

Regular School Board Meeting

Monday, August 5, 2024 6:30 PM

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. MISSION AND VISION STATEMENTS

4. STRATEGIC PLAN REVIEW

5. APPROVAL OF AGENDA

6. OPEN FORUM

7. LE SUEUR-HENDERSON SCHOOL DISTRICT RECOGNIZES

7.1. Donations & Grants Received

8. REPORTS

8.1. Committee Reports

8.1.1. Finance **Presenter:** Director Matt Hathaway

8.1.2. Negotiations **Presenter:** Director Brigid Tuck

8.1.3. SW Metro **Presenter:** Director Steve Cross

8.1.4. Human Resource **Presenter:** Director Kelsey Schwartz

8.1.5. Policy **Presenter:** Director Gretchen Rehm

8.1.6. Buildings & Grounds **Presenter:** Director Matt Hathaway

8.1.7. Community Ed Council **Presenter:** Director Brigid Tuck

8.2. Student Report

8.3. Superintendent Report

9. CONSENT AGENDA

9.1. Approval of District Office Consent Items

9.1.1. Minutes of Regular Meeting held on 7/1/2024

9.1.2. Minutes of Special Meeting held on 7/15/2024

9.2. Approval of Business Office Consent Items

9.2.1. Bills and claims for March 2024 in the amount of \$3,123,572.83 subject to annual audit

9.2.2. Treasurer's Reports

9.2.2.1. January 2024

9.2.2.2. February 2024

9.3. Approval of Personnel Consent Items

9.3.1. Hirings

9.3.1.1. HS Knowledge Bowl - LaRae Ludwig

9.3.1.2. SpEd Teacher - Lexie Geis

9.3.1.3. ESY Paraprofessional - Julie Jones

9.3.1.4. ELA Teacher - Brent Grossman

9.3.1.5. ALP Social Studies Teacher - Rick Bruns

9.3.1.6. Elementary Secretary - Kristine Baumann

9.3.1.7. Co-Head Wrestling Coach - Ben Wilson

9.3.1.8. Food Service - Keona Adams

9.3.1.9. Paraprofessional - Amber Kalis

9.3.1.10. SpEd Teacher - Amber Palmquist

9.3.1.11. Food Service - Ashley Christensen

9.3.2. Resignations

9.3.2.1. ELA Teacher - Amy Giles

9.3.2.2. Hockey Coach - Jeff Kotek

9.3.2.3. ABE Teacher - Jennifer Johnson

9.3.2.4. SpEd Teacher - Chelsea Cemenski

9.3.3. Requests

9.3.4. Retirements

10. **PURCHASES ABOVE \$5,000**

10.1. IXL Learning Renewal for 2024-2025

10.2. SAVVAS Quote for enVision Math Curriculum

10.3. Curriculum Associates Quote

11. **OLD BUSINESS**

11.1. Approve second of three readings to adopt policy 606.5

- 11.2. Kraus-Anderson Contract - Amendment #2 to Construction Manager Agreement
- 11.3. Approve MS/HS Auditorium Lights Proposal

12. NEW BUSINESS

- 12.1. Approve 24-25 Student-Parent Handbook
- 12.2. Approve 24-25 Student Device Handbook
- 12.3. Approve 2024-28 Strategic Plan
- 12.4. Approve first of three readings to adopt policy 610
- 12.5. Approve the first and final readings to update policies 605, 609, and 611.
- 12.6. Approve Meal Prices for 2024-2025 School Year
- 12.7. Approve Individual Staff Contracts
- 12.8. Approve Paraprofessional 2023-25 Master Agreement
- 12.9. Approve Administrative Support and Secretary 2023-25 Master Agreement

13. BOARD MEMBER COMMUNICATIONS / IDEAS EXCHANGE

14. NEXT MEETING INFORMATION

- 14.1. Schedule of Upcoming Meetings

15. ADJOURN

**RESOLUTION TO ACCEPT GRANTS AND DONATIONS
TO THE LE SUEUR-HENDERSON SCHOOL DISTRICT**

WHEREAS, the Le Sueur-Henderson School District Board encourages the support of the district's educational programs through the funding and support of grant opportunities and donations that meet the goals and objectives of the school district;

WHEREAS, the school district will control and maintain all grants and donations to ensure that the interests of all students are met;

WHEREAS, the grants and donations listed below have been reviewed and approved by the administration of the Le Sueur-Henderson School District;

THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 2397, to accept the following grants and donations for the purposes intended:

- United Fund of Le Sueur - \$875 for the Book Buddies program,
- Redeemer Lutheran Church - \$499.29 for student needs,
- United Fund of Le Sueur - \$250 for Kinder Camp,
- Le Sueur-Henderson Softball Association - \$2,000 for baseball activities,
- United Fund of Le Sueur - \$600 for the Senior Dinner,
- Le Sueur Lions Club - \$500 for CPR equipment.

