

Special School Board Meeting

Monday, August 21, 2023 6:00 PM

LS-H MS/HS Media Center, 901 Ferry St., Le Sueur, MN 56058

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

4.1. Hirings:

4.1.1. Yearbook Advisor- Diana Jennings

4.1.2. Fall Musical Director- Diana Jennings

4.1.3. Fall Musical Director Assistant- Peter
Neumann

4.1.4. Special Ed. Para- Starr Delgado

4.1.5. Special Ed. Para- Kristian Brandt

4.1.6. Special Ed. Para- Daniela Mendoza

4.1.7. JV Football Coach- Nathan Kirschner

4.1.8. MSHS PE Teacher- Joshua Prah

4.1.9. District Office Admin. Assist.- Rachel
Scheffler

4.1.10. Administrative Assist. AD- Courtney
Zelenak

4.1.11. Preschool Paraprofessional - Kari Schmidt

4.1.12. FACS Teacher - Teidi Erickson

4.2. Resignation:

4.2.1. JV Football Coach- Ben Johnson

4.2.2. District Office Admin. Assist.- Juanita
Flores

4.2.3. ECSE Paraprofessional- Christine Devine

4.2.4. Park Student Council Advisor - Heidi
Hagen

5. NEW BUSINESS

5.1. 2023-24 Student/Parent Handbook

5.2. Approve Meal Prices for 2023-24 School Year.

5.3. Approve the AVID membership for 2023-24 School
Year.

5.4. Authorize Rachel Scheffler (Administrative Assistant) to act as the Identified Official with Authority (IOwA) to add and remove names only for Le Sueur-Henderson District 2397-01.

5.5. Approve Hunts Plumbing and Drain

6. **ADJOURN**



Coach/Advisor Recommendation Le Sueur - Henderson School District

Position: Yearbook Advisor

Recommended Candidate: Diana Jennings
--

Recommended by: Eric Lewis

To be completed by administrator:

Candidate has current & appropriate certification (if applicable):

X
X
1

Reference checks completed:

Years of experience (Step Placement):

<input checked="" type="checkbox"/>	NEW
<input type="checkbox"/>	EXISTING

Additional Information: Diana will be a great fit with yearbook.

Approval of Activities Director:	<i>Eric F. Lewis</i>	<i>08/09/2023</i>
	Electronic Signature	Date



Employment Recommendation Le Sueur - Henderson School District

Position: Fall Musical Director - Assistant

Recommended Candidate: Diana Jennings

Recommended by: Eric Lewis	Hire Date: 08/10/2023

To be completed by administrator:

Candidate has current & appropriate certification:

Reference checks completed:

X
0
1
NA
NA
NA
Per Contract

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

<input type="checkbox"/>	New Position
<input checked="" type="checkbox"/>	Existing Position

Replacing:

Additional Information:

- Diana is one of our English teachers and will be a great addition to the drama department.

Approval of Principal:	<i>Eric F. Lewis</i>	08/10/2023
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Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



Share with District Office (Alisha, Jim, Juanita) & Technology (Bruce) via Google Drive



Employment Recommendation Le Sueur - Henderson School District

Position: Fall Musical Director - Assistant

Recommended Candidate: Peter Neuman

Recommended by: Eric Lewis **Hire Date:** 08/11/2023

To be completed by administrator:

Candidate has current & appropriate certification:

Reference checks completed:

X
0
1
NA
NA
NA
Per Contract

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

<input type="checkbox"/>	New Position
<input checked="" type="checkbox"/>	Existing Position

Replacing:

Additional Information:

- Peter will make a great addition to the drama dept.

Approval of Principal: *Eric F. Lewis* 08/11/2023

Electronic Signature Date

Approval of Superintendent:

Electronic Signature Date



Employment Recommendation Le Sueur - Henderson School District

Position: Special Education Paraprofessional

Recommended Candidate: Starr Delgado

Recommended by: Darren Kern

Start/ Hire Date: 8/14/23

To be completed by administrator:

Candidate has current & appropriate certification:

NA

Reference checks completed:

YES

Years of experience granted:

NA

Step Placement:

NA

Highest degree currently held:

NA

Lane Placement:

NA

Credits beyond highest degree granted:

NA

Hourly/ Salary Rate

See note

New Position

Existing Position

Replacing: Kassy Aguilar

Additional Information:

- Moving from her current role in the district to sped para in DCD

Approval of Principal: Darren Kern

8/14/23

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

Share with District Office (Alisha, Jim, Juanita) & Technology (Bruce) via Google Drive



Employment Recommendation Le Sueur - Henderson School District

Position: Special Education Paraprofessional

Recommended Candidate: Kristian Brandt

Recommended by: Darren Kern

Start/ Hire Date: 8/14/23

To be completed by administrator:

Candidate has current & appropriate certification:

NA

Reference checks completed:

YES

Years of experience granted:

NA

Step Placement:

NA

Highest degree currently held:

NA

Lane Placement:

NA

Credits beyond highest degree granted:

NA

Hourly/ Salary Rate

See note

New Position

Existing Position

Replacing: Katie Hanson

Additional Information:

- Hire back at rate of pay when she left the district.

Approval of Principal: Darren Kern

8/14/23

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

Share with District Office (Alisha, Jim, Juanita) & Technology (Bruce) via Google Drive



Employment Recommendation Le Sueur - Henderson School District

Position: Special Education Paraprofessional

Recommended Candidate: Daniela Mendoza

Recommended by: Darren Kern

Start/ Hire Date: 8/14/23

To be completed by administrator:

Candidate has current & appropriate certification:

NA

Reference checks completed:

YES

Years of experience granted:

NA

Step Placement:

NA

Highest degree currently held:

NA

Lane Placement:

NA

Credits beyond highest degree granted:

NA

Hourly/ Salary Rate

See note

New Position

Existing Position

Replacing: Chris Domras

Additional Information:

- Hire back at rate of pay when she left the district.

Approval of Principal: Darren Kern

8/14/23

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

Share with District Office (Alisha, Jim, Juanita) & Technology (Bruce) via Google Drive



Employment Recommendation Le Sueur - Henderson School District

Position: M/HS PE

Recommended Candidate: Joshua Prah

Recommended by: Cindy Schmidt

Start/ Hire Date: June 5, 2023 23-24 School year

To be completed by an administrator:

Candidate has current & appropriate certification:

yes

Reference checks completed:

yes

Years of experience granted:

0

Step Placement:

0

Highest degree currently held:

BA

Lane Placement:

BA

Credits beyond highest degree granted:

0

Hourly/ Salary Rate

38,061

New Position

Existing Position

Replacing: Kent Bass

Additional Information:

- Pending School Board Approval
- Pending Background Check
- Contact Information: Joshua Prah
 - joshprahl12@gmail.com
 - (320) 221-4643

Approval of Principal:

Cynthia Schmidt

6/05/2023

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

Share with District Office (Alisha, Jim, Juanita, Todd, Jennifer) & Technology (Bruce) via Google Drive



Employment Recommendation Le Sueur - Henderson School District

Position: District Office Admin. Assist.

Recommended Candidate: Rachel Scheffler
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Recommended by: Jim Wagner	Start/ Hire Date: 08/16/2023

To be completed by an administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

NA
See Contract

	New Position	
X	Existing Position	Replacing: Juanita Flores

Additional Information:

Approval of Principal:

Electronic Signature

Date

Approval: Jim Wagner	08/15/2023
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Share with District Office (Brittany, Jim, Juanita, Todd & Technology (Bruce) via Google Drive

ADMINISTRATIVE ASSISTANT CONTRACT

ARTICLE I PURPOSE

This Contract is entered into between Independent School District No. 2397, Le Sueur-Henderson, Minnesota, hereinafter referred to as the School District, and Rachel Scheffler, hereinafter referred to as the Administrative Assistant, who agrees to perform the duties of the Administrative Assistant of the School District.

ARTICLE II DURATION, EXPIRATION, TERMINATION DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY

Section 1. Duration: This Contract is for a term of one year commencing on August 16, 2023 and ending on June 30, 2024. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Administrative Assistant or unless terminated as provided in this Contract.

Section 2. Expiration: This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Administrative Assistant shall cease, unless a subsequent Contract is entered into by the parties. In the event the parties fail to enter into a subsequent contract, the Administrative Assistant's employment shall continue on a month-to-month basis until the School Board either enters into a subsequent Contract with the Administrative Assistant or until the School Board provides sixty (60) calendar days of written notice of the termination of the Administrative Assistant's employment.

Section 3. Termination During the Term: The Administrative Assistant's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Administrative Assistant during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Administrative Assistant, in writing, of the proposed grounds for termination. The Administrative Assistant shall be entitled to a hearing before an arbitrator provided the Administrative Assistant makes such a request, in writing, to the School Board Chair within fifteen (15) calendar days after receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall conduct a hearing under normal arbitration procedure rules and issue a written decision. The decision of the arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Administrative Assistant may be suspended with pay pending final determination by the arbitrator. If the Administrative Assistant fails to request a hearing as provided in this section within the fifteen (15)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Administrative Assistant shall have no further claim or recourse.

Section 4. Mutual Consent: This Contract may be terminated at any time by mutual consent of the School Board and the Administrative Assistant.

Section 5. Contingency: If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Administrative Assistant completing the terms of the existing Contract.

ARTICLE III DUTIES

The Administrative Assistant shall serve under the direction of the Superintendent. The Administrative Assistant shall perform all duties incident to the position of Administrative Assistant and such other duties as may be prescribed by the Superintendent and School Board from time to time. The Administrative Assistant shall abide by the policies, regulations, rules, and procedures established by the School Board and the Commissioner of the Department of Education and shall abide by all Minnesota laws relating to the operation of the School District. The Administrative Assistant shall attend School Board and other meetings as directed by the Superintendent.

ARTICLE IV DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Administrative Assistant's duty year shall be for the entire twelve (12)-month Contract year, and the Administrative Assistant shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Administrative Assistant shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Vacation: The Administrative Assistant shall earn twenty (20) working days of annual paid vacation each Contract year, or 13.34 hours per month. Unused vacation may carry up to 10 unused vacation days into next year, with superintendent approval. Upon voluntary termination of employment, the Administrative Assistant shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section; however, if the Administrative Assistant is involuntarily terminated, he/she shall not be entitled to unused earned and accrued vacation days.

Section 3. Holidays: The Administrative Assistant shall be entitled to eleven (11) paid holidays: Independence Day, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve day, Christmas Day, New Year's Eve day, New Year's Day, Good Friday, Memorial Day and Juneteenth Day.

Section 4. Sick Leave: The Administrative Assistant shall earn paid sick leave at the rate of 1.25 days per working month and earned sick leave may accumulate to a maximum of one hundred and twenty (120) days. Upon voluntary or involuntary termination of employment, the Administrative Assistant shall not be entitled to unused earned and accrued sick leave days.

Section 5. Workers' Compensation: Pursuant to M.S. Chapter 176, the Administrative Assistant injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full wages from the School District, the wages to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 6. Emergency and Funeral Leave: The Administrative Assistant shall be granted bereavement leave for a death within the Administrative Assistant's immediate family. The time utilized shall be in an amount to be determined after conferring with the Superintendent. Days utilized will not be deducted from the Administrative Assistant's sick leave. "Immediate family" is defined as the Administrative Assistant's spouse, child, parent, brother, sister, grandparent, brother-in-law, sister-in-law, mother-in-law, father-in-law, or grandchildren. This particular type of personal leave shall be extended from one to five days as determined and granted by the superintendent or his designated representative for any particular event.

Funeral leave of up to one (1) day per school year shall be granted for funerals of friends and other persons not mentioned in the previous paragraph. Such leave shall be non-accumulative.

Section 7. Jury Service: The Administrative Assistant who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any wages deduction or loss

of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 8. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 9. Insurance Application: An Administrative Assistant on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Administrative Assistant shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Administrative Assistant is on paid leave from the School District under Section 4. above or supplemented by sick leave pursuant to Section 5. above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Administrative Assistant must pay the entire premium for any insurance retained.

ARTICLE V INSURANCE

Section 1. Health and Hospitalization Insurance: The School District shall provide the Administrative Assistant and the Administrative Assistant's dependents with health and hospitalization insurance coverage under the School District's group health and hospitalization insurance plan. The School District shall contribute the sum of \$6,700 annually (\$558.33 per month) for single coverage and \$10,800 annually (\$900 per month) for family coverage toward the premium for such insurance. The balance of the premium shall be paid by the Administrative Assistant through payroll deduction.

NOTE 2: In the event this Contract will cause or does cause penalties, fees, or fines to be assessed against the School District, the parties agree to reopen negotiations that result in a revised Contract between the parties that eliminates or reduces penalties, fees, or fines to be assessed against the School District. The amount of any reduction in the School District's contribution toward the Administrative Assistant's healthcare benefits as a result of addressing the "highly compensated employee" component of the ACA will be placed into another School District provided benefit(s) (i.e., a retirement HRA, wages, etc.) as agreed upon between the parties.

Section 2. Life Insurance: The School District shall provide, at its own expense, term life insurance for the Administrative Assistant under the School District's group term life insurance plan in the amount of \$20,000, payable to the Administrative Assistant's named beneficiary(ies).

NOTE 3: According to the Internal Revenue Service rules, the amount of School District premium contribution that pays for life insurance coverage in excess of \$50,000 is considered taxable income, so the School District should be certain that it is reporting that contribution as such, and the Administrative Assistant needs to know why that amount is being reported.

Section 3. Long-Term Disability Insurance: The School District shall provide, at its own expense, long-term disability insurance for the Administrative Assistant under the School District's group long-term disability insurance under which full-time employees may be included and which will compensate those persons covered thereby two-thirds (2/3) of the covered person's annual wages, effective after thirty (30) days' disability and payable to age seventy (70) subject to requirements of the insurance carrier.

Section 4. Eligibility: The eligibility of the Administrative Assistant and the Administrative Assistant's dependent(s) and beneficiary(ies) for insurance benefits shall be governed by the terms of the insurance policies purchased by the School District pursuant to this article.

Section 5. Claims Against the School District: The School District's only obligation is to purchase the insurance policies described in this article, and no claim shall be made against the School District as a result of denial of insurance benefits by an insurer if the School District has purchased the policies and paid the premiums described in this article.

ARTICLE VI
OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Administrative Assistant is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law. The District will match dollar for dollar of employee contribution, up to a maximum District contribution of \$900 per year.

Section 2. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Administrative Assistant's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the Superintendent and/or the School Board. The Administrative Assistant shall periodically report to the Superintendent relative to all meetings and conferences attended. The Administrative Assistant shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

ARTICLE VII
WAGE RATE

The Administrative Assistant shall be paid an annual salary of \$46,000 for the 2023 - 2024 Contract year. The annual salary may be modified, but shall not be reduced, during the term of this Contract. The salary shall be paid in twenty-four (24) equal installments during the Contract year.

ARTICLE VIII
OTHER PROVISIONS

Section 1. Outside Activities: While the Administrative Assistant shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the Superintendent, such activities do not impede the Administrative Assistant's ability to perform the duties of the Administrative Assistant's position. However, the Administrative Assistant may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the Superintendent.

Section 2. Indemnification and Provision of Counsel: In the event that an action is brought or a claim is made against the Administrative Assistant arising out of or in connection with his/her employment and the Administrative Assistant is acting within the scope of employment or official duties, the School District shall defend and indemnify the Administrative Assistant to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

Section 3. Dues: The Administrative Assistant is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the Superintendent and/or the School Board. The Administrative Assistant shall present appropriate statements for approval as provided by law.

Section 4. Cell Phone Use: The District will contribute \$480 per year toward professional use of personal cell phone.

Section 5: Daily Rate of Pay: For purposes of this contract, the Administrative Assistant's daily rate of pay is determined by dividing the total Administrative Assistant's annual salary by 260 days.

ARTICLE IX
SEVERABILITY

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

IN WITNESS WHEREOF, I have subscribed
my signature this ____ day of
_____, 20 ____.

Administrative Assistant

IN WITNESS WHEREOF, we have subscribed
our signatures this ____ day of
_____, 20 ____.

School Board Chair

School Board Clerk



Employment Recommendation Le Sueur - Henderson School District

Position: Administrative Assistant AD

Recommended Candidate: Courtney Zelenak

Recommended by: Cindy Schmidt

Start/ Hire Date: 08/15/23

To be completed by an administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

yes

yes

NA

NA

CNA

NA

NA

15.63

New Position

Existing Position

Replacing: Christy Smykalski

Additional Information:

- Pending Background check

Approval of Principal:

yCindy Schmidt

8/15/23

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

Share with District Office (Brittany, Jim, Juanita, Todd, Jennifer) & Technology (Bruce) via Google Drive



Employment Recommendation Le Sueur - Henderson School District

Position: Preschool Paraprofessional

Recommended Candidate: Kari Schmidt

Recommended by: Nathan Warden

Date: August, 17, 2023

To be completed by administrator:

Candidate has current & appropriate certification:

yes

Reference checks completed:

yes

Years of experience granted:

yes

Step Placement:

NA

Highest degree currently held:

2 year degree
(associates)

Lane Placement:

NA

Credits beyond highest degree granted:

NA

New Position

Existing Position

Replacing: Vicki Loewe

Additional Information:

- Kari has great experience working with early childhood

Approval of Principal: Nathan Warden

Nathan Warden

Daten 8/17/23

Approval of Superintendent:

Electronic Signature

Date

Share with via Google Drive - District Office



San Juanita Flores <sflores@isd2397.org>

Fwd: Football resignation

Eric Lewis <elewis@isd2397.org>
To: San Juanita Flores <sflores@isd2397.org>

Wed, Aug 9, 2023 at 1:18 PM

Eric Lewis
LeSueur-Henderson Schools
Dean of Students and Activities Director
Head Softball Coach



Small Towns... GIANT Opportunities... District of Choice

----- Forwarded message -----
From: **Benjamin Johnson** <bejohnson@isd2397.org>
Date: Wed, Aug 9, 2023 at 1:00 PM
Subject: Football resignation
To: Eric Lewis <elewis@isd2397.org>

To whom it may concern,

To account for the extra time I will need this fall for student teaching and starting my new position at the new Hilltop ALP, I am writing this email to give notice of my resignation from coaching football for the upcoming 2023 season. I am grateful for the opportunity I had to be with the team last year, and look forward to the possibility of rejoining the team in the future. Thank you for your understanding in this matter.

