGY:**

Technology is available to students in many areas. Its use can enhance student learning and offer opportunities for student creativity. Specific guidelines are outlined in the Acceptable Use Policy. The use of the school district system and access to use of the Internet is a privilege, not a right.

**ASSAULT: STAFF OR STUDENT:**

Assault is committing acts of verbal and/or non verbal coercion through intimidation or threat of force. Assault and battery is committing a physical attack upon another person with the intent of causing bodily harm.

**BULLYING:**

See School District Policy Bullying Prohibition at the end of the Le Sueur-Henderson High School Parent/Student Handbook.

**BUS MISBEHAVIOR:**

Safety is of prime concern for the school bus driver. A student is in violation of this rule when he/she interferes with the safe and efficient transportation of students to and from school and/or fails to accept and carry out reasonable instructions given by the bus driver. Students must remember that riding the school bus is a privilege, not a right.

**CAFETERIA MISCONDUCT:**

Le Sueur-Henderson Middle/High School has a closed campus (Except for Seniors) and students are expected to stay in school for lunch. Students are expected to behave appropriately and cannot take food out of the Commons.

**CYBER BULLYING:**

Cyberbullying is the act of using technology, such as the Internet or cellular phones, to bully or intimidate. Cyber bullying most often occurs outside of school; however, when the behavior causes a disruption at school and has a direct effect on school safety, students are subject to discipline. Cyber bullying includes messages intended for both students and staff members.

Students who engage in cyberbullying will suffer consequences ranging from a warning to expulsion.

**DISORDERLY CONDUCT:**

This is defined as engaging in obscene or abusive language or in boisterous and noisy conduct tending to arouse alarm or resentment in others (i.e. poor sportsmanship at athletic events, inappropriate cheers.) False fire alarms will result in an automatic five-day suspension and notification of police.

**DISRUPTIVE CONDUCT (CLASSROOM):**

Students who are disruptive in the classroom stop their own learning process and interfere with the learning process of other students.

**DRESS STANDARDS:**

At Le Sueur-Henderson Middle/High School, we take pride in the appearance of our students and our learning environment. Our dress reflects the quality of our school, conduct, and adhering to basic standards of dress is preparation for adhering to standards of dress in professional settings after high school. All students must be attired appropriately. This means that undergarments and posterior will be covered at all times. Shoes must be worn at all times and must not pose a risk to damaging school property.

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The following types of clothing are examples of items that are not considered school or workplace appropriate and should not be worn during the school day. This includes, but is not limited to the following:

- Shorts or skirts that reveal buttocks
- Tube tops, halter tops, low cut, midriff, bare back or strapless off-the-shoulder shirts
- Pants that reveal undergarments
- Any jewelry, accessory or clothing that could be used as a weapon is prohibited. This may include, but is not limited to: rings, chains, bracelets, spiked accessories, etc.
- Clothing that is lewd, vulgar, obscene or promotes products or activities that are illegal for use by minors.
- 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 policy. This includes representations of confederate flags, swastikas, KKK signs and similar symbols, and applies to school property or school sponsored events on or off of school property including the parking lot and the school buses.
- Hats/caps will be allowed and must follow all dress code rules. For safety reasons, hoods must remain down at all times. Teachers and other staff reserve the right at any time to ask students to remove headwear. In addition, staff can require students to remove headwear for safety purposes. Exceptions will still be made for religious, ethnic, and medical reasons.
- The principal will have the final say on all inappropriate attire.

Standards for attire and grooming while participating in elective co-curricular programs may involve additional requirements of students as they represent our school and community.

Students in violation of this policy will be asked to adjust their attire. This may include a phone call to a parent to bring appropriate clothing. If there is repetitive violation of dress code, further action will be taken. The school will reserve the right to change the dress code at any time.