Adopted this _____ day of _____, 20_____.

Signed:

Attest:

School Board Chair

School Board Clerk

BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS
MINUTES OF REGULAR SCHOOL BOARD MEETING
MS/HS MEDIA CENTER
July 1, 2024

Item 1.0 **Call to Order:** The regular meeting of the Le Sueur-Henderson Board of Education was called to order at 6:30 PM. The board members were Marie Walker, Kelsey Schwartz, Brigid Tuck, Matt Hathaway, Jenny Burns.

Members Absent: Gretchen Rehm, Steve Cross

Also in attendance: Superintendent Jim Wagner, Admin. Assist., Rachel Scheffler, KA project manager, Shane Butler,

Item 2.0 **Pledge of Allegiance:**

Item 3.0 **Mission and Vision Statements**

Item 4.0 **Strategic Plan Review**

Item 5.0 **Approval of Agenda:** Motion by Schwartz, second by Walker, carried 5-0 to approve the meeting agenda. Moving items 9.3.1.7 and 12.6 to next meeting. Move item 9.2.12 to purchases above \$5000.

Item 6.0 **Open Forum**

Item 7.0 **Le Sueur-Henderson School District Recognizes**

Item 7.1 A resolution was presented to accept grants and donations to the Le Sueur - Henderson Public School District. Said resolution is attached hereto and made a part of these minutes. Motion made by Board Member Burns and upon being seconded by Board Member Schwartz said resolution was duly adopted by the following roll call vote, carried.

Burns: yes	Walker: yes
Hathaway: yes	Tuck: yes
Schwartz: yes	

Item 8.0 **Reports:**

Item 8.1 Committee Reports

Item 8.1.1 Finance

Item 8.1.2 Negotiations

Item 8.1.3 SW Metro

Item 8.1.4 Human Resources

- Item 8.1.5 Policy
- Item 8.1.6 POC
- Item 8.1.7 Community Ed Council
- Item 8.2 Student Report
- Item 8.3 Superintendent Report

Item 9.0 **Consent Agenda:** Motion by Hathaway, second by Walker, carried 5-0 to approve the following consent items:

Item 9.1 District Office Consent Items:

Item 9.1.1 Minutes of Regular School Board meeting held on 6.10.24

Item 9.2 Business Office Consent Items:

Item 9.2.1 Treasurer's Report - December 2023

Item 9.2.2 Bills and claims for February 2024 in the amount of \$3,209,251.63 subject to annual audit

Item 9.2.3 Authorize Superintendent to Consider and Approve/Disapprove Nonresident Student Tuition Agreements and Enrollment Options Requests on an Individual Basis as received during the 2024-25 School Year.

Item 9.2.4 Authorize School Depositories for the 2024-25 School Year.

Item 9.2.5 Set Co-Curricular Participation and Admission Fees for 2023-24 School year.

Item 9.2.6 Set Substitute Classified/Custodial Salary for the 2024-25 School Year at 90% of base pay.

Item 9.2.7 Set Substitute Teacher Salary for the 2024-25 School Year at \$140 per day. \$150/Retired teacher per day.

Item 9.2.8 Authorize the Electronic Transfer of Funds for the A/P system via Commerce Bank for the 2024-25 School year.

Item 9.2.9 Authorize Superintendent and/or District Business Manager to Act on behalf of the Board to make Electronic Funds Transfers for the 2024-25 School Year.

Item 9.2.10 Authorize Superintendent and/or District Business Manager to Act on Behalf of the Board to Invest, Transfer, and Expend Funds within Board Limitations for the 2024-25 School Year.

Item 9.2.11 Authorize Treasurer to Invest and Transfer Funds within Statutory Limitations for the 2024-25 School Year.

Item 9.3 Personnel Consent Items:

Item 9.3.1 Hirings

Item 9.3.1.1 ESY Paras- Kristian Brandt, Mia Schwarz, Mona Wacker, Dylan Feeney, Betty Olson, Courtney Faragher, and Patty Krekelberg

Item 9.3.1.2 ESY Teachers - Mike Holm, Megan Schwarz, Maggie Donahue.