Respectfully,
Ben Johnson

--
Ben Johnson
Teacher, Special Education
Le Sueur-Henderson Middle/High School

August 11, 2023

Mr. Wagner,

I, unfortunately must make this hard decision in leaving my current role as the bestest Admin. Assist. you have. I'm beyond grateful for the opportunity to have worked with you and the rest of the District Office Team. My last day in my current role will be Friday, August 25th. I will do my best to make the transition as smooth as possible for my replacement.

Go Giants!!

Best Regards

Juanita Flores



San Juanita Flores <sflores@isd2397.org>

Fwd: ECSE Classroom Para

1 message

Darren Kern <dkern@isd2397.org>
To: San Juanita Flores <sflores@isd2397.org>

Tue, Aug 15, 2023 at 1:44 PM

----- Forwarded message -----

From: **christina padgett** <cdevine@isd2397.org>
Date: Tue, Aug 15, 2023 at 1:08 PM
Subject: ECSE Classroom Para
To: Darren Kern <dkern@isd2397.org>

Mr. Kern,

I am formally resigning as the ECSE Pre-school classroom para at Park Elementary as of today, 08/15/2023.

I have really enjoyed working with the preschool staff and all the kiddos thru out the years that I have been there.

I plan on stopping in sometime this week to drop off my fob and key and am wondering if there is anything else I need to do before I leave?

Thank you,

Christina Devine

Sent from [Mail](#) for Windows

--

Darren Kern
Park & Hilltop Elementary Principal
Le Sueur Henderson School District
507-665-4700



Small Towns...GIANT Opportunities...District of Choice

This resignation will need to be included in a board meeting for the board to approve the resignation until the student council.

----- Forwarded message -----

From: Heidi Hagen <hhagen@isd2397.org>
Date: Fri, Aug 18, 2023 at 10:47 AM
Subject: Stepping down
To: Darren Kern <dkern@isd2397.org>

Good morning,

Not that I want to because I love Student Council but due to being in a new position in a new building, it is in the best interest to have someone in the building take over Student Council. Thank you for the opportunity. I am more than willing to help out in making this a smooth transition.

Heidi Hagen
ALP Secretary / Health Office Assistant / Third-Party Billing Coordinator
(507)665-5901
hhagen@isd2397.org



LE SUEUR- HENDERSON SCHOOL DISTRICT



Staff Handbook

~~2021-22~~

2023-24

~~Philosophy & Mission of LSH Schools~~

~~In its broadest sense education is not preparation for life; education is life! Education is the continual sharing of knowledge and personal experiences. The education process is not only confined to the school building, it is also the responsibility of society. Therefore, we recognize that educational responsibilities are shared with the home, the church and other institutions.~~

~~□ We believe students should have a strong background in the basic skills of reading, writing, speaking, spelling, listening and mathematics, along with the opportunity for exploration and development of scientific investigating.~~

~~□ We believe students should have the opportunity to develop an appreciation and understanding of the fine arts, such as music, drama and art.~~

~~□ We believe students should have the opportunity for career information and exposure within our curriculum.~~

~~□ We believe students should have an understanding of our American heritage, as well as knowing the obligations and responsibilities of citizenship.~~

~~□ We believe in providing a variety of co-curricular activities which afford students with opportunities for personal growth.~~

~~□ We believe education is a continuous lifelong process which should enable each person to effectively meet the demands of a changing society.~~

~~**"All students will learn well."**~~

~~**The Mission of the Le Sueur-Henderson public Schools is to ensure individual achievement by:**~~

~~Focusing on the learner;~~

~~Clearly defining the knowledge and skills necessary to function in today's society;~~

~~□ Motivating all learners to reach their maximum potential;~~

~~□ Providing participatory decision making;~~

~~□ Creating and sustaining a climate for change; and~~

~~□ Modeling democratic principles; Thereby, instilling a desire for lifelong learning in everyone~~

~~A TEACHER'S CODE OF ETHICS~~

~~**First Principle:**—The primary obligation of the teaching profession is to guide children, youth, and adults in the pursuit of knowledge and skills, to prepare them in the ways of democracy and to help them to become happy, in the social responsibility, economic competence, and moral strength of the individual American.~~

~~**Second Principle:**—The members of the teaching profession share with parents the task of shaping each student's purposes and act toward socially acceptable ends. The effectiveness of many methods of teaching is dependent upon cooperative relationships with the home.~~

~~**Third Principle:**—The teaching profession occupies a position of public trust involving not only the individual teacher's personal conduct, but also the interaction of the school and the community. Education is most effective when these many relationships operate in a friendly, cooperative manner.~~

~~**Fourth Principle:**—The members of the teaching profession have inescapable obligations with respect to employment. These obligations are nearly always shared employer-employee responsibilities based upon mutual respect and good faith.~~

~~**Fifth Principle:**—The teaching profession is distinguished from many other occupations by the uniqueness and quality of the professional relationships among all teachers. Community support and respect are influenced by the standards of teachers and their attitudes toward teaching and other teachers.~~

District 2397 Board of Education
Le Sueur, Minnesota 56058

Le Sueur-Henderson Public Schools

Strategic Plan | 2018-2023

BELIEF STATEMENTS

The Le Sueur-Henderson Public Schools believe:

- That collaboration between the home, the school, and the community has a positive impact on student success;
- That everyone deserves a safe and respectful school environment;
- That all students deserve the opportunity to learn and succeed;
- That diversity enriches the individual, school, and community;
- That educational excellence requires effective leadership, high expectations, teamwork, up-to-date facilities, and the responsible utilization of resources;
- In educating the whole child — academically, socially, physically, and emotionally;
- In continuous improvement and a growth mindset; and
- In an individualized, rigorous, and relevant academic experience.

MISSION STATEMENT

The mission of the Le Sueur-Henderson Public Schools is to:

- Provide a shared commitment to learning that enables every student to contribute and succeed in life.

VISION STATEMENT

- Le Sueur-Henderson Public Schools — where individual dreams and aspirations are born and fostered through student-centered learning.

BRANDING STATEMENT

- Small Towns ... Giant Opportunities ... District of Choice.



8710.2100 CODE OF ETHICS FOR MINNESOTA TEACHERS.

§

Subpart 1. **Scope.** Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Professional Educator Licensing and Standards Board.

Subp. 2. **Standards of professional conduct.** The standards of professional conduct are as follows:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position

EQUAL OPPORTUNITY STATEMENT POLICY

It is the policy of Independent School District 2397 not to discriminate on the basis of race, color, age, religion, creed, national origin, sex, marital status, economic status, or disability in its educational programs, activities or employment policies as required by Title VI of the Civil Rights Act of 1964 and the Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title VI and Title IX may be direct to the Superintendent at the District Office, or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington DC.

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All forms can be downloaded from the district website under the icon “forms”.

Teacher’s Guidelines

ACCIDENTS

Accident reports are filled when a student has been injured in your classroom or when witnessed by you outside your classroom. All injuries and accidents should be reported immediately to the Nurse’s Office. The School Nurse or designee will make the decision to contact family and/or physician or other health professionals. The Accident Report Form is found in the Administration Office.

Accidents involving Employees on-site must be reported to your immediate supervisor within 24 hours of the incident according to Workmen Compensation guidelines. A joint report (First Report of Injury) will be filled out by the supervisor or school nurse and turned into the District Office. It is the employee’s responsibility to initiate such a report within the time requirement.

ACCOUNTING OF MONEY COLLECTED

Pupils should be discouraged from carrying money or leaving money in their desks. In the event students do bring money to school, it should be given to the teachers for safekeeping. Monies collected from students for books, magazines, projects, etc., should be deposited in the office for safekeeping.

ADVERTISING FROM VENDORS

~~Any vendors entering our school need to be directed to the Main Office. Advertising is subject to school approval. If advertisements are accepted to be posted in our school, they are posted on the TV site, under “Community Announcements” or on the hallway bulletin board by the Counseling Office. Advertising will not be on walls around the buildings.~~

AIR QUALITY

Please know there are several laws pertaining to the quality of air in our building. Blooming plants, animals, air fresheners, and area rugs can affect the air quality and are not to be used in

the building. Non-blooming plants are permissible. Please notify a custodian if you detect an odor needing attention. **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.**

ALCOHOL, TOBACCO, DRUG-FREE ENVIRONMENT

All buildings, ground, and vehicles in District #2397 are alcohol, tobacco and drug-free. No students, parents, staff, or visitors will be allowed to use tobacco, alcohol or drug products in the buildings, on the school grounds, or in school vehicles. Everyone's cooperation is necessary and expected.

ANIMALS ON SCHOOL PREMISES

Prior written permission from the Principal must be obtained before any animal is brought onto school premises. Animal owners/handlers wishing to bring an animal onto school premises may obtain permission forms in each building office. Animal owners/handlers must present proof of all inoculations for the animal, including rabies and other necessary inoculations, and show that the animal will be properly restrained before permission is granted by the administrator. Building administrators have complete discretion as to whether to allow animals on the premises.

APPLIANCES

Personal appliances (refrigerators, microwaves, coffee maker, etc.) are not to be placed in classrooms or office areas. Appliances for food storage and preparation are available in the staff room. Exceptions may be approved by the building principal based on documented program need or documented medical condition.

ATTENDANCE POLICY

~~The Le Sueur Henderson High School Staff believes that regular school attendance is a significant and valuable component of a student's education. Engaged attendance and daily participation are directly correlated to successful academic achievement. Attendance is expected. It is difficult to replicate the dynamics of group participation through make up or other alternative assignments. Therefore, engaged attendance is critical to the success of your academic progress and achievement. What each and every individual student brings to in-class attendance contributes to the exchange of ideas and accomplishments of the group as a whole.~~

~~—If a student must be gone from class, they are expected to make prior arrangements through a discussion with the teacher and the attendance office. This is the students' responsibility to make arrangements in advance and the parent's responsibility to call the high school office. It is also the students' responsibility to sign in and out of school through the attendance office.~~

~~—As we prepare students for future plans and goals, communicating absence is a basic essential of the workplace. A phone call is expected prior to all absences(e) from illness or necessary appointments as detailed in the "Recognized Exceptions to Regular School Attendance".~~

~~—For these reasons, student absences from school should be limited to those instances in which it is genuinely unavoidable. Each student, his or her parent or guardian, and the school share an obligation to encourage and insure the student's continuous school attendance. Students will be recognized for exemplary attendance. This philosophy is related and embedded in the Attendance Procedures at Le Sueur Henderson High School.~~

~~—If you become sick at school, you must obtain a pass to the nurse's office and the nurse will contact parents and document your release.~~

To see complete School district Policy, access the website:
[Le Sueur-Henderson School District](#)

Parents/Guardians are requested to **call** the Attendance Hotline **prior to** a student's **absence**, or out of school **appointment**:

ATTENDANCE HOTLINE		
Park Elementary 507-665-4600	Hilltop Elementary ALP 507-665-5900	MS/HS 507-665-5800

~~*A Parent/Guardian written note is also accepted at the attendance office, however calling the Attendance Hotline prior to all absences and appointments is fast, convenient, and eliminates students waiting in line.~~

Recognized Exceptions to Regular School Attendance:

- ~~• Administratively pre-approved absences~~
- ~~• School sponsored events (i.e. field trips, support groups)~~
- ~~• Official religious holidays~~
- ~~• Funeral~~
- ~~• Removal from school by suspension~~
- ~~• Family emergency~~
- ~~• Illness or appointment verified by parent/guardian, health professional, or school nurse~~
- ~~• Family trips(5), College visits(2) that are pre-approved through the high school office (preferably a week in advance)~~

Steps to Pre-approved Absence

1. Parent/Guardian verification to attendance office (call or written note)
2. Advanced make-up form signed and completed by the teacher. (must be completed prior to the pre-arranged absence).

Absences Fall into One of Three Categories:

1. Excused absences: Typically for personal illness, emergencies, medical or dental appointments, family trips, or situations where there is agreement between home, school, and student as to purpose and validity of absence. (No penalties or consequences). Students are required to make up all daily assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

Daily work missed because of absence will be given a time extension upon the student's return equal to the total number of days absent. Daily work not completed within this time frame shall result in "no credit" for the missed assignments. Long term projects are due on the date assigned unless the student has made prior arrangements with the teacher. The teacher, Student Assistance Team, and/or Principal may extend the time allowed for the completion of make-up work only in the case of an extended illness or extenuating circumstance. Suspensions are to be handled as absences and students will be permitted to complete make-up work.

2. Unexcused absences: An absence which has neither the approval of parent or guardian or failure to notify the school, skipping classes) during the school day, or leaving school at any time for any reason during the school day without securing permission. Parents will be notified by phone of unexcused absences. Classroom teachers will discuss attendance concerns with the student. Notification by mail follows. Unexcused absence become trancies which are reported to the County per established guidelines and laws. Students missing more than 10 minutes of class are reported as truant. Student Success cards will also be issued for unexcused /truant absences. An Incomplete grade will be given if the student fails to complete the assigned Student Success hour(s).

Tardiness

Getting to class on time is essential to the learning process. Teachers may have point-earning activities that cannot be effectively replicated by students with tardiness or absences. Being late reflects a lack of respect for the teacher and students in the classroom. Teachers will keep a record of individual student tardiness and will refer students when tardiness becomes excessive. A student is tardy if he/she is not in class following established classroom expectations as per the approved course syllabus.

Tardies to Class, Periods 2-7

If a student is tardy to class once the day has started, he/she should report directly to class. Classroom teachers will record individual tardies to their classes. Upon reaching the fourth tardy to class the teacher will determine how to make-up time missed. Failure to complete time missed at the end of a grading period will constitute an earned grade of "Incomplete" (I).

Excessive Absences and Tardiness

Excessive absences and tardiness develop "at-risk" behaviors. Students will be required to make-up missed and /or truant behavior reported to Le Sueur/Sibley County. After the 13th absence, a doctor's note will be required.

~~Our School daily average attendance goal is 95 percent.~~

~~What constitutes a daily average attendance (DAA) below 95 percent?~~

- ~~● Missing 0.25 day or more per week~~
- ~~● Missing 2.25 days or more per quarter~~
- ~~● Missing 4.50 days or more per semester~~

~~The federal guideline under ESSA is 90 percent daily average attendance.~~

~~What constitutes a daily average attendance (DAA) below 90 percent?~~

- ~~● Missing 0.5 day or more per week~~
- ~~● Missing 4.5 days or more per quarter~~
- ~~● Missing 9.0 days or more per semester~~

~~Engaged attendance and daily participation are directly correlated to successful academic achievement. Le Sueur Henderson High School believes that students falling below 95 percent daily average attendance are potentially at risk. To assist students in developing academic success, a communication channel which may include phone calls, after school mentoring, counselor intervention, and parent conference to establish an attendance contract, medical documentation, and/or education alternative.~~

~~Make-up Work~~

~~Daily work missed because of absence must be made up within a number of day's equivalent to the number of day's absence from the date of the student's return to school.~~

~~Attendance Process for Appeals~~

~~Students seeking an exception to our attendance policy may appeal to the Le Sueur Henderson Appeals Team. Appeal forms are available in the attendance and administrative offices. When the form has been completed and signed by both the student and the parent, it is to be returned to the administrative office for review by the Appeals Team:~~

~~The team will recommend the following possible options:~~

- ~~● Develop an Action Plan for academic and attendance improvement.~~
- ~~● Review and/or recommend an earned grade.~~

~~*The Appeals Team will weigh heavily the recommendation of staff for students who have shown improvement.~~

~~Attendance Policy for Activities~~

~~Students participating in activities must be in attendance ALL SEVEN (7) CLASS PERIODS to be eligible to practice or compete. Students with truanancies will be dealt with on an individual basis. Suspension from competitions will result from truanancies:~~

~~Exceptions to the policy will be:~~

- ~~1. Administrative pre-approved absences.~~
- ~~2. School sponsored event (i.e. fieldtrip)~~

3. Professional appointment with PRE-APPROVED PARENT PERMISSION (examples: Doctor, Dentist, Chiropractor, Psychiatrist).
Other exceptions to this policy shall be considered ONLY upon the advice and consent of the principal and Activities Director.

SCHOOL DANCES

Suggestions for chaperones in supervising school dances

1. School sponsored dances will end at 11:30 PM.
2. Make sure those who are to sell tickets understand what they are to do. Help them establish some sort of routine. Be sure there are enough sellers to take care of everyone.
3. There are likely to be times during the evening when persons will come in and ask to go in to speak to a person in the dance. Do not permit these persons to enter, but if there is a student available, ask the student to find the person that is being sought and bring him or her to the door.
4. If at any time it is felt that a situation is getting beyond control, stop the dance, warn the dancers, and if the problem continues, stop the dance and send everyone home.
5. Be sure you have a check to pay the DJ.

Dance Rules

1. Usually dances are for students of Le Sueur Henderson Senior High. Attendance by a guest must be registered in advance.
2. Students or guests showing evidence of consumption of alcoholic beverages are to be denied admission if detected prior to entering. If they are discovered after entering their parents are to be notified and the schools policy on the use of controlled substances will be enforced.
3. Once persons have been in the dance and then elect to leave the building **they may not re-enter.**
4. Ticket sales stop at about 9:30 PM. No one else will be admitted after that time.

AUDIO/VISUAL TEACHING MATERIALS

Contact the Media Specialist for more specific information on ordering.