#### ELECTRONIC DEVICES:

Electronic devices are generally a distraction to the educational process. Additionally, they can disrupt classrooms. If students choose to bring an electronic device to school, it must be muted so it does not disrupt the classroom. Lost or stolen items are often not retrieved and the school will not be responsible for them.

#### FIGHTING:

Fighting is mutual combat in which both parties have contributed to the situation by verbal and/or physical action. Students are expected to avoid fights and to seek other non-violent means of resolving conflicts. To that end, they are expected to walk away from situations in which they are provoked if at all possible.

#### HARASSMENT: RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT:

See District 2397 Policy Against Religious, Racial and Sexual Harassment and Violence at the end of the Le Sueur-Henderson Middle/High School Parent/Student Handbook. [www.isd2397.org](http://www.isd2397.org)

#### HAZING:

See School District Policy Hazing Prohibition at the end of the Le Sueur-Henderson Middle/High School Parent/Student Handbook.

Athletes who violate this rule are subject to the same High School League consequences as those who violate High School League rules concerning chemical use and harassment. Participants in hazing or initiation may also be subject to criminal and/or civil action.

#### INSUBORDINATION:

Each person, regardless of position or role at Le Sueur-Henderson Middle/High School, has the right to be treated

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with respect. The deliberate refusal to follow and obey the reasonable request or order of a school staff member or employee will be considered insubordination. For example, any student who refuses to give the proper name to a district employee or go to the office when directed to do so will be considered insubordinate.

Insubordination is also involved when students directly attack a staff member or employee, either physically or with words or manner including but not limited to swearing or obscene language or gestures.

#### LEAVING THE BUILDING WITHOUT A PASS:

Students are not allowed to leave the building during the day without a pass from the office. This includes going out to the parking lot to retrieve books or supplies from cars. If students need to leave the building, they need to stop in the office to receive a pass. Teachers do not have authority to give students passes to leave the building.

#### LUNCH WORKSHOP:

Students referred to Lunch Workshop for misconduct will receive/eat lunch with a designated staff member who will conduct a mini workshop directed towards the offense in which the student committed. Students are required to be present for their entire 30 minute lunch period and actively participate in the workshop in various ways.

Failure to participate in the activities or adhere to the designated staff member's instructions may result in dismissal of the student with no credit for time served.

Students who skip Lunch Workshop may face additional consequences, which could include suspension. Students who have more than 3 Lunch Workshops may face further consequences up to and including suspension.

#### NUISANCE OBJECTS:

Nuisance devices detract from the learning environment and can be potentially dangerous. Nuisance items include but are not limited to firecrackers, water pistols, water balloons, and smoke bombs. Students cannot be in possession of these items on school grounds, at school events, or on school buses. Depending on the seriousness of the item, police may be called.

#### PLAGIARISM/CHEATING:

The acts of plagiarism and cheating interfere with the learning process. They keep one student from learning and others from having the uniqueness of their work recognized. The following are the most common types of plagiarism that occur in student work:

- A. Blatant plagiarism or the direct copying of another's material without acknowledging that source
- B. Plagiarizing material or using an original idea of someone else without crediting the source of the material or idea.

To cheat is to mislead an instructor in some way so as to receive a grade for work that the student did not originate, or work performed with unauthorized aid and assistance. Providing work to another student who then claims it as his/her own is considered cheating.

#### THEFT/BUYING OR RECEIVING STOLEN GOODS:

Students should not bring large amounts of money or valuable property to school. Theft is the unauthorized taking of the property of another. A student knowingly in possession of stolen items is in violation of this policy.

#### UNNECESSARY USE OF PHYSICAL FORCE OR ROUGHNESS:

This is defined as irresponsible/inappropriate behavior that presents either the potential for or is the cause of physical injury to self or others.