Item 9.3.1.3 B-3 Teachers - Kristin Enz and Bekah Pietz

Item 9.3.1.4 ESY Secretary - Maria Aguilar

Item 9.3.1.5 ESY Para/Teacher - Katelyn Cavanaugh

Item 9.3.1.6 School Psychologist - Melissa Berg

Item 9.3.1.7 Co-Head Wrestling Coach - Ben Wilson

Item 9.3.1.8 4th Grade Teacher - Keilee Westlie

Item 9.3.1.9 3rd Grade teacher - Justin Kyrin

Item 9.3.2 Resignations

Item 9.3.2.1 SpEd Teacher - Renee Ehlers

Item 9.3.2.2 Intervention Teacher - Teri Burdorf

Item 9.3.2.3 Secretary - Stephanie Tieva

Item 9.3.3 Requests

Item 9.3.4 Retirements

Item 10.0 **Purchases Above \$5,000**

Item 10.1 Motion by Hathaway, second by Schwartz, carried 5-0, to approve the renewal of Apptegy/Thrillshare for 2024-25.

Item 10.2 Motion by Burns, second by Tuck, carried 5-0, to approve Auditing Services for Fiscal Years 2024-2026.

Item 10.3 Motion by Schwartz, second by Walker, carried 5-0, to approve the renewal RAS Worker's Compensation Policy for 2024-25.

Item 10.4 Motion by Hathaway, second by Tuck, carried 5-0, to approve MN Insurance Scholastic Trust (MIST) Renewal for 2024-25.

Item 10.5 Motion by Tuck, second by Schwartz, carried 5-0, to approve Membership with Minnesota School Boards Association (MSBA) and Boardbook for the 2024-25 School Year.

Item 11.0 **Old Business**

Item 11.1 Motion by Tuck, second by Burns, carried 5-0, to approve final of three readings to adopt policies 601 and 613.

Item 12.0 **New Business**

Item 12.1 Motion by Tuck, second by Walker, carried 5-0, to approve first of three readings to adopt policy 606.5.

Item 12.2 Motion by Schwartz, second by Walker, carried 5-0, to authorize Superintendent, Jim Wagner to act as the Identified Official with Authority (IOwA) and Rachel Scheffler (Administrative Assistant) to act as the IOwA to add and remove names only for Le Sueur-Henderson School District 2397-01 effective July 1, 2024.

Burns: yes

Walker: yes

Hathaway: yes

Tuck: yes

Schwartz: yes

Item 12.3 Motion by Tuck, second by Hathaway, carried, to approve renewal of MREA membership for 2024-25.

Item 12.4 Motion by Schwartz to table until next meeting, second by Tuck, carried 5-0,

to approve the Amendment to Kraus-Anderson Contract.

Item 12.5 Motion by Tuck, second by Schwartz, carried 4-1 (Walker) not accepting Football Field Lighting Musco Quote.

Item 12.6 A resolution was presented to approve the Long-Term Facilities Maintenance (LTFM) Plan for Le Sueur Henderson School District. Said resolution is attached hereto and made a part of these minutes. Motion made by Board member and upon being seconded by Board Member said resolution was duly adopted by the following roll call vote, carried .

Burns:	Walker:
Hathaway:	Tuck:
Schwartz:	

Item 13.0 **Board Member Communications/Ideas Exchange:**

Item 14.0 **Next Meeting Information**

Item 14.1 Schedule of Upcoming Meetings

Item 16.0 **Adjourn:** Motion by Burns, second by Hathaway, carried 5-0, to adjourn the meeting at 7:43 PM.

***move to 7/15 work session/special meeting**

Board Clerk

Board Chair
Approved on: August 5, 2024

BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS
MINUTES OF SPECIAL SCHOOL BOARD MEETING
MS/HS MEDIA CENTER
July 15,2024

Item 1.0 **Call to Order:** The special meeting of the Le Sueur-Henderson Board of Education was called to order at 7:06 PM. The board members in attendance were, Brigid Tuck, Steve Cross, Gretchen Rehm, Jenny Burns, Marie Walker.

Members Absent: Matt Hathaway, Kelsey Schwartz.

Also in attendance: Superintendent Jim Wagner.

Item 2.0 **Pledge of Allegiance:** pledge recited

Item 3.0 **Approval of Agenda:** Motion by Burns, second by Cross carried 5-0, to approve the meeting agenda.

Item 4.0 **New Business**

Item 4.1 A resolution was presented to approve the Long-Term Facilities Maintenance (LTFM) Plan for Le Sueur Henderson School District. Said resolution is attached hereto and made a part of these minutes. Motion made by Board member Tuck and upon being seconded by Board Member Cross, said resolution was duly adopted by the following roll call vote, carried 5-0.

Burns: yes	Walker: yes
Tuck: yes	Rehm: yes
Cross: yes	

Item 5.0 **Closed Session**

Item 5.1 Motion by Rehm, second by Walker carried 5-0, to enter into a closed meeting at 7:16 PM as permitted by Minnesota Statute Section 135D.05, Subdivision 3(a) for Superintendent evaluation and School Board evaluation.