When making personal selections of video/DVD—**video content** for classroom use: please consider appropriateness and correlation with subject matter. “R” rated films/videos are not to be shown in classrooms unless with permission slip. Teachers are to keep in mind the length of the film/video; does the whole film/video need to be shown? Can students get the point that you are trying to make by watching a segment of the whole thing? Please note on your lesson plans when the film/video is being shown; include the name of the film/video and how long a clip you will be showing.

- Length of video content should be age appropriate
- Video content should be aligned to lesson objectives
- Staff are expected to preview video content for appropriateness before it is viewed by students
- At elementary, video content should be “G” rated unless prior approval is given by the building principal. Under no circumstances would any rating above “PG” be approved.
- At the MS/HS, all video content should be “PG-13” or lower unless prior approval from building principal is given

Make sure that the film/video ties into your curriculum/lesson. Time is short enough in the classroom without watching a film/video for the fun of it.

AUDIO/VISUAL EQUIPMENT

Equipment that is assigned to the classroom teacher is the responsibility of that teacher and is checked back at the end of the year.

Additional equipment may be checked out from the Media Center. Any breakage or missing pieces should be reported to the Media Specialist. Forms need to be filled out if checking to take home. A staff member is responsible for any damage.

BIKE SAFETY

- A. **Students** are permitted to ride bikes to school. Students below third grade must have adult supervision to ride to school. No elementary student should ride over a maximum distance of two miles to school.
- B. Bikes must be placed in the bike racks when a student arrives at school.
- C. At no time may a bike be ridden during the day.
- D. Students are reminded not to tamper in any way with bikes during the day.
- E. Bikes must be walked on the school grounds when students are on the sidewalks or playgrounds and until the buses have departed.
- F. **It is highly recommended that bike locks are used. The district is not liable for lost or stolen bikes.**

BUILDING AND EQUIPMENT

Teachers and students should display respect and care for school property. Teachers are to help ensure all students work under conditions that are as comfortable as possible. There needs to be proper lighting, ventilation, temperature and cleanliness in your room. Please report any concerns to the Principal or custodian if conditions need attention and are beyond your control.

BULLETIN BOARDS

Bulletin boards are provided in almost every room in the building. They can be a teaching aid to promote interest in your classes by making sure the subject matter is interesting, the material is up-to-date, and the bulletin boards are kept in an orderly manner. Try to change your bulletin boards often. Students placing items on the bulletin boards are under the direction of the teacher only. A good attractive bulletin board can add to the atmosphere and organization of your room.

CHILD ABUSE AND NEGLECT

By law, the State of Minnesota mandates that professional educators who have knowledge of, or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report such information to the Le Sueur County Child Protection Agency by calling 507-357-4440 and Sibley County at 507-237-4330. Document the report to prove your compliance with the law. Forms are available from the principal, **counselor, school mental health professional**, school nurse, or health office paraprofessional.

CLASSROOM MANAGEMENT

- ~~Teachers are responsible for the physical condition of the classroom. Please report any classroom damage to the Principal as soon as possible.~~
- ~~Teachers are responsible for the cleanliness of the student desks. Proper classroom supervision helps prevent drawing and writing on classroom desks.~~

CLASSROOM PROCEDURES

- Attendance will be taken **per building procedures**. ~~every hour utilizing the computers in your classroom.~~
- ~~Please~~ **Maintain** accurate attendance and grade reports.
- ~~Please~~ **Teachers are expected to** keep students and parents/guardians updated regularly.
- Make-up work is required of all students who are absent, ~~unless unexcused from class.~~
- If a student is not performing well in the classroom, the teacher is to contact the parents/guardians, counselor, and/an SAT/**MTSS** member.

- Prior to referring a student to SAT/MTSS, teachers are expected to have tried at least one research based intervention and have data to share at the SAT/MTSS meeting on effectiveness of the intervention.

CLASSROOM VISITATION

Parents/guardians, visitors, and student visitors who wish to make a classroom visit are advised to make arrangements or an appointment at least one day in advance with the classroom teacher and the School Office. In most instances, these visits are welcomed by the school. But there are occasions when the presence of a visitor in the classroom may be a distraction to the learning/teaching process. The school district, under the supervision of the Principal and other administrator, reserves the right to deny a request for a classroom visit. If a request is denied, other options and alternatives may be explored.

CONCEAL AND CARRY LAW

Students and staff are prohibited from possessing guns on school property and in school buildings. The general public is prohibited from possessing guns in school buildings, but permit holders may possess a gun in a motor vehicle and may retrieve or place the gun from trunk to vehicle and back on school property.

COPYRIGHT POLICY

The District does not tolerate violation of United States copyright laws. Teachers must obtain permission before reproducing printed materials, music, television, video, computer programs, and other copyrighted materials. Please see your Principal with questions related to the lawful use of materials for classroom use.

COPY ROOM

Staff members are responsible for their own copies to be made. Make sure you pick up your material in a timely manner ~~to avoid a backlog on the machine.~~

CONFIDENTIAL INFORMATION

Generally, all matters concerning students, staff, and teachers are confidential and can only be released to others with written permission by the parents/guardians or the individual. At no time should the information be discussed openly in a public setting for others to hear. Please keep all confidential materials out of view from anyone looking at your desk or work area.

CRISIS PROCEDURE

See "Crisis Management Plan" given to each teacher to keep under their phones.

DAILY PROCEDURES

- ~~1. The School Day for students begins at 8:00 A.M. and dismisses at 3:08 P.M.~~
1. As a general rule, please greet students as they enter your room.
2. Teachers shall be available to students and staff in the immediate area of their first class period. Please don't deviate from this schedule without first getting permission from the principal. Teachers are responsible for assisting in the hallways, locker areas, and lunchrooms as well as inside their classrooms.

3. No local or state association meetings are to be scheduled between the hours of 7:15 A.M. to 3:30 P.M.
4. A duty-free lunch period is allowed for each teacher.
- ~~5. Food and beverages are not allowed in the classrooms during direct service time.~~
6. When leaving their classrooms for the day, teachers will check to see that windows and doors are locked.
7. Students are not to remain in the building after school hours unless they are under the direct supervision of a teacher, coach, or advisor.
8. If we expect students to be punctual, we must be so ourselves. Start classes without delay.
9. Classes should be attended at all times. If for any reason you feel it is necessary to leave your class or the building, notify the principal.
10. All teachers should use a standard procedure for the dismissal of classes. **Dismissal may not occur before the bell rings.**

DISCIPLINE

School discipline is the responsibility of all staff. All staff is to develop an understanding of District Discipline Policy as well as School Rules and Regulations which can be found in the Student Handbook. Please notify the Principal immediately regarding weapons, fire, fighting between students, or chemical violations.

ELEMENTARY BEHAVIOR/DISCIPLINE

Discipline is an On-Going Process:

Everyone connected with the school must understand that discipline is a process, not a product. The staff must work together to achieve as much consistency as possible and must be prepared to revise and adapt the procedures when they are ineffective. To facilitate the process of discipline there will be a yearly review and, if necessary, revision of the written policies and procedures.

II. Administration

A. The Administrator's Role in Discipline:

The role of the principal in discipline is three-fold: first, to help monitor, revise, and update the discipline policies and procedures, second, to help staff implement classroom management and school management techniques, third, to assist staff with handling severe misbehavior such as physically dangerous situations, flagrant disrespect of adult authority, and any chronic and recurring problems.

It is not possible for the administration to accept discipline referrals for minor problems. If minor problems are referred to the office, students soon learn that being referred to the office is "no big deal".

To maintain the potential effectiveness of office referrals, they must be used only for severe or recurrent problems. The administrative role needs to be teacher supportive.

B. Minor Disruptions:

If a child is distracting other students from learning, it is important to try some immediate things to prevent having to send the student to the office. Once you have sent a child to the office, the relationship between you and the child will be affected.

1. Have the child take a break in the "quiet space" designated. Expectations must be set at the beginning of the school year for this space. Before the child returns to

the learning space, set the expectations and what consequences will take place if the behavior continues.

2. If the behavior continues, the child will take a break into the buddy classroom. The teacher will reflect with the child prior to coming back into the classroom.
3. If the behavior continues, call the office for administrative support.

C. Severe Disruptions:

If a child becomes belligerent, defiant, or out of control and teacher interventions have not been effective, the child may be referred to the office. At no time should a staff member physically touch/restrain a student unless CPI trained and meets all the legal requirements for such restraints. ~~please refrain from physically touching him/her.~~

1. Send for help – Dean of Students / principal or other staff members.
2. Try to isolate the child – send all other children out of the area.

If a child presents the potential of harming themselves or others:

1. Send or call for help! (Principal or other staff members).
2. Clear the area of other children.
3. Only staff members trained in CPI interventions are allowed to restrain a student to prevent self-harm or harm to others. ~~Physically restrain him/her only if absolutely necessary to protect someone, using a safe area for touching (elbow to shoulder).~~

If the Dean of students and/or principal is unavailable:

1. Call the Main Office to send support
2. Call for another staff member.
3. Call Le Sueur Henderson high school for administrator or counselor/social worker.
4. Call for the superintendent.

G. Principal's Plan for Discipline:

1. ~~The child is given a hearing (every child is allowed to tell his/her side of the story).~~
2. ~~Witnesses are questioned.~~
3. ~~A determination is made if school rules were violated.~~
4. ~~A consequence is then determined by the principal.~~
5. ~~The parents are notified by phone or letter.~~
6. ~~Name, date, grade, teacher, offense, and consequence are recorded and filed.~~

III. Staff

A. The School Staff's Role in Discipline:

Every staff person in the school is an equal and contributing part of the discipline policy and procedure. All adults have the right to implement consequences for infractions of school rules. This is true for teacher assistants, parent volunteers, secretaries, custodians, cooks, teachers, and other district employees.

All staff should develop an understanding of the philosophical basis of the plan so that they are able to make appropriate decisions when interacting with students.

The classroom teacher is the center of an effective school discipline policy. The teacher will continually emphasize to students and parents the importance of "Do your best and help others do their best". The teacher will help students learn how to evaluate if they are doing their best or not. The teacher will put more energy into reinforcing success than into trying to "control" behavior. Whoever is directly supervising students is considered the classroom teacher whether that is P.E., music, art, library, or anywhere else. Instructional aides need to work with the administrator and classroom teacher in assisting with classroom discipline.

When there is a behavioral problem (other than “severe behavior”) the staff person will attempt to teach the student how to behave appropriately. The procedures the staff member uses to accomplish this are at the discretion of that staff person and will be sequential. If one procedure or set of procedures does not work, that staff member will try something else. Consistency, follow-up, and true caring are the keys to success.

B. Staff Responsibilities:

1. **Explicitly teach expectations in a positive manner focusing on the desired behavior and not the negative behavior.** ~~Discuss the rules with your students.~~ Explain what behaviors cause problems and why each rule is important. Give students an opportunity to ask questions.
2. Praise your students often for appropriate behavior!
3. Teach and re-teach these appropriate behaviors, especially when you see these rules are not being followed.
4. Be on time to receive your students **when returning from specialists, recess, lunch, etc..**
5. ~~Organize and travel with your students when you are to move as a group.~~
* **Set and enforce hallway expectations.**
6. Step into hallways and restroom areas to **actively** monitor whenever possible.

C. Monitoring and Consequences:

1. Anytime any adult sees a student violating a rule, it will be the responsibility of that adult to tell the student what he/she did wrong and have him/her do it correctly or refrain from that activity. **Try to focus on the desired behavior rather than the less desirable one.**
2. If the entire class is involved in an activity and someone or several students behave inappropriately use this time to teach appropriate behavior.
3. Staff should make an effort to monitor the building, hallways, restrooms, and playground to praise students behaving properly.
4. Make corrections in a calm voice and do not argue. **Behaviors can escalate when voices are raised and a power struggle occurs.**
5. The staff should give consequences that fit the violation. For example, a student runs through a crowded hallway. Staying five minutes after school won't teach him/her how to move safely through the halls; going back and walking will.

ELIGIBILITY

Students who are in activities representing Le Sueur-Henderson High School should maintain proper grades, follow the standards of conduct as outlined by the Minnesota State High School League, abide by all school rules, and follow the guideline of good sportsmanship.

EMPLOYEE AND VOLUNTEER BACKGROUND CHECKS

The Le Sueur-Henderson School District requires a criminal background check on all employees as well as volunteer athletic coaches and volunteers providing other services.

EVALUATION OF STAFF

The administrative staff shall continually evaluate all professional personnel in accordance with school board policy and state requirements.

EXCUSING STUDENTS FROM CLASS FOR ANOTHER ACTIVITY

Teachers requesting permission from colleagues to excuse any student from scheduled class to another activity should carefully consider the likely benefits to the student of the activity in preference to his/her regular work. The instructor to whom the student is assigned from that time period has the final decision to honor the request.

EMAIL

Email addresses are assigned to all staff throughout the district. Staff is expected to check their email messages daily **and respond to messages within 24 hours**. Please report any problems or concerns you encounter with your email.

District-coordinated email distribution lists are to be used for educational purposes only. Email distribution lists can be used to communicate information related to the business of school and its day-to-day operation; classroom, co-curricular, professional and career development activities to further educational and personal goals consistent with the mission or the School District, school policies, and professional organizations. Questions or permission to send a distributed email on a distributed list can be obtained from the building administrator or from the Director of Technology. Please do not use the distribution list to distribute opinions, advertisements, personal gains, and other useless business information. **Staff should be careful when opening emails from unknown sources. Staff should also use discretion when sending out emails for non-school-related issues.**

FACULTY EATING AREAS

The only approved faculty eating areas in the buildings are in the faculty lounge and in the commons area. Teachers can eat lunch in their classrooms, just not in front of students. Please assist in maintaining the neatness and cleanliness of our eating areas. Please do not bring food and beverages into your classroom areas. Please restrict beverages to offices or classroom areas during the non-teaching time.

FIELD TRIPS

All field trips need to be cleared with the Principal. Please submit the request in writing or email at least 2 weeks in advance. Field trip forms are available in the office. Parent/guardian permission slips are needed. Staff members are responsible to notify the attendance office and other staff members with a list of who is going on the field trip. Field trips are not funded by the school district. Field trip requests after the second Friday in May will be denied.

FINAL TESTS

- A meaningful/relevant final project or exam is given at the end of the course.
- The project or exam represents the core outcomes for the course and is reflected in the student's final grade.

GRANT WRITING

All employees are encouraged to seek out and write grant proposals that may contribute to or enhance the educational mission of the school district. Any new grant proposals must be approved by the administration prior to their submission in order to discuss the grant and its implementation. Grants which allow for the reimbursement of writing or for the administration of the grant will need prior agreement from the superintendent. Grant writing takes place outside the normal workday unless prior approval has been obtained from the administration. Grant

writing related to staff development is not subject to these procedures. ~~All grant applications are subject to School Board approval.~~

GUEST/SPEAKERS

Adults are welcome to visit the school. Please inform the building Principal prior to the scheduled visit. Visitors need to sign in; they will be given a name tag.

HEALTH OFFICE

Teachers, please note any evidence of illness or significant behavior changes in students. Do not attempt to diagnose, simply refer apparent illness, injury, and bruising to the School Nurse or paraprofessional. (See "CHILD ABUSE AND NEGLECT").

In case of an accident or illness, please send the student to the Nurse's Office at once. If necessary, the health professional will call the parent/guardian and determine whether or not the student should go home.

HOMEWORK

~~Homework is considered a required component of the curriculum. Since intellectual maturity is the end to be achieved, any method used should, as the student works towards their senior year, find the individual able to work through to a satisfactory solution of increasingly complex problems. Any system of teaching that observes these principles gives greater assurance of the profitable use of the class period. One of the primary objectives in teaching is to enable a student to get along without a teacher which is demonstrated through homework.~~

If you assign homework, family dynamics, family schedules, and purpose of the homework should be considered before it is assigned. Research indicates that homework should be practice of content already learned and should not be used to teach new content. Research suggests that homework should be no more than 10 minutes per grade level. Example: 7th grade, no more than 70 minutes of homework.

HOUSEKEEPING

~~The buildings have been thoroughly cleaned at the beginning of each year. We, as faculty members, are responsible, both collectively and individually, for cutting down on unnecessary wear and tear on the physical plant and facilities.~~

INSTRUCTION

Teachers will develop a syllabus for each course if applicable for their area. Elementary settings could be different. The Syllabus will contain a course description, outcomes, and evaluation of learning sections.

INSURANCE

Qualifying employees are welcomed to participate in the District's various insurance plans. Please contact the District Office for more information regarding these offerings. The school does not carry any medical insurance for student injuries. Teachers are encouraged to carry liability insurance through their respective professional organizations.

INTERNET

Staff members are expected to use network and Internet access through the district system to further educational goals consistent with the mission of the School district and school policies. Uses that might be acceptable on a user's private personal account or another system may not be acceptable on this limited-purpose network.

Access to electronic mail distribution lists is given to support the mission of teaching and learning. Electronic mail system users must create messages in a business-like style just as any hard copy memorandum or letter.

Please consider the recipients before using a distribution list to send bulk junk mail, graphics, video clips, sound files, chain messages, and unconfirmed virus notifications.

LIMITED EXPECTATIONS OF PRIVACY

Users should expect only limited privacy in the contents of personal files on the School District system. Routine maintenance and monitoring of the School District system may lead to a discovery that a user violated this policy, another School District policy, or the law.

School District employees should be aware that data and other materials in files maintained on the School District system might be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Privacy Act). If you have any questions, please feel free to contact the Director of Technology or your Building Administrator.

INTRANET (is this the process with Apptegy)

The introduction of the district intranet options has given us the opportunity to go "paperless" with many handbooks, documents, and forms for school district employees. More information will be available throughout the school year. To access the intranet option, go online to the Le Sueur Henderson School District's home page and this can be accessed through "Moodle" in the "Den" portion of the district website. Each Le Sueur Henderson School will have their own site available for school information.