#### USE OR POSSESSION OF TOBACCO, VAPING PRODUCTS, MATCHES OR LIGHTER:

Use and tobacco is forbidden by state law to anyone under the age of 21. This includes e-cigarettes. Smoking and/or possession of tobacco products is prohibited in school, on school grounds, in the parking lot, and at school-sponsored events. This no-tobacco use/possession policy is in effect both before and after school hours. See School District Policy Tobacco-Free Environment at the end of the Le Sueur-Henderson Middle/High School Parent/Student Handbook.

USE/POSSESSION OF CHEMICALS, ALCOHOL, ITEMS INTENDED TO BE USED AS MOOD ALTERING, PARAPHERNALIA:

The possession or use of controlled chemical substances by students is harmful and illegal. Possession of controlled substances includes illegal drugs, alcohol, or substances intended to be used as mood altering chemicals. Possession and use of narcotics without a prescription is illegal at any age. The school district will help the student and family find resources when appropriate to help maintain the proper atmosphere for learning. Students in violation of this policy during end of year activities will not be allowed to participate in any final week activities including graduation.

VANDALISM:

All members of the school community want to be proud of their school. Vandalism is the willful destruction and/or defacement of property or the destruction and/or defacement through negligence. Students will be responsible to pay restitution for all acts of vandalism.

VULGAR LANGUAGE:

An effective learning and work environment is free of inappropriate language. Students should refrain from swearing while at school. This includes before school, during class, between classes and at lunch, after school, at school sponsored events, and during bus transportation. Using vulgar language towards a staff member may likely result in greater consequences.

WEAPONS:

Items included in this policy:

1. 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, a firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains, arrows; and objects that have been modified to serve as a weapon.
2. Additionally, items treated like weapons which includes, but is 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.
3. Articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate.

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in her or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. The superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## **VII. DISTRICT POLICIES AND PROCEDURES**

The policies printed in the following section of this handbook are summarized. Not all district policies are referenced in this handbook. Copies of these policies in their entirety may be obtained by visiting [www.isd2397.org](http://www.isd2397.org).

**CLASSROOM REMOVAL PROCEDURE (POLICY 506 VIII.A)**

To maintain a proper learning environment, students will sometimes need to be removed from the classroom. Disruptive, uncooperative, or inappropriate behavior that affects the learning environment is subject to Le Sueur-Henderson Middle/High School's classroom removal policy. Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that

interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which is at the discretion of the teacher or administration, requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

### **STUDENT DISCIPLINE (POLICY #506)**

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects students (Some of the policies printed in the following section of this handbook are summarized. Not all district policies are referenced in this handbook. Copies of these policies in their entirety may be obtained by visiting [www.isd2397.org](http://www.isd2397.org).) attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### **SEARCHES OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON (POLICY 502)**

#### **Lockers and Personal Possessions Within a Locker**

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students 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 must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

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## Desks

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

## Personal Possessions and Student's Person

The personal possessions of students 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.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions

## **STATEWIDE REASONABLE FORCE STATUTE** ([MN Statute 121A.582](#))

This law allows use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district. Reasonable Force may be used when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This law does not authorize corporal punishment, which is prohibited by M.S.121A.67 nor does it authorize aversive and deprivation procedures, which are prohibited by M.S.121A.67.

## **STUDENT TRANSPORTATION SAFETY** ([POLICY 709](#))

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

### Rules on the Bus

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

### Rules at the Bus Stop

1. Get to your bus stop 5 minutes before your scheduled pickup time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. 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.
9. No fighting, harassment, intimidation, or horseplay.
10. No use of alcohol, tobacco, or drugs.

## Consequences

All students who have the opportunity to ride district buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior will result in the loss of bus privileges.

## **FIELD TRIP NOTIFICATION PROCEDURE**

Students in grades 6-12 may occasionally leave the school grounds for a class. Teachers will notify parents before any events. These notifications will explain when and where the trip will take place and ask parents to notify the school if they decline the opportunity. If parents do not notify the school, it will be assumed that parents approve their child's attendance. If you have any questions about travel during school hours, please contact your child's teacher or the school office.