8:02 PM Board Member Rehm left meeting

Item 6.0 **Open Session**

Item 6.1 Motion by Cross, second by Walker carried 4-0, to reopen special meeting at 8:13 PM.

Item 6.2 Summary of closed session

Item 7.0 **Adjourn:** Motion by Burns, second by Walker, carried 4-0, to adjourn the meeting at 8:15 PM.

Board Clerk

Board Chair

Approved on: August 5, 2024

Le Sueur-Henderson Schools Payment Reg by Bank and Check

											Pay/Void			
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount	
BOND	P2409B	87462		Wire	1 8652	R1	EHLERS INVESTMENT PARTNERS		No	Yes	No	03/07/2024	4,492.61	
Bank Total:												\$4,492.61		
FFM	P2409C	86731		CB	1 12176	R1	METRO SALES		No	Yes	No	03/06/2024	101.25	
FFM	P2409C	86732		CB	1 15420		PAAPE COMPANIES INC		No	Yes	No	03/06/2024	261.47	
FFM	P2409C	86733		CB	1 19380		STATE SUPPLY COMPANY		No	Yes	No	03/06/2024	522.68	
FFM	P2409C	86734		CB	1 21076	R1	BSN SPORTS		No	Yes	No	03/06/2024	1,093.51	
FFM	P2408T	86806		Wire	1 8690		COLONIAL LIFE & ACCIDENT INSURAN		No	Yes	No	03/12/2024	3,306.32	
FFM	P2409F	86941		Wire	1 1324		INTERNAL REVENUE SERVICE		No	Yes	No	03/15/2024	69,231.97	
FFM	P2409F	86942		Wire	1 12832		MN DEPT OF REVENUE		No	Yes	No	03/15/2024	11,378.69	
FFM	P2409F	86943		Wire	1 6573	P1	EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	03/15/2024	7,473.71	
FFM	P2409F	86944		Wire	1 10850		LE SUEUR HENDERSON ED ASSOC		No	Yes	No	03/15/2024	3,329.45	
FFM	P2409F	86945		Wire	1 1065		MN CHILD SUPPORT PAYMENT CTR		No	Yes	No	03/15/2024	598.00	
FFM	P2409F	86946		Wire	1 13146		MN TEACHERS RETIREMENT ASSOC		No	Yes	No	03/15/2024	37,884.58	
FFM	P2409F	86947		Wire	1 16487		PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	03/15/2024	11,086.01	
FFM	P2409F	86948		Wire	1 8553		WEX HEALTH INC	C Corporation	No	Yes	No	03/15/2024	4,159.16	
FFM	P2409T	86949		Wire	1 12832		MN DEPT OF REVENUE		No	No	No	03/29/2024	250.67	
FFM	P2409T	86950		Wire	1 13146		MN TEACHERS RETIREMENT ASSOC		No	No	No	03/29/2024	790.52	
FFM	P2409T	86951		Wire	1 8553		WEX HEALTH INC	C Corporation	No	No	No	03/29/2024	500.00	
FFM	P2409T	86952		Wire	1 6573	P1	EDUCATORS BENEFIT CONSULTANTS		No	No	No	03/29/2024	200.00	
FFM	P2409T	86953		Wire	1 1324		INTERNAL REVENUE SERVICE		No	No	No	03/29/2024	1,112.77	
FFM	P2409T	86954		Wire	1 1324		INTERNAL REVENUE SERVICE		No	No	No	03/29/2024	61,146.38	
FFM	P2409T	86955		Wire	1 12832		MN DEPT OF REVENUE		No	No	No	03/29/2024	9,988.85	
FFM	P2409T	86956		Wire	1 1065		MN CHILD SUPPORT PAYMENT CTR		No	No	No	03/29/2024	598.00	
FFM	P2409T	86957		Wire	1 13146		MN TEACHERS RETIREMENT ASSOC		No	No	No	03/29/2024	35,555.94	
FFM	P2409T	86958		Wire	1 16487		PUBLIC EMPLOYEES RETIREMENT ASS		No	No	No	03/29/2024	11,123.99	
FFM	P2409T	86959		Wire	1 6573	P1	EDUCATORS BENEFIT CONSULTANTS		No	No	No	03/29/2024	7,473.71	
FFM	P2409T	86960		Wire	1 8553		WEX HEALTH INC	C Corporation	No	No	No	03/29/2024	4,159.16	
FFM	P2409T	86961		Wire	1 10850		LE SUEUR HENDERSON ED ASSOC		No	No	No	03/29/2024	3,329.45	
FFM	P2409G	86982		Wire	1 08470	R3	WRIGHT EXPRESS FLEET-HOLIDAY		No	Yes	No	03/05/2024	28.68	
FFM	P2409G	86983		Wire	1 8309		METRONET		No	Yes	No	03/19/2024	3,882.72	
FFM	P2409G	86984		Wire	1 14843		XCEL ENERGY		No	Yes	No	03/21/2024	1,070.65	
FFM	P2409G	86986		Wire	1 8277	R3	QUADIENT-NEOPOST INC	C Corporation	No	Yes	No	03/28/2024	500.00	
FFM	P2409G	86987		Wire	1 8852		SCHOOL MANAGEMENT SERVICES	S Corporation	No	No	No	03/30/2024	25,000.00	
FFM	P2409G	87177		Wire	1 10660	R1	CITY OF LE SUEUR		No	Yes	No	03/26/2024	30,151.63	
FFM	P2409T	87265		Wire	1 8700		GRAVIE		No	Yes	No	03/29/2024	82,275.96	
FFM	P2408T	87704		Wire	1 6573	P1	EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	03/11/2024	7,923.71	
FFM	P2409G	87705		Wire	1 8553		WEX HEALTH INC	C Corporation	No	Yes	No	03/25/2024	225.75	
FFM	P2409F	87706		Wire	1 8553		WEX HEALTH INC	C Corporation	No	Yes	No	03/01/2024	11.34	