ITEMS TO REMEMBER WHEN SENDING STUDENTS TO THE PRINCIPAL

~~Don't say to any student that he will not return to your room. He/She may be sent back. This is especially true for students under 16 or not through grade 10. It is not the prerogative of the teacher to decide whether a student will not be in class but is reserved for the school board to make the final determination. If the student cannot be controlled during this time in school, then it is our responsibility to keep accurate records showing the time, date, and place of events and make a complaint to the proper authority on the behavior so that action may be taken.~~

~~There are students who are referred for comparatively minor discipline breaches. Some sort of disciplinary action will be taken in every case. Nearly always the student will return to class. Consultation with the teacher will follow. If you feel that a problem is severe, be sure to inform us at the time the student is sent to the office. Generally persons who are referred to the principal must have reached a point where control from outside the class is needed. This point is rarely reached on the first offense except when a student refuses to obey legitimate instructions from the teacher or is exhibiting disrespect for a teacher in the school building or on school property.~~

~~There are some instances where there is an indication that inconsistent disciplinary action by a teacher has caused problems to arise. This comes about when a teacher does nothing about a problem one time and becomes very angry or upset the next time something happens. This is a dilemma a teacher should not let himself/herself fall into because it only creates mixed reactions by the student. Usually, the result is lost respect by the student followed by loss of control. Being consistent often means being fair to all students.~~

~~Remember—when you send a student to the principal's office, any control that comes as a result is not your control but the control of the principal. You can lose control of your classes if you use these means repeatedly.~~

LESSON PLANS

Advanced lesson plans **should be readily available at the request of the building principal.** ~~are turned in to the building principal in writing, or have the plans on the teacher's desk readily available for the sub, or by email before you leave on the last day of the school week. Lesson plans should be carefully prepared in such a form that a substitute can readily interpret them.~~

LOST AND FOUND

A lost and found department is maintained in the Main Office. If something has been left in your room and you cannot find the owner, please turn it into the office receptionist. Students inquiring about lost articles should be referred to the Main Office; any lost item of assumed value should be turned into the Main Office for safekeeping until it is claimed.

LUNCH PROGRAM

All district employees may participate in the computerized lunch account. The school will issue PIN numbers to staff members to access lunch accounts. Money can be placed in your account before school and when purchasing lunch. Staff will be notified when individual or family accounts become low.

MAILBOXES

Please check your mailboxes regularly during the day; make your first stop at the mailbox when you arrive at school. Your mailbox is an official place for any notices given to employees.

MIDDLE/HIGH SCHOOL DISCIPLINE EXPECTATIONS

I. Philosophy

A. Le Sueur Henderson Middle School Philosophy of Discipline and Motivation:

~~Everyone at Le Sueur Henderson Middle School is expected to do their absolute best at all times. Staff and students will all work together to help every person in the school reach their fullest potential. Any behavior or action which interferes with another person's growth or the student's own growth will be addressed.~~

~~Students will be encouraged to remember the phrase "Do your best and help others to do their best". When every person in a school is doing his/her best, the school becomes an exciting and warm place where everyone is learning new things every single day.~~

~~The principal has a key role in motivation by establishing a positive image and role model (morning bulletins, visiting in hallways and playground, assemblies, etc.). The principal supports positive programs for motivation and positive self-image. He/she counsels, helping students set goals and succeed; and helps staff and parents seek solutions to student problems (academic and behavioral). In addition, the principal supports the staff by becoming involved with severe and recurrent behavior problems.~~

Discipline is an On-Going Process:

Everyone connected with the school must understand that discipline is a process, not a product. The staff must work together to achieve as much consistency as possible and must be prepared to revise and adapt the procedures when they are ineffective. To facilitate the process of discipline there will be a yearly review and, if necessary, revision of the written policies and procedures.

II. Administration

A. The Administrator's Role in Discipline:

The role of the principal in discipline is three-fold: first, to help monitor, revise, and update the discipline policies and procedures, second, to help staff implement classroom management and school management techniques, third, to assist staff with handling severe misbehavior such as physically dangerous situations, flagrant disrespect of adult authority, and any chronic and recurring problems.

It is not possible for the administration to accept discipline referrals for minor problems. If minor problems are referred to the office, students soon learn that being referred to the office is “no big deal”.

To maintain the potential effectiveness of office referrals, they must be used only for severe or recurrent problems. The administrative role needs to be teacher supportive.

B. Severe Disruptions:

If a child becomes belligerent, defiant, or out of control, please refrain from physically touching him/her.

3. Send for help – **Dean of Students** / principal or other staff members.
4. Try to isolate the child – send all other children out of the area.

If a child presents the potential of harming themselves or others:

4. Send or call for help! (Principal or other staff members).
5. Clear the area of other children.
6. Physically restrain him/her only if absolutely necessary to protect someone, using a safe area for touching (elbow to shoulder).

If the Dean of students and/or principal is unavailable:

5. **Call the Main Office to send support**
6. Call for another staff member.
7. Call Le Sueur Henderson high school for administrator or counselor.
8. Call for the superintendent.

C. Principal's Plan for Discipline:

- ~~7. The child is given a hearing (every child is allowed to tell his/her side of the story).~~
- ~~8. Witnesses are questioned.~~
- ~~9. A determination is made if school rules were violated.~~
- ~~10. A consequence is then determined by the principal.~~
- ~~11. The parents are notified by phone or letter.~~
- ~~12. Name, date, grade, teacher, offense, and consequence are recorded and filed.~~

III. Staff

A. The School Staff's Role in Discipline:

Every staff person in the school is an equal and contributing part of the discipline policy and procedure. All adults have the right to implement consequences for infractions of school rules. This is true for teacher assistants, parent volunteers, secretaries, custodians, cooks, teachers, and other district employees.

All staff should develop an understanding of the philosophical basis of the plan so that they are able to make appropriate decisions when interacting with students.

The classroom teacher is the center of an effective school discipline policy. The teacher will continually emphasize to students and parents the importance of “Do your best and help others do their best”. The teacher will help students learn how to evaluate if they are doing their best or not. The teacher will put more energy into reinforcing success than into trying to “control” behavior. Whoever is directly supervising students is considered the classroom teacher whether

that is P.E., music, art, library, or anywhere else. Instructional aides need to work with the administrator and classroom teacher in assisting with classroom discipline.

When there is a behavioral problem (other than “severe behavior”) the staff person will attempt to teach the student how to behave appropriately. The procedures the staff member uses to accomplish this are at the discretion of that staff person and will be sequential. If one procedure or set of procedures does not work, that staff member will try something else. Consistency, follow-up, and true caring are the keys to success.

B. Staff Responsibilities:

7. Praise your students often for appropriate behavior!
8. Discuss the rules with your students. Explain what behaviors cause problems and why each rule is important. Give students an opportunity to ask questions.
9. Teach and re-teach these appropriate behaviors, especially when you see these rules are not being followed.
10. Be on time to receive your students.
11. Organize and travel with your students when you are to move as a group.
12. Step into hallways and restroom areas to monitor whenever possible.

C. Monitoring and Consequences:

6. Anytime any adult sees a student violating a rule, it will be the responsibility of that adult to tell the student what he/she did wrong and have him/her do it correctly or refrain from that activity.
7. If the entire class is involved in an activity and someone or several students behave inappropriately use this time to teach appropriate behavior.
8. Staff should make an effort to monitor the building, hallways, restrooms, and playground to praise students behaving properly.
9. Make corrections in a calm voice and do not argue.
10. The staff should give consequences that fit the violation. For example, a student runs through a crowded hallway. Staying five minutes after school won't teach him/her how to move safely through the halls; going back and walking will.

MIDDLE/HIGH SCHOOL SCHEDULES & GRADING

DROPPING CLASSES OR CHANGING PROGRAMS

Students are not permitted to drop out of classes or change their program after they are once registered, unless they have written permission from their parents and the approval of the principal or counselor. Any request to change a program or drop a class should be referred to the counselor or principal and must be completed the first week of each term.

MARKING SYSTEM

Report cards are based on the following numerical equivalents in determining honor roll and class standing. Teachers may use their own system of marking; however, the Principals should have a working knowledge of your system.

Numerical Equivalents

A	4.0	B	3.0	C	2.0	D	1.0
A-	3.67	B-	2.67	C-	1.67	D-	.67
B+	3.33	C+	2.33	D+	1.33	F	0

PARKING

Staff parking lots are available in designated areas, other than for students and buses. Teachers are requested to park in the designated parking lot of their building. Staff location will be established at the beginning of the school year by their building administrator.

PAYDAY

- Paydays are the 15th and 30th of the month or on the preceding work day if those should fall on a weekend or holiday.
- Contract dollar amount is divided by number of paychecks (20 or 24) and paid in equal amounts.
- Substitute pay is paid on the 15th of each month or on the preceding workday if it should fall on a weekend or holiday.
- Contact ~~Ky Batten~~, Business Manager, if you have any questions regarding the payroll process.

PERMANENT RECORD FOLDERS

Student permanent cumulative record folders remain in the records room in the ~~H.S.~~ **appropriate building**. **All information contained within the file is confidential.** These records are to be used by professional staff only. Cumulative record folders may be checked out by filling in a sign-out card and placing the card where the cumulative folder is kept. Cumulative folders must never leave the school building for any reason. The cumulative record card must be kept up to date by the semester or year. Special Education teachers should sign each time they use the cumulative folder.

PLANTS

To help children and adults who suffer from allergies and asthma and to improve the quality of the indoor air and cleanliness of classrooms, only properly maintained, non-blooming plants will be allowed.

Plants that are part of a curriculum project may be brought into a classroom for the duration of the project, not to exceed three weeks, but they must be properly maintained. The classroom teacher will be responsible for plant maintenance.

PLEDGE OF ALLEGIANCE

As per the law, we are required to recite the Pledge of Allegiance one or more times each week. The recitation will be conducted over the intercom on each Monday at the time designated by the building principal. Any student or staff member may decline to participate in the recitation and their right to make that choice shall be respected. Students will be instructed on proper etiquette for this activity.

PREPARATION PERIOD/LEAVING BUILDING

During the school day, all teachers will have at least **one preparation period as defined in the teacher contract**. ~~averaging 47 minutes for indirect services at the middle/high school and 60 minutes for elementary.~~ Indirect services include but are not limited to professional duties such as; teaching preparation, conferencing, team meetings, communication, and individual student or small group assistance. Teachers should remain available during their preparation period. However, situations will arise that require teachers to leave the building. Teachers who leave school grounds any time during the school day must sign out in the office indicating destination

and departure time. If you will be out of the building 30 or more minutes, you must report the time out of the building on **the absent management system AESOP**. Remember to sign in upon return. This is to help the office personnel in case staff needs to be contacted.

PROFESSIONAL ASSOCIATIONS

Staff members are encouraged to join professional organizations representing their interests. All Education Minnesota or other professional meetings are to be scheduled after the official school day. Please submit a meeting room request with the respective building principal or through Community Education.

PUBLIC RELATIONS

Our students are the school's best publicity agents. Accomplishments, activities, and other newsworthy events will be publicized through the Henderson Independent and Le Sueur County News, our parent newsletter, board meetings, letters, telephone calls, etc. Staff members are encouraged to publicize good things whenever possible and appropriate. Please remember to channel all news releases and public communications through the Main Office for awareness and coordination purposes.

RELEASE OF STUDENTS

The following rules regulations will be observed in releasing a child from the classroom during school hours:

- Students are to be released to police officers only if a warrant is issued. An administrator will accompany the officer and have the student released from class. The student may be questioned in a private conference room in the school building with parental consent as long as the principal or superintendent is present during the questioning.
- All student visitors to the classroom must have permission from the respective principal's office.
- Students are excused to leave the school building during school hours with a proper request from parent/guardian, notification of the person identified on the emergency card, or authorization from the school principal.
- ~~Please~~ do not release students until the scheduled release time from class unless they have a signed pass from the teacher, stating their destination.

RELIGIOUS EDUCATION

Wednesday evenings are reserved for religious education for all parishes in the school district. Our district has made an agreement to cooperate by avoiding school-based programs to the extent possible.

REPORT CARDS

Report cards are due at the end of each **grading** ~~quarter/trimester/semester~~ period. ~~Progress reports to parents in between quarters are mailed.~~ **All students receive a progress report.** *Parents must be notified if and when a student is failing your class. Documentation of such notification is necessary.*

REPORTS TO PARENTS OR GUARDIANS

Communication to the parent is made when a student displays unacceptable behavior or unsatisfactory achievement in the classroom. The classroom instructor has the responsibility to report unsatisfactory student progress. This may be accomplished using ~~Progress Report form~~,

letter, email, telephone call, or parent conference. At any time you would like an administrator as part of the conference, please ask.

REQUISITIONS

Requisitions for supplies and instructional materials are initiated through the SMART eR (ESS) online platform. Contact the District Office or your building secretary for more information regarding this process. Faculty members must have requisitions/purchase orders approved prior to any school purchase or orders can be made. The District will not reimburse any sales tax given its tax-exempt status.

SCHOOL CLOSINGS

In case of inclement weather, school closings will be announced through the school district app/website and over radio stations KCHK, KNUJ, and WCCO (830), Television will be on stations Channel 4, 5, 9, and 11. If school is closed during the course of the day, the students will be excused. **Teachers remain on duty until excused by the superintendent through the building principals.**

All district staff will work their regular contracted hours unless specifically addressed in your negotiated agreement.

~~As a district we still follow the guidelines below for reporting to work on days when school is closed or when we have a late start due to weather.~~

~~Unscheduled Late Start~~

~~Certified/licensed staff, secretaries, cooks, and custodians report to work at the regular time or as soon as possible.~~

~~Paraprofessional report at the announced amount of delayed opening time from their normal time. (If you normally report at 7:45 you would report at 9:45 on a 2-hour late start. Paraprofessionals will be paid for the time missed but will be expected to make up the time at a later date by a mutually agreed upon date.~~

~~Unscheduled Early Dismissal~~

~~Certified staff and paraprofessionals remain in the building until dismissed by the building administrator. The building administration will get clearance from the Superintendent's Office. Paraprofessionals will be paid through their normal ending time. The Superintendent's Office will dismiss secretaries, custodians, and administrators.~~

SCHOOL-SPONSORED ACTIVITIES

Duties of Teachers in charge of school-sponsored activities include:

- All activities must be scheduled with the principal/activities director at least one week before the date of the event.
- Adequate chaperoning must be provided.
- ~~Tickets and changes should be picked up from the secretary on the day of the event.~~
- Activities are for the Le Sueur Henderson High/Middle School students only, unless pre-registered and approved as a guest with the advisor.
- The building must be left in good order. This may necessitate a clean-up committee to be appointed beforehand.

SECTION 504

Section 504 is a federal law that prohibits discrimination against persons with a disability by any program receiving federal assistance. The act defines a person with a disability as anyone who:

- Has a physical or mental impairment which substantially limits one or more major life activities such as caring of one's self, performing the manual task, seeing, hearing, speaking, breathing, learning or writing; or
- Has a record of such an impairment; or
- Is regarded as having such impairment.

SOLICITING IN THE BUILDING

No soliciting or selling is permitted in the school buildings unless approved by the building principal. Infringing on class time or remaining in the staff dining area for purposes of selling or soliciting is against our policy. Students selling candy and other fundraising products occur outside of class time.

SPECIAL SERVICES

In conjunction with the **Southwest Metro Intermediate District 288**, a variety of support staff are available for qualifying students. (~~i.e., learning disabled, emotional/behavior disabled, developmentally cognitively disabled, speech, occupational therapy, physical therapy, etc.~~) The school psychologist comes to school for scheduled visits during "staffing's" each week. ~~If you have any questions regarding referrals, check with the building principal or the Special Ed. Department personnel, and the necessary forms will be supplied.~~

STAFF APPEARANCE

It is important as professionals that staff dress accordingly as an example for students. **It is expected for both males and females to look the part of an educator.** Monday through ~~Friday~~ **Thursday** will be considered days **in which professional attire will be worn.** ~~formal Friday will be a casual day.~~ No blue jeans Monday through Thursday. **Blue jeans may be worn on Friday (but must not have any holes).** **At no time are sweatpants, lounge pants, short skirts, shorts, or any attire that is more than 3 inches above the knee should be worn.** ~~with no visible cleavage and dresses, skirts and shorts are within 3 inches of the knee joint.~~ Friday or the last school day of the week would include dressing in school colors or wearing attire that supports your favorite Giant Activity or University and blue jeans if you choose. **Exceptions to dress code may be made by the building administration based on student needs.**

TEACHERS' STAFF LOUNGE DECORUM

~~Please keep~~ **Due to confidentiality, conversations in staff lounges should not include students.** **Dialogue should be** positive and professional. Granted, we all have "those days," and certainly at times, gripes are legitimate. However, in the interest of our faculty and staff as a whole, we should all try to be sensitive to the limits of others when expounding on those topics which may not contribute to unity and teamwork.

STAFF MEETINGS

All teachers attend all meetings called by the Superintendent or the respective principals and are expected to perform duties as assigned in connection with the meetings. Promptness in attendance and performance of assigned work are the personal responsibility of each staff member. Faculty meetings are called only when needed and scheduled by the building administration.

STUDENT FUNDRAISING

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities

from becoming too numerous and overly demanding on employees, students and the general public.

- All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of school district policy.
- Generally, only one fundraising activity per-organization or activity will be permitted per year.
- Students may not sell to school personnel or other students during instructional time.

The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising.

STUDENT PASSES

All students outside of class must have a **pass**. ~~their passbooks signed by their instructor stating their destination. Passbooks are included in the Student handbook/planner.~~

~~Candidates~~ **STUDENT TEACHERS**

Student teachers from area colleges frequently wish to obtain training at Le Sueur-Henderson Schools. Le Sueur-Henderson Schools recognize the benefits of and encourage participation in Student Teacher programs. Student teachers are subject to the same professional guidelines as an employee. All student teachers are requested to visit with the principal prior to their experience in our building.