Some of the classes at Le Sueur-Henderson High School (9-12) will require students to travel during school hours from time to time. Teachers will notify parents of the requirements of the course and will make the necessary arrangements so that all students can participate. If you have any questions about travel during school hours, please contact your child's teacher or the school office. **Le Sueur-Henderson Public School assumes parents approve of their son or daughter traveling for class unless they notify the school otherwise.**

Students in grades 6, 7 & 8 may also leave school grounds for a class. Due to the age of these students, parents must consent to any field trip their child attends. Teachers will notify parents before any events. These notifications will explain when and where the trip will take place and ask parents to notify the school if they decline the opportunity. If parents do not notify the school, it will be assumed that parents approve their child's attendance.

## **HAZING PROHIBITION (POLICY 526)**

- 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. 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.

## **INTERNET ACCEPTABLE USE AND SAFETY POLICY (POLICY 524)**

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. The school district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **Unacceptable Uses:**

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
  - pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
  - obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
  - materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
  - information or materials that could cause damage or danger of disruption to the educational process;
  - materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
  
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

Use of the district's electronic technologies is for educational purposes. Students (and employees) are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students (and employees) are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment. Use of the district's electronic technologies is a privilege, not a right. Use of the technologies in violation of any district policy and specifically the school discipline policy is expressly prohibited and may result in the loss of the privilege.

The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons.

Participation in "distance learning" or "hybrid learning" is subject to all district policies and rules. The district's acceptable use policy governs this participation and can be found at the link above.

## **DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL (POLICY 418)**

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses alcohol, toxic substances, or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

## **HARASSMENT & VIOLENCE (POLICY 413)**

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, 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, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

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## **BULLYING (POLICY 514)**

School Board Policy 514 defines “bullying” as 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.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. 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.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

## **SCHOOL WEAPONS POLICY (POLICY 501)**

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### Definitions

A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

### Exceptions

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.

## **STUDENT DISABILITY NONDISCRIMINATION (POLICY 521)**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
  - 2. has a record of such an impairment; or
  - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### **PROTECTION AND PRIVACY OF PUPIL RECORDS (POLICY 515)**

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

Surveys that contain questions from one or more of the eight protected areas and are funded by the Department of Education, the school will notify parents of the survey and obtain written consent before the student submits to the survey. The school also administers surveys that are not funded by the Department. Parents may wish to opt-out their students, but the school district does not need written consent to administer these surveys. However, we do notify parents of surveys that we administer.

### **WELLNESS POLICY (POLICY 533)**

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the

religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

#### Building Guidelines For Classroom Celebration Incentives

The Board encourages classroom celebrations that promote non-food or beverages as classroom or individual rewards and incentives. Schools shall not withhold food or beverages as punishment. There will be no opportunities for a student to feel shamed when incentives and rewards are provided to class and individuals.

#### Non-Food Celebration Suggestions:

Talk time, late assignment pass, have class outside, nature hike outside, group game, recognition in morning announcements, music choice, etc.

#### Smart Snack Suggestions:

100 calorie packs of whole grain crackers, whole grain pretzels, baked tortilla or potato chips, sugar-free pudding cups, boxed raisins, dried fruits, fruit cups, etc.

#### **TOBACCO-FREE ENVIRONMENT ([POLICY 419](#))**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. 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 elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

#### **FLEXIBLE LEARNING GUIDELINES**

The term “flexible learning day” refers to a school day when instead of coming to our school buildings, teachers and students will be working off-site. Students in grades K-12 will do different learning activities throughout the flexible learning day.

#### **Staff Availability**

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Teachers, administrators, and other licensed professionals will be available by email, phone (via voicemail) from 9:30 am - 11:30 am and then from 12:00 pm until 3:00pm. The staff directory includes all district email addresses and voice mail extensions.