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
FFM	P2409T	87707		Wire	1	8553	WEX HEALTH INC	C Corporation	No	Yes	No	03/19/2024	3,541.61
FFM	P2409T	87708		Wire	1	8553	WEX HEALTH INC	C Corporation	No	Yes	No	03/26/2024	405.00
FFM	P2409G	87709		Wire	1	2347	FIRST FARMERS & MERCHANTS		No	Yes	No	03/11/2024	15.00
FFM	P2409G	87710		Wire	1	2347	FIRST FARMERS & MERCHANTS		No	Yes	No	03/25/2024	15.00
FFM	P2409G	87711		Wire	1	2347	FIRST FARMERS & MERCHANTS		No	Yes	No	03/29/2024	21.95
FFM	P2409G	87712		Wire	1	8295	PINEAPPLE PAYMENTS		No	Yes	No	03/04/2024	972.81
FFM	P2409G	87713		Wire	1	8295	PINEAPPLE PAYMENTS		No	Yes	No	03/05/2024	50.20
FFM	P2409T	87714		Wire	1	5305	DELTA DENTAL OF MINNESOTA		No	Yes	No	03/30/2024	4,295.86
FFM	P2212G	82661	81859	Check	1	27267	HYNES, SUSAN		Yes	Yes	Yes	03/22/2024	(250.00)
FFM	P2304G	83542	82405	Check	1	8573	FRITZ, OLIVIA		Yes	Yes	Yes	03/22/2024	(35.00)
FFM	P2408G	86722	84708	Check	1	8334	SUPERIOR TRANSPORTATION SERVIC		Yes	Yes	No	03/01/2024	117,515.95
FFM	P2409G	86726	84709	Check	1	8669	BIX PRODUCE CO		Yes	Yes	No	03/01/2024	2,149.14
FFM	P2409G	86723	84710	Check	1	5034	P1 GILLETTE PEPSI		Yes	Yes	No	03/01/2024	1,820.05
FFM	P2409G	86725	84711	Check	1	8667	PAN-O-GOLD BAKING CO		Yes	Yes	No	03/01/2024	334.57
FFM	P2409G	86727	84712	Check	1	8670	PERFORMANCE FOODSERVICE		Yes	Yes	No	03/01/2024	1,634.47
FFM	P2409G	86724	84713	Check	1	8666	PRAIRIE FARMS		Yes	Yes	No	03/01/2024	2,296.53
FFM	P2409G	86728	84714	Check	1	8671	SYSCO WESTERN MN		Yes	Yes	No	03/01/2024	15,925.30
FFM	P2409S	86729	84715	Check	1	8108	KWIK TRIP		Yes	Yes	No	03/01/2024	2,080.00
FFM	P2409G	86730	84716	Check	1	1374	SIBLEY COUNTY AUDITOR-TREASUREI		Yes	Yes	No	03/05/2024	90.00
FFM	P2409G	86735	84717	Check	1	00520	ALPHA WIRELESS COMMUNICATIONS		Yes	Yes	No	03/06/2024	5,064.95