STUDENT HANDBOOK

Teachers are responsible to be familiar with the Student Handbook and to periodically review rules and regulations with students.

SUBSTITUTE TEACHERS

Classroom teachers are responsible for providing substitute teachers with:

1. Outline of daily procedures
2. Hourly class attendance lists
3. Seating charts (lab chart, squad chart, etc.) and attendance procedures
4. Detailed lesson plans and all necessary materials
5. Emergency procedures
6. Means of reporting day's activities.

Students can expect the classroom teacher will review student work completed during the time of the teacher absence. The classroom teacher shares fully the responsibility for the effectiveness of the substitute. Any concern the teacher has regarding the substitute teacher's professionalism needs to be reported to the principal's office. All requests for substitutes are arranged through **the absent management system. AESOP/Frontline (1-800-942-3767)**

SUBSTITUTE TEACHERS

~~Our substitute teachers perform a valuable service. They deserve our consideration in calling them as soon as possible. They need to find lesson plans, daily programs, class lists, reading groups, location of attendance forms and other miscellaneous information. Make every effort as a classroom teacher to make this information readily available. Also, fill out and update the forms provided in the substitute folder.~~

~~Remember, the substitute teacher works under a great handicap and some are more successful than others. It is necessary that the regular teacher display a professional attitude toward the~~

~~substitute. Evaluation of the work or comments about it should be made directly and only to the Principal.~~

~~If the work of the regular teacher is done well, the work of a good substitute should be successful. The regular teacher must share the responsibility for the success or failure of the substitute.~~

SUPERVISION

Staff is expected to assist with supervision between class periods. A ~~5~~-4-minute passing time is assigned, prior to a teacher's prep hour to supervise students in the locker bays. This includes ushering them to their next class on time and preventing any violations to our school rules, in particular fighting, chemical issues, and vandalism. This is specific to MS/HS.

At the elementary level, staff is expected to actively supervise students at all times. This includes in the classrooms, hallways, lunchroom and outdoors.

TEACHER LIABILITY

Teachers must understand the vulnerability they face regarding teacher liability. Any time students are directly under staff supervision (classroom, locker room, field, etc.); staff members are liable for student safety and well-being. Teachers may be liable even if not directly supervising. Teachers are entrusted to provide every reasonable precaution to ensure the safety of the activity and participants. Teachers may be negligent for doing or failing to do anything that jeopardizes the safety or well-being of any student. ~~Teachers should never leave students under direct supervision alone unless providing for their supervision in the absence.~~ **Students should never be left unsupervised. This includes leaving classrooms unattended.**

TELEPHONE

1. School telephones are for school business.
2. Students can use school telephones for school related issues under the direction of school staff.
3. Staff must use their personal phone when making personal ~~long distance~~ calls.

TEXTBOOKS

Regular inventory of textbooks is the responsibility of the teacher. ~~Textbooks are expected to last at least 5 years. Teachers are expected to show sufficient care to extend the life of the texts used in class.~~ Text books need to be inventoried before distributing and when books are collected. All teachers, when assigning textbooks to students, record the student's name and the number and condition of the textbook on the inside cover. A list of textbooks that have been issued to students should be ~~on file in the main office.~~ available to administration. Teachers and office staff make every effort to retrieve books from students moving from our school. Students who damage books beyond normal wear will be assessed a fine. At the end of a quarter/semester or year long course, teachers report any books not returned or returned with unusual damage. Students are assessed a fine on all lost or damaged books.

TRANSFER OF STUDENTS

Please notify the office as soon as it is known that a student is withdrawing from school or if a student moves from one home to another within the District. ~~Also, please turn in the child's report card so that it may be forwarded with the rest of the records.~~

USE OF BUILDING

If you wish to return to the building after hours, please make sure it will be open. The school is open to staff from 6:00 AM to 11:00 PM.

When school is out in ~~June~~ **for the end of the school year**; the custodians begin a very busy summer of cleaning and maintenance. They need access to all rooms and resource areas. Rooms may not be accessible for staff when they are cleaning your area.

The following guidelines have been set up for building use after school hours:

- ~~1. If you enter the building on weekends make sure your key card has accessibility to enter on weekends if you do not have a key.~~
2. Any use of the facility on weekends is by school personnel only, unless working through community education.
3. If you need to use an area of the building that is not under your supervision, arrangements with teachers in charge of that area are necessary.
- ~~4. School equipment is for school use only. Equipment "borrowed" from the school is discouraged. School owned equipment stays in the building.~~
- 5. School equipment needed for school activities out of district must be pre approved by building administration.**

USE OF TELEPHONE

School phones are restricted to business use only. Staff **must use their personal phone** when making long distance calls.

VOICEMAIL

The district provides voice mail facilities for all staff. You are responsible for monitoring your mail at least twice daily. ~~This can be done from any phone including your home phone.~~

WEEKLY CALENDAR

Please get updated information for the calendar to the Office Receptionist, by Wednesday afternoon.

WORKMAN'S COMPENSATION AND INSURANCE

All employees of the school district are covered by Workman's Compensation for injuries sustained in the line of duty. All injuries should be reported to the office within 24 hours of the time of the accident.

~~ITEMS FOR TEACHERS to be aware of before the school year begins~~

ROUTINE

- ~~1. Learn the names of your pupils as quickly as possible.~~
- ~~2. Begin classes promptly every day. **Classes should be dismissed by you — not the bell.** (DO NOT DISMISS BEFORE THE BELL)~~
- ~~3. Be in the corridor or near your door at passing time.~~
- ~~4. Have students put away work and pay close attention when announcements are made over the loudspeakers.~~
- ~~5. Do not allow students to develop the habit of tardiness in class. Write them a pass to class if you have retained them for some reason.~~
- ~~6. Establish habits that will help students know what to expect of you.~~
- ~~7. When students come into your room before school begins, you should expect them to maintain reasonable and quiet order.~~
- ~~8. Be on duty in your room or hallway before and after school.~~

9. Keep a record of the number of each text issued opposite the student's name in your class record. Note the condition of books as you issue them. Tell students they are responsible for the condition of the text issued to them. Use this to check texts at the end of the semester.
10. Inform students early in the period when they are doing failing work and why. Compliment them when they have done their best.
11. Lesson plans should be done for each succeeding week at the end of the school day on Friday. Exact assignment location and a statement of what is to be covered are essentials. This is extremely important when emergencies arise and the teacher cannot provide the substitute with detailed plans before leaving school or being absent.
12. If you need a substitute, call AESOP/Frontline in the morning or the night before if you know you will be unable to be in school.

GENERAL CONTROL

1. Get out from behind the teacher's desk. Move about the room. Proximity to a pupil or group often prevents serious trouble. Use your eyes; look at all parts of the room regularly. Do not speak to the class until you have everyone's attention. Word your question carefully. Do not assume that everyone understands what is to be done just because there is no question. Move around to see what students are doing.
2. Allow supervised study time.
3. Make necessary explanations about corrected papers.
4. During the first week of school, establish the classroom regulations that you expect to maintain. Examples: What a student may do: sharpen pencils without permission during study portions of a period, etc. What a student may not do: Talk without permission, etc.
5. Make assignments concise and definite. Advanced written assignment sheets or smartboard outlines covering a week or more are effective. Insist absolutely that students do all required work according to their ability. Varying assignments for differing levels of ability should be considered. If you use this, it is necessary to establish how grades will be designated.
6. Establish with the principal at the beginning of the year what types of misbehavior should be sent to the office. Don't make a major issue out of trivial offenses. Reserve the more serious ones for office referral. Don't accept any impertinence or back talk from students. Do not argue with students. Should a student show an inclination to argue or back talk, stop all conversation immediately and either excuse the student from your presence or seat him.
7. Educate your pupils on what you expect in case someone substitutes for you.
8. Do not overwork the lecture method or talk too much, too fast or too loudly. Teachers generally talk too much (about 60% in the average classroom). Give the student a chance.
9. Written work and projects should always be collected, checked, evaluated and given back to each pupil.

DISCIPLINE

1. Learn to listen to and look at the student in communication situations. You may find that this will eliminate many problems before they happen.
2. Avoid group punishment if possible for the mistake of individuals.
3. Avoid threats you cannot enforce. Don't challenge the group.
4. Know your respected student leaders early; identify potential troublemakers early.
5. Hold private conferences with potential troublemakers to encourage good attitude and adjustment. In dealing with a particular pupil, never reflect upon the parents or relatives or home training of individual pupils.
6. Do not make an issue of something that is trivial. The problem that looks like a mountain when you are tired or upset may look like a molehill after a cooling off period.
7. Don't be vindictive. Remember that correction or adjustment, not revenge, is the thing you are seeking.
8. Do not assign school work as a punishment for misconduct. Very often the effect of such assignments is to further condition the pupil against school work, when the exact opposite is the thing that is needed.
9. Be extra thorough with a new group. They need to be conditioned to the responsibilities of democratic procedures.
10. Good preparation, interesting materials, effective presentation and motivation are the best methods of achieving good discipline.
11. Do not use profanity in the classroom.

PUPIL GUIDANCE

1. Identify student abilities early. Consult their cumulative folders. These are available in the Guidance Office.
2. Distinguish peculiar personality traits; the nervous child, the belligerent child, and a socially neglected child. Watch for physical defects. Inform the nurse of them. Watch for students who may have vision or hearing problems particularly.
3. Make use of the counselor's services.
4. Respect and accept differences among pupils — do not try to make them all alike. All children, of all people, have the right to attend public school regardless of the differences in IQ or aptitudes. We should try our best to adjust each pupil to school life. When students are dropped from school it is because they refuse to adjust in spite of the cooperative efforts of the staff.

PREVENTION AND RELIEF OF TENSION IN THE CLASSROOM

1. Break routine by: group work, pupil reports, instructional films and videos, and outside speakers.
2. Provide a "seventh inning" stretch.
3. Have pupils evaluate themselves and their work.
4. Do something constructive about any pupil who is an acute problem and irritation.
 - a. Have conference with him/her
 - b. Avoid preaching or scolding
 - c. Talk to other teachers
 - d. Talk to parents
 - e. Keep him/her busy
 - f. Give him/her extra responsibilities
5. Utilize community resources whenever possible

<u>Teacher Hours</u>		
Park Elementary 7:30 am - 3:30 pm	Hilltop Elementary-ALP 7:30 am - 3:30 pm	MS/HS 7:30 am - 3:30 pm
<u>Student Hours</u>		
Park Elementary 8:20 am - 3:20 pm	Hilltop Elementary-ALP 8:00 am - 3:00 pm	MS/HS 8:10 am - 3:08 pm

Purpose of publishing hours is for parents to know when they can contact teachers during school hours.

AFTER SCHOOL ACTIVITIES

- ☐ Students who remain after school for extracurricular activities are under the supervision of the teacher/coach/advisor assigned to that activity. Once the teacher/coach/advisor leaves, the students also need to leave. The door or area becomes locked for security purposes. A telephone to call parents/guardians for a ride is found on Main Street. The use of other telephones is under the supervision of the teacher/coach/advisor.
- ☐ Student will wait for their rides at the tables on Main Street or in the entrance areas by Doors #1 or #6. Students are not to hang out in the locker areas.
- ☐ After 4:00 PM the scheduling of building use for activities is under the management of Community Education. When deciding on scheduling, school district and school needs will take priority over other organizations. If your room or work area is going to be used for a scheduled activity, please make sure that all confidential materials are secured. If you have concerns about materials or equipment that is normally left out, please store in a safe location. We will do the best we can to make sure that you are notified if your room or work area is going to be used for a specific event.

ANNOUNCEMENTS

Daily announcements are prepared each day. Announcements are done on Video screens at the high school at the end of 3rd period; this is the period when most of our students are in the building. While this is an interruption to your classroom, it is also a systematic way in which everyone can hear the same information.

- ~~☐ Please give the Office Receptionist any announcements by 9:00 AM for that day.~~
- ~~☐ Due to time, not all information will be read over the PA system. Please make all information available by posting the daily bulletin in your room.~~
- ~~☐ Information will also be posted on the television each day. Teachers are requested to have the announcement channel turned on in your classroom with the sound turned off or placed on mute.~~

Special announcements may be made, but are limited. See one the Principals for permission for this important announcement. Students and staff are asked to listen carefully to these announcements.

- ~~☐ These bulletins will sometimes carry announcements for both teachers and students.~~
- ~~☐ A lunch menu and schedule of events will be available to students and parents/guardians online.~~
- ~~☐ A calendar of school events is located online through "infinite campus". If your classroom is going somewhere or have invited a guest into your classroom for a special event, we ask that you give that information to the Principal's Secretary to jot it down on this calendar. This will help all staff in the building know what is happening and how to direct all visitors. Please get all information to us "If it's not on the calendar it's not happening."~~

ASSEMBLY PROGRAM

- ~~☐ Assembly programs may be held at various times and we will try to use the program schedule whenever possible. If you know of a program that you feel would be beneficial for students, do not hesitate to call it to our attention.~~
- ~~☐ Assembly programs are part of the total educational process. All students are required to attend the program. Teacher's primary responsibility is to assist with student management during such programs; please sit with your class or with the students. **Standing in the back does not work.**~~

ATTENDANCE RESPONSIBILITY FOR TEACHERS

It is the duty of each teacher to assist in providing an efficient and accurate attendance record for school. It is important for us that the student is in attendance — it is also important for the student — his/her learning is directly dependent upon it, therefore;

- ~~1. Take attendance for each class, every school day, preferably at the beginning of the hour, but for sure before the class ends. Mark both **absences** and **tardies** in Infinite Campus.~~
- ~~2. Students who are in class for any length of time should be marked "present". This may mean going back and changing a student from absent to present. Contact the office staff if you need an absence changed in Infinite Campus.~~
- ~~3. Try to alert students to "unresolved absences" from the previous day, as seen on your attendance screen.~~
- ~~4. Check the Truancy Report **every** day. This e mail report lists students with an unexcused absence for one or more hours of the previous day. Do the following things in 3 minutes or less:

 - ~~a. Determine if any of your students are on the list~~
 - ~~b. If any are marked absent during your hour, record it as a skip in **your** records and expect a notice from the attendance office if it is excused or unexcused. *The teacher is responsible to determine if the work can be made up if absence is excused or unexcused.*~~
 - ~~c. At the end of the day, teachers should check on the excused or unexcused status of their students.~~
 - ~~d. Check the bottom of the report to see if you forgot to enter attendance for any hours of the previous school day. If so, **please change the date and update the records.**~~~~
- ~~5. **Substitutes** Subs need to take attendance every hour on a form they receive from the office. By 1:50 that form is collected by the attendance office, entered into the system and a copy is put in your PO. Upon your return you only need to update your personal records.~~
- ~~6. **Medical appointment procedure**
 - ~~a. Parent calls in the appointment or sends a note.~~
 - ~~b. The High School office will call and notify the teacher or student of the pass.~~
 - ~~c. Student picks up pass to present to teacher to leave for appointment.~~
 - ~~d. Students keep pass to get re-signed by the attendance office for returning to class.~~~~
- ~~7. **Sending students to the nurse**
 - ~~a. Always send a pass with a student going to the nurse.~~
 - ~~b. The nurse's office will sign the pass for the student's return.~~
 - ~~c. The nurse's office may send an e-mailing announcing a student's return if there is reason to believe the student may skip.~~~~

~~8. Taking students out of class~~

- ~~a. If you call a student out of class (i.e. prom, football, NHS meeting, etc) you must send a list of those students to the attendance office.~~

Elementary School Specific Items

REPORTS PREPARED BY TEACHERS

- ~~1. Report cards are due at the end of each semester period for Grade K-5. Mid-term reports for grades K-5 are given to parents at Parent Teacher Conferences. Report cards are given to parents after each semester at conferences and the last day of school.~~
- ~~2. Accident reports are to be made out when a student has been injured. These can be obtained from the school nurse. All injuries and accidents should be reported immediately to the school nurse.~~

Student Attendance Regulations

~~Regular attendance is correlated to successful academic achievement. Moreover, consistent school attendance is one means by which a student develops responsibility and self-discipline. For this reason, student absence from school should be limited to those instances in which absence is genuinely unavoidable.~~

ELEMENTARY SCHOOL ATTENDANCE

~~The Le Sueur Henderson Schools believe that good attendance and good school work go hand in hand. Good attendance is necessary to obtain the maximum effects of our instructional program. Attendance records are an important part of your child's permanent school file.~~

Arrival at Park At Hilltop

~~Student hours are 8:20 a.m. - 3:20 p.m. 8:00 a.m. - 3:00 p.m.~~

Absences

~~The authority to determine whether an absence is excused or unexcused rests with the building Principal. All absences due to illness, death in the family, court appearance, severe weather, quarantine, emergency dental or medical treatment or other conditions beyond the student's control will require a telephone call to the attendance line or a written excuse from the parent or guardian. The telephone call or written excuse, stating the reason for absence, must be received upon the student's return to school. If no excuse is received, the absence is counted as unexcused. Please call the school before 9:00 a.m. if your child will not be in school that day. The Park Elementary attendance phone number is 507-665-4600 and Hilltop 507-665-5900. Letters will be sent home to notify parents of excessive absences.~~

Unexcused Absences

~~Unexcused absences are granted for absences which could have been avoided or delayed, and for which prior arrangements and/or approval have not been made through the Principal's office.~~

- ~~1. Student has been absent from school with the consent of the parents, but the excuse presented by the parents is not acceptable to the school, (i.e. Oversleeping, missed bus, baby sitting).~~
- ~~2. Three unexcused absences may require make-up time to be determined by the Principal.~~
- ~~3. If no written excuse is received, the absence is counted as unexcused and the parents will be notified.~~
- ~~4. The school is required to report excessive or unexcused absences to the proper legal authorities.~~
- ~~5. Medical verification may be required after the accumulation of 13 absences.~~

Tardiness

Students are expected to be in school by 8:35 a.m. For Park and 8:15 for Hilltop. If a student is not in class, the student will be considered tardy. Repeatedly tardy students will be asked to go to the Principal's office. Parents will be notified. Make-up time will be determined by the Principal. Elementary students who receive three (3) unexcused tardy passes during the school year may be assigned one session of detention during noon recess.