### **Student Work**

Flexible Learning Days for students in grades 6-12 will consist of communicating online as well as having packets available for each of their courses. Teachers will physically and /or virtually share assignments and hold virtual office hours, while students complete assignments and receive guidance from teachers.

Student work must be **submitted by the end of the third school day after a school cancellation.**

### Unique Learners, as required under Chapter 125A:

Any unique learners requiring further accommodations or modifications will receive individual directions from their case managers.

- At the annual IEP meetings, the key stakeholders (case manager, parent, teacher and student) will collaborate on individual flexible learning day plans.
- On a Flexible Learning Day the classroom teacher will be the main resource for help on assignments and lessons. If a child ordinarily leaves the classroom and goes to another teacher for math, reading, or some other subject, then that special area teacher should be the point of contact on the assignment for that particular area.

### **Certified Teaching Staff Responsibilities**

- Check email and/or voicemail throughout the Flexible Learning Day from 9:30 am-11:30 am and then from 12:00 pm until 3:00 pm.
- Continue working on professional development topics.

### **EMPLOYMENT BACKGROUND CHECKS (POLICY 404)**

The Le Sueur-Henderson School District has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall 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.

### **STUDENT SEX NONDISCRIMINATION (POLICY 522)**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates the Activities Director Eric Lewis as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

## Participation in Statewide Testing



### Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

#### Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

#### Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

#### Academic Standards and Assessments

##### What are academic standards?

The *Minnesota K-12 Academic Standards* are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

##### What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<p><b>Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)</b></p> <ul style="list-style-type: none"> <li>• Based on the Minnesota Academic Standards; given annually in grades 3-8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.</li> <li>• Majority of students take the MCA.</li> <li>• MTAS is an option for students with the most significant cognitive disabilities.</li> </ul>	<p><b>ACCESS and Alternate ACCESS for English Learners</b></p> <ul style="list-style-type: none"> <li>• Based on the WIDA English Language Development Standards.</li> <li>• Given annually to English learners in grades K-12 in reading, writing, listening, and speaking.</li> <li>• Majority of English learners take ACCESS for ELLs.</li> <li>• Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.</li> </ul>
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#### Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

#### Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

#### What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

#### When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

#### When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

#### How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

#### Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

#### Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

### Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date \_\_\_\_\_ (This form is only applicable for the 20\_\_ to 20\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

#### Please initial to indicate you have received and reviewed information about statewide testing.

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

\_\_\_\_\_ MCA/MTAS Reading \_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics \_\_\_\_\_ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only. Student ID or MARSS Number \_\_\_\_\_

Posted May 2019

**LE SUEUR-HENDERSON PUBLIC SCHOOL**  
**GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION**

The following grievance procedure applies to claims of sex and disability discrimination:

A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.

B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.

E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.

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

**INVESTIGATION**

A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.

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 other methods deemed pertinent by the investigator.

C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the

context in which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.

E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

F. The district shall comply with federal and state law pertaining to retention of records.

### **APPEAL**

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

### **SCHOOL DISTRICT ACTION**

A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such actions may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

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

### **RETALIATION**

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

### **CONFLICT OF INTEREST**

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

### **DISSEMINATION OF POLICY**

The school district shall adopt and publish these procedures.

### **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 agencies listed below or initiating action in state or federal court.

**Claims of discrimination may also be pursued through the following agencies where appropriate:**

U.S. Department of Education  
Office for Civil Rights, Region V  
500 W. Madison Street- Suite 1475  
Chicago, IL 60661  
Tel: 312-730-1560  
TDD: 312-730-1609

MN Department of Human Rights  
190 E 5th Street  
St. Paul, MN 55101  
800.657.3704  
651.296.5663  
TDD 651.296.1283

**For complaints of employment discrimination:**

Equal Employment Opportunity Commission  
330 S. 2nd Avenue  
Suite 430  
Minneapolis, MN 55401  
800.669.4000  
612.335.4040  
TDD 612.335.4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.