FFM	P2409G	86748	84718	Check	1	4801	R1 CENTERPOINT ENERGY		Yes	Yes	No	03/06/2024	23,369.73
FFM	P2409G	86740	84719	Check	1	10700	R2 CITY OF LE SUEUR		Yes	Yes	No	03/06/2024	4,917.26
FFM	P2409G	86736	84720	Check	1	03582	COLE PAPERS INC		Yes	Yes	No	03/06/2024	2,132.40
FFM	P2409G	86751	84721	Check	1	5256	CRAWFORD DOOR SALES		Yes	Yes	No	03/06/2024	8,320.00
FFM	P2409G	86747	84722	Check	1	4477	R1 DOMINOS PIZZA		Yes	Yes	No	03/06/2024	807.92
FFM	P2409G	86759	84723	Check	1	8548	EHLERS AND ASSOCIATES		Yes	Yes	No	03/06/2024	1,250.00
FFM	P2409G	86754	84724	Check	1	5700	R1 FERGUSON ENTERPRISES #1657		Yes	Yes	No	03/06/2024	328.32
FFM	P2409G	86755	84725	Check	1	5937	FIRENET SYSTEMS INC		Yes	Yes	No	03/06/2024	1,320.00
FFM	P2409G	86749	84726	Check	1	5034	P1 GILLETTE PEPSI		Yes	Yes	No	03/06/2024	913.00
FFM	P2409G	86752	84727	Check	1	5262	GRUNZKE, BRUCE		Yes	Yes	No	03/06/2024	645.61
FFM	P2409G	86750	84728	Check	1	5095	R5 GUSTAVUS ADOLPHUS COLLEGE		Yes	Yes	No	03/06/2024	1,520.00
FFM	P2409G	86738	84729	Check	1	08297	HILLYARD/HUTCHINSON		Yes	Yes	No	03/06/2024	147.17
FFM	P2409G	86757	84730	Check	1	8380	HUNT PLUMBING & DRAIN		Yes	Yes	No	03/06/2024	798.00
FFM	P2409G	86739	84731	Check	1	08820	R3 ISD 77 MANKATO EAST SPEECH		Yes	Yes	No	03/06/2024	21.00
FFM	P2409G	86753	84732	Check	1	5512	R1 KENDELL DOORS & HARDWARE INC		Yes	Yes	No	03/06/2024	2,428.00
FFM	P2409G	86756	84733	Check	1	8192	LE SUEUR COUNTY NEWS		Yes	Yes	No	03/06/2024	87.60
FFM	P2409G	86758	84734	Check	1	8452	R1 MINNESOTA COMFORT SOLUTIONS	Ind/Sole Proprietor	Yes	Yes	No	03/06/2024	11,295.00
FFM	P2409G	86742	84735	Check	1	13855	NAPA AUTO PARTS OF LE SUEUR		Yes	Yes	No	03/06/2024	161.70
FFM	P2409G	86743	84736	Check	1	14990	NUESSMEIER ELECTRIC INC		Yes	Yes	No	03/06/2024	235.01