1. **Excused Tardies, Examples**
Appointments, late bus, illness of the student, weather conditions, school business, excused by staff/Principal.
2. **Unexcused Tardies, Examples**
Overslept, car problems, out of class without a pass or permission from the instructor.
(Note: three unexcused tardies is equivalent to one unexcused absence.)
3. **Repetitive Tardiness:**
Students may receive additional detention, and/or parent conference, and/or suspension.

Educational Neglect

Seven unexcused absences will result in the School District reporting a charge of Educational Neglect to the County.

Non-Participation in Activities

In situations requiring a doctor's attention, the child or parents must present a slip from the doctor stating any limitations or non-participation in physical education or other school activities. A reinstatement permission slip from the physician is necessary before a student may again participate. It is recommended that parents and guardians make doctor and dental appointments after school hours and during vacation. Parents will be required to sign an early release in the office for their child in case it is necessary to take them out of school before dismissal time.

Short Trips

Students taking short trips with their family must get prior approval from the Principal. All work must be done before, during, or after the trip. More than one trip per year and/or a total of more than five (5) individual days is discouraged.

Make-up Work

Students will be expected to make up missed assignment(s) due to absence(s).

RELEASE OF STUDENTS DURING SCHOOL HOURS

The following rules and regulations shall be observed in releasing a child from the classroom during school hours:

1. Students who are to be picked up during the school day by parents will be released **through the office only**. Stress to the parents that they should check with the Principal or secretary and students will be called to the office for dismissal. Students **should not** be picked up at the classroom.
2. Parents and visitors who wish to make a classroom visit are advised to make arrangements at least one day in advance with the classroom teacher or the Principal. Visitations may be up to 1 hour if it poses no threat to disrupt or distract student learning.
3. Students are not permitted to leave the school building during school hours without proper permission from the parent or guardian in writing to the teacher.
4. No elementary child should be sent off the school premises by school authorities unless accompanied by an approved adult.
5. Students are not to be dismissed to buy supplies during the school day.
6. To relieve congestion in halls, please have a few students at a time get their belongings from lockers and return to the room to dress and line up.
7. Do not release students until you hear the dismissal bell. **All teachers**, please walk your students to the outside door for dismissal unless assigned a duty.

8. ~~Students who are to be picked up by parents after school please follow your elementary building pick up procedure that can be obtained in the office of Park or Hilltop elementary.~~
9. ~~Students are to be released to police officers only if a warrant is issued. They may be questioned in a private place in the school building without parental consent providing the Principal or Superintendent is present during the questioning. Teachers **never release a child to anyone other than school personnel** during the school day. If a person (even a parent you know) comes to your room, **direct them to the office.**~~

Teacher Responsibilities

Teachers are responsible to periodically review these rules with students:

CONDUCT IN THE BUILDING

- A. ~~**Halls**—Students at all times are expected to walk in the corridors. Running, sliding, ball bouncing or throwing articles will not be permitted. Teachers are expected to help teach students responsibility in this matter. Remember, students are the teacher's responsibility as they pass through the halls from class to class. This includes passing to music, physical education, recess, lunch and dismissal.~~
- B. ~~**Lavatories**—Loitering, visiting and horseplay is unacceptable in the lavatories. Students should keep their hands and objects such as pencils, coins, etc. off the walls. Teachers are requested to instruct every student in proper lavatory conduct. Teachers should refrain from sending small groups to the lavatories if students with the group are not ready to accept responsibility for good behavior. If it becomes necessary to send a group to the lavatory, they must be supervised.~~
- C. ~~**Media Center**—All students are encouraged to use the Media Center either individually or as a group. However, students are expected to be considerate of each other and to behave appropriately. Teachers bringing in a large group for research work are expected to help supervise.~~
- D. ~~**Classroom**—All students are expected to behave properly while in the classroom. Running, fighting, loud talking, throwing articles, etc., will not be permitted.~~
- E. ~~**Gym**—The gymnasium is not to be used by any student unless accompanied by an adult supervisor. There are times when the gymnasium will be available for classroom use. See the physical education instructor for sign-up.~~
- F. ~~**Cafeteria**—Students should remember to use good manners while in the cafeteria at noon. Choices with hot lunch will be announced with the menu daily. Please instruct your children to speak and say their choice clearly as they are passing through the line. All students who take hot lunch are expected to take milk unless they have a medical excuse. No food is to leave the cafeteria unless it is in a lunch box or paper bag. No milk cartons will leave the lunchroom without permission.~~
- G. ~~**Lockers**—Lockers should be kept clean and neat and locker doors should be closed and latched. Students are to use only their own lockers. Lockers can be closed quietly; please encourage this.~~
- H. ~~**Theft and Vandalism**—Taking of articles or money that is not one's own is stealing and will be dealt with accordingly. Faculty and school personnel should report any theft, vandalism, etc. to the respective Principals immediately!~~

CONDUCT ON THE PLAYGROUND

- A. ~~**Recess**—Students go outside to play except for the following reasons:~~
 1. ~~Rainy weather—students will be supervised in their rooms. It is advisable to have games (such as checkers, chess, etc.) for days like these.~~
 2. ~~Cold Weather—students may be required to go outside if the wind chill factor is 20 below zero or colder. Announcements will be made from the office if these conditions apply.~~

- ~~3. Students who are recovering from an illness will need a note from home if they are to stay indoors at recess time. If students must stay in for a longer duration (more than 3 days) or frequently, because of a medical problem, they must have a doctor's excuse.~~

- ~~4. The recess break should not exceed 20 minutes in entirety.~~

~~B. Playground~~

- ~~1. At no time should a student be in front of the building during the school day unless supervised by an adult. Also, students are not allowed near the railroad tracks or by the classroom windows.~~
- ~~2. Students are reminded to use good judgment when using the playground equipment. Too many students on any piece of equipment will cause injuries.~~
- ~~3. Fighting, wrestling, tackling, tripping, pushing, etc., are not allowed on the playground. Taking off hats, scarves, gloves, jackets etc., on the playground will not be tolerated.~~
- ~~4. No skateboards, in-line skates or throwing of snowballs, rocks, sand, etc., will be tolerated.~~
- ~~5. Students should get playground articles before going outside for recess. They may not return to the building unless permission is granted by the playground supervisor.~~
- ~~6. Students are instructed to use the correct doors when coming into the building after the noon hour. Teachers should remind students periodically of this policy. In cold weather only double door entryways should be used in order to keep cold air out to the hallways.~~
- ~~7. Students wishing to play softball, football, or any team sport should play in an area designated by their teacher or playground assistants. Teachers are encouraged to review safety rules for playing with bats and balls in the fall and again in the spring.~~
- ~~8. Students should treat playground and lunchroom advisors with respect. Remember, they are helping to provide safety for all students.~~

~~BUS SAFETY AND DISMISSAL PROCEDURES~~

~~A. At dismissal time in the afternoon, students should go directly to their bus and board in an orderly manner.~~

~~B. At no time should a student step into the street. No one should walk between buses to cross the streets.~~

~~Cross at crosswalks:~~

~~C. Students should be responsible to board the correct bus. Teachers should see to it that no student misses a bus.~~

~~D. Town students should either walk or ride their bikes home immediately after dismissal. They are encouraged to cross the streets when patrols are on duty.~~

~~E. Bus students are expected to behave properly on the bus. Students should be familiar with bus rules, which can be found in the Student Handbook.~~

Middle School Specific Items

“What Is A Middle School?”

The most commonly accepted definition of a middle school is “A school whose program has been specially designed for the pre-adolescent and early adolescent, generally some combination of grades 5-9, which builds on the existing elementary program and prepares the student for the high school program.”

The middle school concept differs from the junior high school concept in one primary aspect. Most junior high schools are mini high schools. The curriculum and teaching methods are subject-oriented rather than child-oriented.

Middle school-aged students are passing through a very special and a very critical period of their lives. The change from childhood to adolescence is tremendously important, as well as the most difficult stage of their lives. The physical, mental and social changes that students must experience and endure are at times overwhelming. Parents and teachers need to recognize and understand these changes.

A middle school is a school for a student who is in a period of change. He/she is no longer a child, yet certainly not an adult. The middle school has been designed for these students. It is not a high school. With positive middle school experiences behind them, these students will hopefully blaze their own paths as they enter high school.

Characteristics of Middle School-Age Children

- *At no time in the schooling of our children do we find greater differences in the physical, social, emotional, and intellectual development of youngsters than during the middle years of ten to fourteen years of age.*
- *There is increasing opinion and evidence that the onset of puberty is occurring earlier in today's youth than in the past.*
- *Middle schools definitely deal with “pre and early adolescent children”*
- *The one word to describe the physical characteristics of middle school children is DIVERSITY.*
- *Emotional patterns are “hectic”. Body changes cause tension and turbulent emotions.*
- *Preadolescent children have mood instability. The rapid change in mood is typical.*
 - *The preadolescent is a study in ambivalence between sophistication and childishness.*
- *During middle school years, a child will need guidance in working with his or her peers within the classroom, with other people outside the classroom, and in adjusting to the opposite sex.*
- *Middle school students need help adjusting to family life because they will begin to seek independence in small ways.*
- *The preadolescent wants to belong to and conform to his peers. He is striving for independence from adults. It is a forward stride in social growth*

Middle school boys and girls should make the transition, at the appropriate age, from the childhood interest groups of the own sex to heterosexual groups.

- *Piaget suggests that 10-11 year olds are entering a period of greater ability to use abstract reasoning and are much different from children of lower elementary age.*

□ *Certain basic needs which appear to be characteristics of children during middle school years are:*

- *The need to be loved*
- *The need to be safe and free from the threat*
- *The need to be a part of a group with identification and acceptance*
- *The need to be recognized*
- *The need to be independent*

— *Preadolescence is a very restless age.*

Media Center

The school media program at Le Sueur Henderson Middle School Media Center strives to provide information resources that will facilitate the educational goals of the students as well as the professional development of the faculty and support staff. We provide physical access to information and strive to stimulate interest and competence in its use. The Media Center attempts to open up avenues of research to all of its students by providing opportunities for instruction in research skills, information literacy, and media

competency while offering flexible scheduling for a full class, small group, or individual instruction. The Media Center seeks to encourage leisure and free reading options for its students and staff. To fulfill this mission, the library media center develops and maintains a readily available and accessible collection of books, periodicals, audio-visual and multimedia materials, internet access, and other cutting-edge multimedia production tools and equipment.

Policies

- The Center hours are 7:15 AM to 3:15 PM daily.
- Books are circulated for a two-week period and may be renewed once.
- Overdue notices will be generated on a weekly basis to M&M teachers.
- Books lost or damaged must be replaced by a method decided upon by the student and the media specialist.
- Staff members may check out media resources (equipment and print) and use the media center for instruction in cooperation with the media specialist.
- Students are encouraged to use the media center for leisure reading, check out, and research with the permission of staff members.

Equipment

- Digital cameras -Digital camcorders -Overhead projectors
- VHS/DVD players -Slide projector -Projection screens
- Opaque projector -Televisions -Carts
- LCD projector -Microphones -Laser disk player
- Headphones -Boom box -Cassette tape player
- Filmstrip projector -Film projector
- 1. -Equipment may be reserved for use by teachers.
- 2. -Check out equipment with media center personnel.
- 3. -Report any equipment needing servicing as soon as possible.

Professional Library

Professional books and periodicals are housed in the Media Center. They may be checked out for as long as needed. Please make requests for books or periodicals to media personnel.

Services for Staff and Students

1. -Check out all print and non-print resources
2. -Gathering materials for curricular units (print and non-print)
3. -Scheduling audiovisual equipment and media center use
4. -Communication of new print and non-print materials
5. -Maintenance of audiovisual and computer equipment
6. -Developing interest centers and displays that correspond to units and themes studied within the classroom
7. -Developing a professional collection
8. -Training of new technologies and audiovisual equipment
9. -Assist in producing PowerPoint and other digital presentations
10. -Assist in gathering video clips via United Streaming

MARKING SYSTEM

Report cards are based on a standard 4.0 grading system. Equivalents in determining honor roll and class standing will be based on the chart below. Teachers may use their own system of marking; however, the principal should have a working knowledge of your system. 43

SUPERVISION

1. -Address students who display poor manners. A word in time will save many later on.
2. -Remember that it is everyone's duty to help supervise halls, lunchrooms, bathrooms, etc. even if the students are not from your classroom.
3. -If an entire class passes through the halls, a teacher should accompany the class. Teachers accompany students to special events, i.e. class meetings, pep festivals, etc.
4. -The student movement in the halls during classes should be direct. Both students and teachers should know the point and time of destination.
5. -Students who stay after school or who are asked to come early must be supervised by the teacher, whether it is in the classroom or for an activity or athletic event.

6. Teachers will be assigned hallway supervision before and/or after school. Teachers have the responsibility to report to their assigned area as per posted schedule.

TARDIES

Punctuality is important for everyone. Student tardies are the responsibility of the teacher. On the 3rd tardy, assign 1 hour of detention. Detention forms are available in the office. A student is absent rather than tardy, if more than 15 minutes late without a pass.

Chronic tardiness will be classified as truancy.

Guidelines for Parent Conferences

The parent brings to the conference his own special understanding of what the child is like at home. The teacher brings insight into what the child is like at school. With these two perspectives in focus, everybody gains—especially the child.

Conferences require much preparation. But if they are well planned and tactfully conducted, your work later will be easier and more effective. Good conferences help both you and the parent understand the child. They result in cooperative planning for the child and win understanding and respect for you and the school.

PREPARING:

Prepare a folder of each pupil's work to give to the parent. Include samples of work done in every subject. On the outside of the folder, write a brief comment on the child's progress. These folders will help you cover the fundamentals and, if you don't have time to cover everything during the conference, the parent can read over the material at home. If both parents don't come to the conference, the folder will help one parent fill in the other's details.

Make a checklist of the various skills and attitudes that you want to discuss during the conference. It will keep the conference moving and help you remember the important points you want to cover.

Talk over conferences with your pupils ahead of the parent-teacher conference. You might also ask the child, "What do you think I should discuss with your parents?"

CONFERENCE TIME:

A. Starting the Conference: Go to the door and greet the parents. Try to make the parent feel comfortable and at ease. Begin and end the conference with a positive comment about the child.

B. Working Together: Hear criticism fully and get suggestions. Try to put yourself in the place of the parent and imagine what effect your remarks will have. Be truthful, but remember that you are talking to a parent about his most precious possession—his child. Combine truth with tact. Don't let your desk be a barricade between you and the parent(s). Use two or three chairs grouped together. The conference is a partnership; don't let the presence of the desk "break up" the partnership feels. It is usually possible to evaluate a pupil's progress without being critical. Instead of saying, "John is constantly annoying the other pupils", you might say, "John seems unhappy in his relations with others". But be certain to be articulate about what you are trying to explain. When suggestions are offered to parents, it is often wise to offer alternatives so the parents may decide which to use. Find out how the parent thinks and feels about his child. This might explain behavior if you know the parent's attitude. If a parent suggests a plan of action, accept it if at all possible, but leave no doubt as to the proper role of the teacher and parent in conducting the business of the classroom. Keep your eyes open for possible signs of emotion.

C. Avoid Problems: Don't press inquiries if the parent is reluctant to respond. "I don't mind telling almost anything, but I don't like to be asked." You may get an unflattering earful about "that" former teacher John had. In such a situation, be sure you reflect a positive attitude toward that teacher or any other teachers and schools. Similarly, don't let comments about other children enter into the conversation? Don't compare brothers and sisters. When you must say "no", take a long time to say it, and say it softly. Don't show the parent only the poorest or best work. Show the whole range. If possible, show how the work has improved or changed. Don't use educational "double talk". Words like "immature", "aggressive", "maladjusted", and "retarded" may have different meanings to parents.

D. Concluding the Conference: Summarize major areas discussed. Agree upon action needed. Clarify the next steps. Extend an invitation to visit the school anytime. Usually standing up will be a graceful way to end the conference. See the parents at the door. Don't give parents the impression they have "had it" when the session is through. Make it clear that you welcome the chance to confer with them at any time with a comment like: "We made a good beginning today, but we need more time to talk together. Shall we make another appointment?" Allow yourself a five minute interlude if

~~possible, and welcome the next conference in with a smile, even if the last conference was a problem.~~

E. Facts of Life: ~~The other person will act as you act. Talk loudly and he will talk loudly. Speak softly and he will speak softly. Be enthusiastic and he will be enthusiastic. First impressions are important.~~

~~"To be able to listen to others in a sympathetic and understanding way is perhaps the most effective mechanism in the world for getting along with people and tying up their friendship for good". - Oliver Wendell Holmes. No one ever wins an argument. Be free with praise. Make sure your story holds together. What you say at the conference should agree with what appears on the progress report.~~

CHECKLIST FOR A GOOD CONFERENCE

- ~~A. Make careful preparation.~~
- ~~B. Ensure privacy.~~
- ~~C. Provide an informal setting.~~
- ~~D. Have a time limit.~~
- ~~E. Establish rapport.~~
- ~~F. Begin on a positive note.~~
- ~~G. Encourage the parents to talk.~~
- ~~H. Listen attentively.~~
- ~~I. Develop an attitude of mutual cooperation.~~
- ~~J. Delay making numerous definite suggestions yourself.~~
- ~~K. Encourage suggestions.~~
- ~~L. Use parents' practical suggestions as a springboard for action.~~
- ~~M. Summarize points covered.~~
- ~~N. Make plans together for future progress.~~
- ~~O. End on a note of continuing cooperation.~~
- ~~P. Make notes after parents leave.~~

Middle School Promotional Policy

The Board of Education realizes the importance of sequential advancement from grade to grade as a student progresses through the school system with the attainment of certain specific skills and knowledge at each level. For this reason, guidelines for requirements have been established which students must meet in order to be promoted to the next grade level or to the Senior High School.

- ~~1. A student who receives a failing grade or an incomplete because of not completing their required work, or not meeting standards set by the teacher to pass the course for the quarter, will be asked to make arrangements to make the material up or do quality work so they can pass the course as soon as possible.~~
- ~~2. If a student receives an I or F at the end of the quarter, he/she has **2 weeks** to complete any work in order to attain a passing grade. After 2 weeks, all I's will automatically change to F's. Students completing work after the 2 week deadline can only attain an MO for a grade once the work is completed.~~
- ~~3. If the student does not meet the standard, within a specific time arranged between the student and staff, a parent meeting may be requested.~~
- ~~4. Students failing to make up their classwork or to produce the quality work needed to meet passing standards must make arrangements for completion to meet the criteria during the school year or on scheduled "make-up" days.~~
- ~~5. Students will be required to meet the course requirements expected to pass each class before a satisfactory grade is given.~~
- ~~6. Grade 8 students who have not completed the requirements at the Middle School must do so before registering for high school in the 9th grade.~~
- ~~7. Students with I's or F's (not meeting the course(s) requirements) will be retained at the current grade level. (not promoted).~~
- ~~8. Students must meet the requirements set by District 379 and the State of Minnesota~~

~~9. Students with excessive absences (exceeding 15 per year) from class (es) may be given incomplete grades and will be required to make up class hours and class activities, unless doctors' notes are received indicating medically necessary absences.~~

Guidelines for Student-Teacher Programs

The principal will be responsible for:

- A. Welcoming the student teacher
- B. Acquainting the student teacher with the Policy Handbook
- C. Taking the student teacher on a tour of the building
- D. Acquainting the student teacher with the location of available supplies and equipment
- E. Introducing the student teacher to the supervising teacher
- F. Observing the student teacher teach

The classroom supervising teacher will be responsible for:

- A. Greeting and treating the student teacher as a co-worker or an assistant teacher. Do all you can to make the student teacher feel welcome by preparing the class in advance for the arrival and then introducing him/her to other members of the staff.
- B. Providing opportunities for the student teacher to observe the classroom teachers in a variety of teaching situations and outlining procedures for the student teacher's observations.
- C. Acquainting the student teacher with the curriculum
- D. Making plans with the student teacher for the succeeding day
- E. Approving in advance the daily lesson plans and working with him/her as a consultant and resource person
- F. Working closely with the college supervisor to plan a well-balanced program of learning activities
- G. Evaluating initial student teaching lessons in writing, pointing out specific strengths and weaknesses
- H. Providing gradual induction into pupil-control responsibilities
- I. Allowing the student teacher to spend more and more time with the class without direct supervision
- J. In view of the letter I, the supervising teacher has an excellent opportunity to work with pupils requiring individual help or use free time for preparation
- K. Not taking advantage of the student teacher—he/she is not an aide
- L. Remembering that at all times, you, the classroom teacher, have full responsibility for the welfare and education of your pupils

MISCELLANEOUS REGULATIONS

~~B. **Fund Raising Programs**—Students are not to bring any items for sale such as cookies, candy bars, popcorn balls, etc., for fundraising projects in school.~~

~~C. **Radios**—No radios, cassette, CD player, walkie-talkies, electronic games, No **Electronic devices**—should **not** be brought to school unless permission is obtained from the Principal's office.~~

~~D. **Gum Chewing**—No chewing of gum or eating candy in school unless authorized for special occasions.~~

~~E. **Guests at School**~~

~~1. **Parents and visitors** must report to the office before going to their child's room for visitation. Also, guest speakers should be reminded to check in to the office before going to the room. If you wish to make a classroom visit it is advised to make arrangements at least one day in advance with the classroom teacher or the Principal. Visits are limited to one hour and only if the visitation does not appear to disrupt or distract the students.~~

~~2. **Guests**—Students are prohibited from bringing school-age guests (cousins, friends, etc.) to spend the day in school; the school cannot be responsible for them. Our duty is to our students.~~

Le Sueur Henderson School staff worksheet Complete by the end of the week of workshop

- ~~1. What is the 1st principle of the Teacher's code of ethics? (pg 3)~~
- ~~2. What do you do if you want to show a rated "R" video in your class? (pg6)~~
- ~~3. What are 3 of the 5 classroom procedures? (pg7)~~
- ~~4. How should staff members handle emails? (pg8)~~
- ~~5. What should you not say to a student when sending them down to the~~

office? (pg10)

- ~~6. When needing to leave the building, what is the procedure? (pg11)~~
- ~~7. When can staff wear blue jeans and how long must skirts and dresses be to meet expectations? (pg13)~~
- ~~8. Who is responsible for the student handbook? (pg 14)~~
- ~~9. What can the school phones be used for? (pg 14)~~
- ~~10. Read through the "Items for teachers to be aware of before school begins" and indicate below how many of the items will be difficult to do after the 1st month of school. (pg 15-16)~~

~~I understand and have read through the high school handbook.~~

Staff Signature _____ Date

Principal Signature _____ Date

LE SUEUR-HENDERSON MIDDLE SCHOOL/HIGH SCHOOL

Parent - Student Handbook



2023-2024

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

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
507-665-5800

Alternate Title IX Coordinator:

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

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.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.

ACADEMICS

ACADEMIC INFORMATION (GRADES 9 – 12)

Alternative Educational Opportunities

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

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

E- LEARNING Days

The term "E-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 E-Learning Day. E-Learning schedules and expectations will be communicated through the school website, social media, and/or email.

E-Learning Days are intended to counter the loss of curriculum momentum resulting from school cancellations due to Minnesota's winter weather. E-Learning Days cannot replace the face-to-face time students have with their teachers but it can provide better continuity when school is interrupted. E-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 E-Learning Days. All E-Learning Days count as a day of school for our students and teachers; there will be required assignments. A maximum of five E-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 E-Learning Days Procedures. To view the complete procedure, please visit our website www.isd2397.org

Extended School Year Opportunities

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

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:

- 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.

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.

Minnesota Academic Standards

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

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

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 within 2 weeks of the original assessment date.* 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.

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Schedule Changes

To make schedule changes once school starts, students must meet with the school counseling department. A thorough registration process occurs in Spring semester to determine section numbers and teacher allocations. Please note that the counselor will only be making schedule changes during the first four days of each semester. 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.

Phone calls and emails regarding schedule changes will not be accepted.

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 SouthWest Metro Intermediate District.

Student & Parent Communication Timelines

Students and parents should check final grades on Infinite Campus at the end of each term. Dates for the 2023-2024 school year are as follows:

- End of Quarter 1: Oct. 27, 2023
- End of Semester 1: Jan. 12, 2024
- End of Quarter 3: March 20, 2024
- End of Semester 2: May 22, 2024

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.

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.

Attendance procedures are designed to address the problems of absenteeism at Le Sueur-Henderson Middle and High School. School absences may result in one or all of the following:

- Parent notification by phone call, text, written communication and/or a requested conference.
- Remedial Intervention: detention, in-school suspension, referral to nurse or MTSS team.
- Required medical verification for illness.
- Referral of student and parent for truancy to Juvenile Court, in accordance with Minnesota Statutes.
- Referral to the County Social Service Department for further investigation.
- Excessive absences are a concern to all involved with the student's education. When an absence is necessary, the parents or guardian must notify the school explaining the reason for the student's absence.
- 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.
- The school has the right to verify any and all absences. (The school will make the final determination if the absence is excused or unexcused.)
- Homework - if a student is absent due to illness, homework may be obtained by checking their Google Classroom site or by contacting teachers and/or counselor.

Truant Absences (MN. STAT. 127.20)

All absences not otherwise excused are considered unexcused. Following the 3rd unexcused absence within the school year, a truancy petition will be filed with the County Court Systems. Examples of unexcused absences may include but are not limited to oversleeping, car trouble, ride did not come, baby-sitting, missed bus, skipping class, shopping, personal, or any other absence the administration judges as unexcused.

If a student is absent without lawful excuse on three or more class periods on three school days, they are considered a continuing truant. Habitual truancy will be filed on a student who is absent without an excuse for one or more class periods on seven school days. The school is required to report that the student is in violation of the state law on compulsory education to the County Attorney's office.

Any student who leaves school without permission from the office for any purpose will receive an unexcused absence and may be suspended out of school for the remainder of the day. Parents/guardians may not excuse a student for leaving the building if the office has not been notified prior to the student leaving. Students who are ill during the day are required to check out through the nurse's office.

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.

What To Do If Absent

For a student's absence to be excused, the parent or guardian shall notify the school by phone the morning of the absence. (507-665-5801)

Excused Absences

When excused absences reach seven (7), the classroom teacher will notify the Dean of Students. At that time the appropriate placement will be determined. Options may include:

- Student will continue participation in the classroom based on the guidelines set out at a meeting involving the teacher, student, Assistant Principal and parent.
- At the discretion of the instructor and Principal, student may audit the class for the remainder of the semester. Audit of the class will be done on a Pass/Fail basis (70% is passing).
- Student may be removed from the classroom and placed in a Structured Study Hall with MTSS (Multi-Tiered System of Supports) team referral.
- A student shall be granted additional excused absences related to a parent's deployment to combat zones at the discretion of the administration to visit with his or her parents or legal guardian relative to such leave or deployment of the parent or guardian. Notwithstanding the above, the administration may provide a maximum number of additional excused absences.

Pre-Excused Absences

Appointments with a doctor, dentist, campus visits, etc., should not be made during school hours. However, if a student must be absent from school, parents/guardians are to call the Attendance Office and make arrangements for the student to obtain an office permission pass that will allow the student to leave the classroom/building. Students/Parent/Guardian must obtain an office pass before leaving the building and check in upon return. The attendance secretary will record the approved absence(s) in Infinite Campus under the

Attendance Tab. The administration reserves the right to deny requests to leave the building.

Unexcused Absences

- After school detention may be assigned for unexcused absences.
- Each unexcused absence will result in loss of participation points which would affect the student's grade.
- Unexcused absences in excess of four may result in one or more of the following:
 - Student will lose credit in the class.
 - An F or NG (No Grade) will be assigned based on performance in the class at the time of the fifth unexcused absence.
 - Student may be assigned to ISS (In School Suspension) or Study Hall for the rest of the semester.
 - Student will continue to participate in the class based on guidelines set at a meeting involving the teacher, student, Dean of Students, Principal and parent.

The administration has the right to determine the acceptability of using school time for personal business. Parent absence requests may be denied or counted as unexcused if they are for reasons other than those listed below:

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.

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.
- 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.

PSEO Students

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.

Ill or Injured While at School

Students who become ill or injured while in school must report to the Nurses Office before going home.

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.

Tardiness

Reporting late for school, classes or any other required activities without approval of the school personnel will be counted as an unexcused absence. **For purposes of definition: tardy is reporting to class/school 10 minutes or less after the start of the class period. Absences of greater than 10 minutes will be considered absent.** Three unexcused tardies will count as one truant (unexcused) absence with the teacher assigning the consequences. Teachers will inform students of their individual tardy policy and post that policy in the classroom. Students with six tardies will be referred to the Dean of Students.

How does a parent update attendance?

1. Call the attendance line within 24 Hours of the voice/text/email notification.
2. A written note may be provided to the attendance desk located in the main office by the student the next school day.

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.

Student's Responsibility After an Absence

- Make-up work for all absences must be completed. Failure to complete make-up work will result in an incomplete or failure in the course. Due to the nature of some activity and lab courses, make-up work may not be available.
- Students must confer with their teachers prior to all pre-excused absences including those related to school activities and state tournament play. The make-up date must be established at this conference and may not be the same as the absence policy.
- Students who are out of school suspended may be required to have their make-up work completed upon returning to school.
- The student should make every effort to schedule routine non-emergency appointments outside the school day.
- With excused absences of up to five days, the student will have the number of days missed plus one day to make up new work upon returning to school. (ex. 2 days missed = 3 days to make up work)
- The student will still need to follow the indicated due date for an assignment or assessment that has a due date two days or greater from the assigned day; the student should make every attempt to communicate with the teacher before the due date regarding this deadline.
- When excused absences of more than five days occur, teachers and student should set a time limit that is mutually agreeable. If make-up work is not finished within the time limit, a zero will be given for those assignments.
- Vacations - when students miss due to vacation, it is left to teacher's discretion if the make-up work is assigned prior to vacation or after returning. Due date should be agreed upon at the time of assignment.

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.

Parent/Guardian Communication Unknown Absences

****If the Attendance Office does not receive parent/guardian notification regarding attendance, the following automated communication will occur: **Note: Parents are responsible for setting types of notifications they receive on Campus Portal through the Infinite Campus student management system.**

- 1) **Message #1:** Infinite Campus Communication sent at approximately 9:30 AM
 - a) Any unknown absences Hours 1-3 will be identified.
- 2) **Message #2:** Infinite Campus Communication sent at approximately 3:00 PM
 - a) Any unknown absences Hours 4-7 will be identified.
- 3) **Automated Messages will be sent via:**
 - a) Voice/Text/Email: Sample Message: Your student has an unexcused absence today. Please check the Parent Portal or contact the Middle School High School office at 507 665 5800
 - b) **Message #3:** Unknown Absences will become UNEXCUSED: Infinite Campus Communication sent at approximately 3:00 PM the day following the initial absence in question.
 - c) Automated Messages will be sent via:
 - d) Voice/Text/Email: Sample message: An unexcused absence has been reported for your child today. We would like to help you and your student in any way we can to correct this attendance concern. Any time a student has to miss school for any reason, it is a concern to us. If this absence has been marked in error, we encourage you to call the attendance office to clarify the situation. Thank you.

Required Reporting

1. **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.
2. **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:
 - a. That the child is truant or parent is in violation of educational neglect
 - b. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
 - c. 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;
 - d. That this notification serves as the notification required by Minn. Stat. §120A.34;
 - e. That alternative educational programs and services may be available in the child's enrolling or resident district;

- f. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
 - g. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
 - h. 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
 - i. It is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.
3. Habitual Truant/Educational Neglect
- a. 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.
 - b. 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.

CONDUCT EXPECTATIONS

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 eligible for Senior Privileges may leave during lunch and/or 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.

Investigations

Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct.

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.

Senior Privileges

Senior Privilege is a program for seniors who are on track to graduate and are in good academic and behavioral standing. This privilege is offered at the discretion of LSH M/HS administration. Senior Privilege will not be available at the start of the 2023-2024. Eligibility may be determined at mid-term and semester.

In order to qualify students must:

- Have attained a minimum of 20 credits at the start of their senior year
- Have attained a minimum of 22.5 credits by the end of their first semester senior year.
- Students must demonstrate responsibility by maintaining a minimum cumulative GPA of 2.0
- Sustain a positive attendance record (no more than 8 excused or unexcused absences per semester).
- Positive conduct.

Seniors who qualify for this are free to leave campus during study hall and during lunch. They may not leave campus with underclassmen during either of these times. Senior Privilege may be revoked if disciplinary, behavioral or attendance expectations are not met. Seniors who qualify for the Senior Privilege Program must complete the application form, have their parent or guardian submit it to the main office during the first week of school. Seniors will be informed when they have been approved and can then begin to exercise their privileges.

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.

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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 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 2023 - Oct 27, 2023: \$70.00
- Permits purchased between Oct. 30, 2023 - Jan. 12, 2024: \$52.50
- Permits purchased between Jan. 16 - March 22, 2024: \$35.00
- Permits purchased between March 25 - May 24, 2024: \$17.50

Upon receipt of payment and registration, the student will receive a parking permit allowing them to park in the South off of Ferry Street or West parking lots at LSH High School.

The school bus lot and faculty lot (at the back of the school) are off limits to students from 7:30 a.m. to 4:00 p.m. The 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.

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 ([POLICY #506](#)).

CO-CURRICULARS, ACTIVITIES & ATHLETICS

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).

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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 3rd 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.

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.

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

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.

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.

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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

1st Offense: Student will lose eligibility for the next activity performance.

2nd Offense: Student will lose eligibility for the next two (2) activity performances.

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.
- 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.

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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.

DAILY SCHEDULES

Student 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 is at the principal's discretion.