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2409G	86746	84737	Check	1	21290	RADERMACHER'S		Yes	Yes	No	03/06/2024		266.88
FFM	P2409G	86741	84738	Check	1	1323	RELIANCE ELECTRIC OF SOUTHERN M		Yes	Yes	No	03/06/2024		290.39
FFM	P2409G	86745	84739	Check	1	18980	SOUTH CENTRAL SERVICE COOP		Yes	Yes	No	03/06/2024		12,298.82
FFM	P2409G	86744	84740	Check	1	1643	TOPPERS & TRAILERS PLUS		Yes	Yes	No	03/06/2024		898.00
FFM	P2409G	86760	84741	Check	1	8695	R1 WIDSETH SMITH NOLTING & ASSOC		Yes	Yes	No	03/06/2024		7,500.00
FFM	P2409G	86761	84742	Check	1	8726	WIESE HARDWARE STORE		Yes	Yes	No	03/06/2024		22.76
FFM	P2409G	86737	84743	Check	1	06146	WOLF MOTORS		Yes	Yes	No	03/06/2024		945.35
FFM	P2409S	86762	84744	Check	1	27267	HYNES, SUSAN		Yes	Yes	No	03/06/2024		51.20
FFM	P2409S	86763	84745	Check	1	8844	WILKE, CASSIE		Yes	Yes	No	03/06/2024		46.68
FFM	P2409G	86786	84746	Check	1	7852	R1 APG MEDIA OF SOUTHERN MN LLC		Yes	Yes	No	03/08/2024		790.20
FFM	P2409G	86774	84747	Check	1	4922	R1 APPLE INC		Yes	Yes	No	03/08/2024		4,995.00
FFM	P2409G	86764	84748	Check	1	08112	CITY OF HENDERSON		Yes	Yes	No	03/08/2024		112.31
FFM	P2409G	86782	84749	Check	1	7131	DOWNTOWN SOUND		Yes	Yes	No	03/08/2024		193.75
FFM	P2409G	86779	84750	Check	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS		Yes	Yes	No	03/08/2024		133.09
FFM	P2409G	86790	84751	Check	1	8252	EDUCERE LLC		Yes	Yes	No	03/08/2024		448.50
FFM	P2409G	86791	84752	Check	1	8613	FENNELL, CARTER		Yes	Yes	No	03/08/2024		185.00
FFM	P2409G	86787	84753	Check	1	8060	FIXSEN, MICHAEL		Yes	Yes	No	03/08/2024		130.00
FFM	P2409G	86789	84754	Check	1	8242	GREGERSEN, LAUREN		Yes	Yes	No	03/08/2024		70.00
FFM	P2409G	86793	84755	Check	1	8422	HANSEN, BRIAN		Yes	Yes	No	03/08/2024		90.00
FFM	P2409G	86765	84756	Check	1	08117	HENDERSON INDEPENDENT		Yes	Yes	No	03/08/2024		155.25
FFM	P2409G	86783	84757	Check	1	7368	HERRMANN, MIKE		Yes	Yes	No	03/08/2024		130.00
FFM	P2409G	86778	84758	Check	1	6054	HIRE IMAGE LLC		Yes	Yes	No	03/08/2024		359.00
FFM	P2409G	86775	84759	Check	1	5093	R1 HOBART		Yes	Yes	No	03/08/2024		604.15
FFM	P2409G	86784	84760	Check	1	7571	KENNEDY & GRAVEN, CHARTERED		Yes	Yes	No	03/08/2024		275.00
FFM	P2409G	86773	84761	Check	1	4249	KROEHLER, ROBERT		Yes	Yes	No	03/08/2024		70.00
FFM	P2409G	86766	84762	Check	1	11839	R2 MASA		Yes	Yes	No	03/08/2024		329.00
FFM	P2409G	86767	84763	Check	1	12760	MASSP		Yes	No	No	03/08/2024		175.00
FFM	P2409G	86795	84764	Check	1	8808	MAY, JORDAN	Ind/Sole Proprietor	Yes	Yes	No	03/08/2024		90.00
FFM	P2409G	86781	84765	Check	1	7097	R1 MEI		Yes	Yes	No	03/08/2024		3,714.54
FFM	P2409G	86769	84766	Check	1	13826	MUSIC MART		Yes	Yes	No	03/08/2024		211.02
FFM	P2409G	86770	84767	Check	1	14990	NUESSMEIER ELECTRIC INC		Yes	Yes	No	03/08/2024		3,351.73
FFM	P2409G	86794	84768	Check	1	8603	OLIVER, JOE		Yes	Yes	No	03/08/2024		90.00
FFM	P2409G	86776	84769	Check	1	5259	PALMER BUS SERVICE		Yes	Yes	No	03/08/2024		4,507.02
FFM	P2409G	86772	84770	Check	1	3929	PLAY IT AGAIN SPORTS		Yes	Yes	No	03/08/2024		202.50
FFM	P2409G	86768	84771	Check	1	1323	RELIANCE ELECTRIC OF SOUTHERN M		Yes	Yes	No	03/08/2024		667.01
FFM	P2409G	86777	84772	Check	1	5422	R1 RIVER BEND BUSINESS PRODUCTS		Yes	Yes	No	03/08/2024		1,082.51
FFM	P2409G	86788	84773	Check	1	8078	SIWEK LUMBER & MILLWORK		Yes	Yes	No	03/08/2024		14.50
FFM	P2409G	86785	84774	Check	1	7639	SOUTHWEST METRO INTERMEDIATE		Yes	Yes	No	03/08/2024		19,444.04
FFM	P2409G	86792	84775	Check	1	8773	SUNBELT STAFFING		Yes	Yes	No	03/08/2024		8,820.00