Regular Daily Schedule

Two Hour Late Start Schedule

Two Hour Early Release Schedule

RISE	8:10-8:35		PERIOD 1	10:10-10:45		PERIOD 1	8:10-8:45
PERIOD 1	8:39-9:27		PERIOD 2	10:50-11:25		PERIOD 2	8:50-9:24
PERIOD 2	9:31-10:19		HS LUNCH	11:25-11:55		PERIOD 3	9:29-10:03
PERIOD 3	10:23-11:11		PERIOD 3 - HS	11:55-12:30		PERIOD 4	10:08-10:42
HS LUNCH	11:11-11:41		PERIOD 3- MS	11:30-12:05		HS LUNCH	10:42-11:12
PERIOD 4 - HS	11:45-12:33		MS LUNCH	12:05-12:35		PERIOD 5 - HS	11:17-11:51
PERIOD 4 - MS	11:15-12:03		PERIOD 4	12:35-1:10		PERIOD 5- MS	10:47-11:21
MS LUNCH	12:03-12:33		PERIOD 5	1:15-1:50		MS LUNCH	11:21-11:51
PERIOD 5	12:37-1:25		PERIOD 6	1:55-2:30		PERIOD 6	11:56-12:30
PERIOD 6	1:29-2:17		PERIOD 7	2:34-3:08		PERIOD 7	12:35-1:08
PERIOD 7	2:21-3:08						

DISTRICT CALENDAR

Le Sueur-Henderson Public Schools 2023-2024 Calendar- PARENT/STUDENTS



PARK HILLTOP 665-4700
MIDDLE/HIGH SCHOOL 665-5900
ZIEBARTH 665-5800
DISTRICT OFFICE 665-4626
 665-4600
www.isd2397.org

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

JANUARY 2024

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			

1 NO SCHOOL
 12 2-Hour Early Out
End of Second Qtr/ Semester 1
 15 NO SCHOOL

Jan. Student Days: K-12: 21
 Total Student Days: K-12: 98

24 Open House K-12
 25 K-12 Open House (Half-Day)
 28 First Day of School K-12

AUGUST 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		

Aug. Student Days: K-12: 4
 Total Student Days: K-12: 4

FEBRUARY 2024

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		

8 K-12 P/T Conferences (Eve)
 9 2-Hour Early Out
 15 K-5 P/T Conferences (Eve)
 16 NO SCHOOL
 19 NO SCHOOL- President's Day

Feb. Student Days: K-12: 19
 Total Student Days: K-12: 117

1-4 NO SCHOOL
 15 2-Hour Early Out

SEPTEMBER 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

Sept. Student Days: K-12: 19
 Total Student Days: K-12: 23

MARCH 2024

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						

8 2-Hour Early Out
 13 Giant Support 3:30-5:30 PM
 20 Third Qtr. Ends
 28-29 NO SCHOOL-Spring Break

Mar. Student Days: K-12: 19
 Total Student Days: K-12: 136

13 2-Hour Early Out
 19-20 NO SCHOOL - MEA
 25 Giant Support 3:30-5:30 PM
 27 First Qtr. Ends

OCTOBER 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				

Oct. Student Days: K-12: 20
 Total Student Days: K-12: 43

APRIL 2024

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				

1 NO SCHOOL-Spring Break
 12 2-Hour Early Out

Apr. Student Days: K-12: 21
 Total Student Days: K-12: 157

3 NO SCHOOL
 9 K-5 P/T Conf. (Eve)
 10 2 Hour Early Out
 16 P/T Conf. K-12 (Eve)
 22-24 NO SCHOOL-Thanksgiving Break

NOVEMBER 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		

Nov. Student Days: K-12: 18
 Total Student Days: K-12: 61

MAY 2024

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	

1 Giant Support 3:30-5:30 PM
 10 2-Hour Early Out
 17 Seniors last day
 22 Graduation/Early Out
 Students Last Day of School
Fourth Qtr Ends/Semester 2
 27 NO SCHOOL-Memorial Day

May Student Days: K-12: 16
 Student Days: K-12: 73

8 2-Hour Early Out
 20 Giant Support 3:30-5:30 PM
 25-30 NO SCHOOL-Winter Break

DECEMBER 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						

Dec. Student Days: K-12: 16
 Total Student Days: K-12: 77

JUNE 2024

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						

GENERAL INFORMATION

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.

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, sketch pads, 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.

Messages/Deliveries

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. **Personal cell phone use during the instructional day is prohibited.** 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.

Parent Right to Know

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

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

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2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

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

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.

Staff Phone Extensions and Directory

High School Office	507-665-5800
Nurses Office	507-665-5811
Attendance Line	507-665-5901

[LS-H Middle & High School Staff Directory](#) isd2397.org

Student Insurance

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

Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at [\[insert school district location where policy is available here\]](#).

Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations. A complete copy of the school district's "Student Surveys" policy may be obtained at [\[insert school district location where policy is available here\]](#).

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be

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provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

Extracurricular Transportation

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

HEALTH AND SAFETY

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

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.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy.

Emergency Evacuation Procedures

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

Employment Background Checks

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

Essential Oils and 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.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Nondiscrimination

Le Sueur-Henderson School District is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on

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the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated [include title, name, office address, and telephone number here] as the district's human rights officer to handle inquiries regarding nondiscrimination.

Video and Audio Recording

School Buses

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

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

Visitors

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.***

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, record video 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.

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.

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, 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.

STUDENT SERVICES

Lunch/Breakfast Program

All students will receive one free breakfast and one free lunch each day. Students may also purchase 2nd meals and ala carte items from the school cafeteria during scheduled meal times.

Lunch is to be eaten in designated areas only. Lunch times vary by grade level. Students will be notified of their assigned lunch time on the first day of school. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

***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.

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.

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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 2023-2024		
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 Becky Eades 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. Please complete the Educational Benefits form and return it to school. More state funding means more educational opportunities for our students!*

Notification 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

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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.

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 Career Center is located in the main office. Jessica Kirschner is the School Counselor for students in grades 6-12. 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

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(2-year, 4-year and technical colleges), the military or employment. 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 Kirschner: (507) 665-5807
jkirschner@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.
13. To facilitate the administration of district-wide testing programs.
14. 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 Library/Media Center

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. Students are expected to come to the center 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

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.

STUDENT CONDUCT

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy (Appendix 5).

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 9-12th grade students are required to park their cell phone & earbuds in a designated area when entering the classroom. 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.** 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.

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, other instructional areas, or hallways (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 Food Service may be consumed in the commons or near a second chance breakfast location. 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 Recordings

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.

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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.

Data Privacy Notice (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 and Lunch Workshop

Detention or Lunch Workshop may be assigned by a teacher or 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 the teacher who assigned Lunch Workshop or Detention.

Detention shall be served after school (unless other arrangements have been made with the teacher and/or principal) from 3:08 until 3:30 p.m. Students who are to serve detention will receive notification through their school email and/or their assigning teacher, Dean of Students, or Principal. It is the responsibility of the student to check their school email daily. Students who skip Detention or Lunch Workshop may face additional consequences, which could include suspension. Students who have more than 3 detentions or 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.

Violation	First Offense	Second Offense	Subsequent Offenses
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 Contact	Possible permanent seating. Suspension and parent 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)	Confiscation of device and Lunch Workshop/Detention Device	Confiscation of device. (Parents can retrieve at the end of the day).	Confiscation of device. (Parents can retrieve at the end of the day). Lunch Workshop or Detention.

properly or used without teacher permission.)	returned to student at end of day.	Lunch Workshop or Detention. Parent Contact	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 includes lunch.)	Detention/ Lunch Workshop	Increased time in detention.	Suspension
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	Return/replace; 3-7 day suspension; Contact parents	5-9 day suspension and possible recommendation for expulsion. Contact parents and law enforcement.

	and may involve law enforcement.	and may involve 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.General 2.Toward Staff	1.Detention/ Lunch Workshop 2.ISS	1.Detention/Lunch Workshop or ISS 2. ISS or suspension	Suspension & parent meeting
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.

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.

Cyberbullying

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.

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

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 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.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, Contact Principal Cindy Schmidt or Dean of Students Eric Lewis if you have questions or wish to report violations.

[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]

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

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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.

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.

Asbestos Management Plan

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

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.

Grounds for dismissal (§MN Statute 121A.45)

A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;

(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Parent notification and meeting (§MN Statute 121A.45)

If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and

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the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

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.) 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.

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.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Todd Vrklan, Director of Building and Grounds.

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.

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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

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.

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- 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:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. 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)

1. 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.
2. 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.
3. 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.

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,

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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:

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- a. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - b. has a record of such an impairment; or
 - c. 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.

1. 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.
2. 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.
3. 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.
4. 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.

E-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

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

E-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 an E-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 E-Learning Day from 7:30 am-3:08 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

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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

[Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information](#)

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.

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- 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.
- C. The investigation may also consist of other methods deemed pertinent by the investigator.
- D. 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.
- E. 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.
- F. 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.
- G. 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

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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 are not limited to, warning, suspension, expulsion, transfer, remediation or termination.
 - a. 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

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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.

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AVID Center



Products and Services Quote/Order

Quote/Order #: Q-87445
Client: Le Sueur-Henderson ISD 2397
Address: 115 1/2 N 5th St Ste 200
Le Sueur, MN 56058

AVID Center Representative: Frances OBrien
Phone: (972) 591-2531
Email: fobrien@avid.org

Effective Date: July 01, 2023

Expiration Date: June 30, 2024

Le Sueur-Henderson Middle HS			
QTY	PRODUCT NAME	UNIT PRICE	EXTENDED PRICE
1	AVID Membership Fees Combo Sites	\$5,048.00	\$5,048.00
1	AVID Weekly Secondary	\$675.00	\$660.00
1	AVID Ignite	\$925.00	\$925.00
Le Sueur-Henderson Middle HS SUBTOTAL:			\$6,633.00

TOTAL:		\$6,633.00
<i>plus all applicable taxes</i>		

Additional Comments:

N/A



Le Sueur-Henderson Public Schools

Independent School District 2397

115 North Fifth Street, Suite 200

Le Sueur, MN 56058

Phone: (507) 665-4600 □ www.isd2397.org □ Fax: (507) 665-6858

Education Identity and Access Management Board Resolution

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

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

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

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

Organization Name: **Le Sueur-Henderson Public Schools**

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): **2397-01**

Superintendent or Exec. Director Name: **Rachel Scheffler**

Will act as the IOwA? Yes No

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



HUNT PLUMBING & DRAIN

825 N. Minnesota Ave
St. Peter, MN 56082
(507) 995-8956
hello@huntplumbinganddrain.com

Estimate

ESTIMATE#	38866616
DATE	07/24/2023
PO#	

CUSTOMER
Le Sueur Henderson Schools 700 South Street Henderson MN 56044 (612) 756-2314

SERVICE LOCATION
Le Sueur Henderson Schools 901 Ferry Street Le Sueur MN 56058 (612) 756-2314

DESCRIPTION	Main school water heater failed
-------------	---------------------------------

Estimate			
Description	Qty	Rate	Total
Plumbing Service Install 4 Navien on demand tankless boilers system Shut down current water heater and use for holding tank Isolate leaking 1000 gallon tank and old pipes where needed Install new water lines from main of school to new water heater system Install Rack base for new boilers to sit on Install new PVC venting through roof ,new holes will be drilled. (No roof sealing included) Install new Gas piping to new boilers hang new water lines and venting Will re use old recirculation pump for schools hot water recirculation line Insulate water piping No electrical work included Will need payment of half down to start project = \$33,500.00 Remain half payment due on completion of new system =\$33,500.00	1.00	67,000.00	67,000.00

CUSTOMER MESSAGE
Mailing Address : 825 N. Minnesota Ave , Saint peter MN 56082

Estimate Total: \$67,000.00

PRE-WORK SIGNATURE

Signed By:

TERMS & CONDITIONS

TERMS AND CONDITIONS:

COMPANY RESPONSIBILITY – Company shall do all work in a professional manner to render prompt and efficient service. Company warrants its work to be free from defects in material and workmanship for the warranty period, if any, set forth on the face hereof. Warranty will be stated in description of work. If not stated in description of work, no warranty is given,

CUSTOMER RESPONSIBILITIES – Customer will operate the equipment in accordance with the manufacturer's instructions and will ensure routine maintenance listed in the customer's manual (If applicable) for the equipment is performed, including the cleaning of the condensate drain, the condenser, the evaporator coil and the cleaning and replacement of air filters.

NON-PAYMENT - Interest in the amount of the highest legal rate will be assessed for the period of delinquency after the 1st day from the date on the reverse of this agreement. Voids where prohibited. In the event of non-payment, you agree to pay all costs incurred for collections not limited to attorney fees and court costs.

ELECTRONIC CHECK AUTHORIZATION – When customer ("You") provides a check as payment, you authorize Company ("Us") to use information from Your check to process a one-time Electronic Funds Transfer (EFT) or draft drawn from Your account or process the payment as a check transaction. You also authorize Us to process a one-time credit/debit card transaction with the same regards as the statement above. If Your payment is returned, you authorize Us to collect Your payment and the maximum return fee amount allowable by state law.

REFUND AND RETURN POLICY – All work completed, and deposits are non-refundable, for work completed. No exceptions.

ESTIMATES – All estimates over \$1000.00 will be required to pay 50% down prior to job start to cover material costs. The remaining balance is due immediately after the service is provided. All estimates will be in good standing for 30 days from the date it was provided. Prices fluctuate often and are updated monthly.

INVOICES – If your invoice is more than 30 days past-due you will be subject to 1.5% monthly late fee. Invoices not paid within 45 days of the invoice date will be subject to a 3% late fee. Invoices not paid within 60 days of the invoice date will be subject to a 6% late fee, plus sent to collection. You will be responsible for these collection fees.

HYDRO-JETTING GENERAL CONDITIONS – The work to be done by the COMPANY hereunder will be done with regular COMPANY equipment and methods, which methods do not include excavation. If it is found during the cleaning process that the drainage tile or any of the inside lines, or other lines being serviced under this agreement are settled, broken, deteriorated, damaged or are of such construction or condition as to make impractical in the opinion of the COMPANY, to clean the line safely, and properly with such equipment and methods. The COMPANY shall not be held responsible for such discovered conditions and any repairs to said lines shall be done by and at the expense of the CUSTOMER. After being notified that the necessary repairs are completed, the COMPANY will complete the cleaning as provided in the agreement. If such necessary repairs are not completed within a reasonable time. The obligation of the COMPANY to complete the cleaning shall be deemed waived by the CUSTOMER, and the CUSTOMER shall pay the COMPANY the charge for services rendered.

HYDRO-JETTING GENERAL CONDITIONS – Due to unknown conditions of underground sewer pipes, there is a chance that jetter-hoses, drain cables, and camera equipment can become stuck. The COMPANY is NOT responsible for costs incurred to the CUSTOMER for retrieval of this equipment in such an event. Retrieval methods include but are not limited to breaking open concrete and excavations. Failure to verbally notify customer prior to service does not void this agreement.

The COMPANY is not responsible for damage to the premises because of the removal of the CLEAN-OUT, DRAIN COVER, OR CAP which was removed in the process of servicing the lines. If it is found that a CLEAN-OUT, DRAIN COVER, OR CAP is so rusted or fastened as to necessitate its replacement after removal, the COMPANY shall notify the CUSTOMER and if the CUSTOMER authorizes. If the CUSTOMER authorizes such replacement, a replacement shall be made at an additional cost for the replacement of COVER OR CAP as well as labor for its installation. If the CUSTOMER refuses to authorize such replacement, the COMPANY SHALL NOT BE RESPONSIBLE for damage thereafter resulting from sewer gas, back-ups, or leakage through such cover, cap, or opening due to rain and/or other causes.

HYDRO-JETTING DISCLOSURE COMPANY RESPONSIBILITY – The COMPANY shall not be responsible for the cleaning of or damage to leaky or defective traps, hidden or unknown lead piping, improper or faulty plumbing, rusted or defective pipes, corrosion, or unusual restrictions due to mineral or hard water buildup, harmful cleaning chemicals such as sulfuric or caustic acids, lines which are settled, broke, deteriorated, or damaged. If during the cleaning process, fixtures are damaged or broken or defective or corroded drainage tiles, or lines are broken or if the COMPANY'S equipment becomes lodged in any such defective lines, tiles, piping, or plumbing and cannot be practically removed without excavation, the COMPANY shall not be liable for the removal of said equipment or for the repairs or replacement of such fixtures, tiles, piping, or plumbing. This agreement covers only the items as listed on the reverse hereof and installed plumbing arrangements existing on the date hereof. Gross replacement, landscape damage, wall patching, painting, tile replacement concrete replacement or any other type of damage done which is necessary to complete the job is the responsibility of the of others unless specifically stated otherwise. The COMPANY is not responsible for undisclosed underground utilities, repairs under the slab are not guaranteed.

The GUARANTEE covers interim backup drainage failure of only the lines as serviced hereunder due to normal use, where a backup condition exists in pipes serviced, and for the period of the time as stated on reverse hereof. In the event of such drainage failure during the term of the GUARANTEE and COMPANY will barring an inability to do so caused by an event beyond it's reasonable control (INCLUDING, BUT NOT LIMITED TO SSTRIKES, FIRE, FLOOD, CASUALTY, GOVERNMENT REGULATIONS, ORDERS, OR RESTRICTIONS), furnish it's services to remedy such failure as readily and as promptly as possible during normal working hours, but in no event shall the COMPANY be held liable for water or the other damage to the property of the CUSTOMER by reason of any delay. Any GUARENTEE issued on any inside lines or main lines shall cover any damage failure due to normal usage and shall not cover stoppages caused by intervening structural defects in the lines or stoppage caused by rags, newspapers, or other objects not usually or customarily disposed of through the drainage system. If, during the GUARENTEE PERIOD, the COMPANY finds that the stoppage was caused by such defects or abnormal use, then the COMPANY shall have the right to make an additional charge based upon reasonable value of the service rendered in removing such stoppage.

PLUMBING – GUARENTEE limited on products to the manufacturers GUARENTEE, labor for replacement would be charged. Any other GUARENTEE will be stated on reverse hereof.

THIS AGREEMENT, together with the provisions and conditions on the reverse hereof, embodies the entire agreement of the parties, and THERE ARE NO PROMISES, TERMS, CONDITIONS OR OBLIGATEIONS, ORAL OR WRITTEN, REFERRING TO THE SUBJECT MATTER HEREOF, OTHER THAN AS CONTAINED HERIN.

In the event CUSTOMER fails to make payment according to the terms and conditions appearing on the reverse side hereof, the COMPANY may charge interest on the unpaid balance at the highest permissible legal rate of interest allowed by the STATE on the average unpaid balance. In the event, in the sole, judgment of the COMPANY, it becomes necessary to institute legal action to collect said unpaid balance, the COMPANY shall be entitled to a judgment for the unpaid balance, accrued interest and reasonable attorney's fees incurred in such legal action as allowed by STATE law.

Please call the office at 507-995-8956 to get on the schedule and pay a deposit.