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2409G	86780	84776	Check	1 7049		VOGEL, CORY		Yes	Yes	No	03/08/2024		130.00
FFM	P2409G	86771	84777	Check	1 22185	CK	ZANER-BLOSER INC		Yes	Yes	No	03/08/2024		154.55
FFM	P2408T	86799	84778	Check	1 5306		AMERITAS		Yes	Yes	No	03/11/2024		509.72
FFM	P2407T	86796	84779	Check	1 12756	R2	MADISON NATIONAL LIFE INS CO		Yes	Yes	No	03/11/2024		2,757.26
FFM	P2408T	86797	84780	Check	1 12756	R2	MADISON NATIONAL LIFE INS CO		Yes	Yes	No	03/11/2024		3,031.26
FFM	P2408T	86801	84781	Check	1 13147		MN TEAMSTERS NO 320		Yes	Yes	No	03/11/2024		600.00
FFM	P2408T	86800	84782	Check	1 18080		SCHOOL SERVICE EMPLOYEES		Yes	Yes	No	03/11/2024		671.34
FFM	P2409G	86845	84783	Check	1 8669		BIX PRODUCE CO		Yes	Yes	No	03/15/2024		1,382.75
FFM	P2409G	86841	84784	Check	1 7974		FEENEY, DYLAN		Yes	No	No	03/15/2024		40.00
FFM	P2409G	86850	84785	Check	1 8847		FLORES, MARIA		Yes	Yes	No	03/15/2024		40.00
FFM	P2409G	86848	84786	Check	1 8750		JOG ATHLETICS LLC		Yes	Yes	No	03/15/2024		630.00
FFM	P2409G	86830	84787	Check	1 12039		MENARDS		Yes	Yes	No	03/15/2024		458.28
FFM	P2409G	86833	84788	Check	1 2405		MN IRON & METAL		Yes	Yes	No	03/15/2024		530.40
FFM	P2409G	86835	84789	Check	1 3142	P2	NASSP		Yes	Yes	No	03/15/2024		385.00
FFM	P2409G	86842	84790	Check	1 8585		NOVAK, JANICE		Yes	No	No	03/15/2024		60.00
FFM	P2409G	86836	84791	Check	1 5259		PALMER BUS SERVICE		Yes	No	No	03/15/2024		4,507.02
FFM	P2409G	86844	84792	Check	1 8667		PAN-O-GOLD BAKING CO		Yes	Yes	No	03/15/2024		102.89
FFM	P2409G	86832	84793	Check	1 1814		POWELL, KELLY		Yes	Yes	No	03/15/2024		40.00
FFM	P2409G	86843	84794	Check	1 8666		PRAIRIE FARMS		Yes	Yes	No	03/15/2024		325.70
FFM	P2409G	86831	84795	Check	1 17559		SAM'S CLUB DIRECT		Yes	Yes	No	03/15/2024		512.93
FFM	P2409G	86839	84796	Check	1 7059		SAYERS, KEVIN		Yes	Yes	No	03/15/2024		110.00
FFM	P2409G	86847	84797	Check	1 8748		SPEECH PARTNERS LLC		Yes	Yes	No	03/15/2024		83,219.76
FFM	P2409G	86834	84798	Check	1 29886		SULLIVAN, MARTY		Yes	Yes	No	03/15/2024		40.00
FFM	P2409G	86849	84799	Check	1 8773		SUNBELT STAFFING		Yes	Yes	No	03/15/2024		3,150.00
FFM	P2409G	86846	84800	Check	1 8671		SYSCO WESTERN MN		Yes	Yes	No	03/15/2024		271.28
FFM	P2409G	86840	84801	Check	1 7073		TREBESCH, GUY		Yes	Yes	No	03/15/2024		110.00
FFM	P2409G	86837	84802	Check	1 5997		VERIZON WIRELESS		Yes	Yes	Yes	03/15/2024		0.00
FFM	P2409G	86838	84803	Check	1 6056		WITTERSCHEIN, JOE		Yes	No	No	03/15/2024		110.00
FFM	P2409G	86851	84804	Check	1 5997		VERIZON WIRELESS		Yes	Yes	No	03/15/2024		466.99
FFM	P2409G	86852	84805	Check	1 5997		VERIZON WIRELESS		Yes	Yes	No	03/15/2024		600.15
FFM	P2409B	86880	84806	Check	1 00520		ALPHA WIRELESS COMMUNICATIONS		Yes	No	No	03/22/2024		5,779.79
FFM	P2409B	86891	84807	Check	1 8739	R1	ARBON EQUIPMENT CORP		Yes	No	No	03/22/2024		276.80
FFM	P2409B	86885	84808	Check	1 8465		ATS&R		Yes	No	No	03/22/2024		45,792.93
FFM	P2409B	86890	84809	Check	1 8731		AXEL H. OHMAN, INC		Yes	No	No	03/22/2024		185,250.00
FFM	P2409B	86886	84810	Check	1 8588	R1	BRAUN INTERTEC CORPORATION		Yes	No	No	03/22/2024		11,186.00
FFM	P2409B	86893	84811	Check	1 8765		EBERT COMPANIES		Yes	No	No	03/22/2024		104,972.02
FFM	P2409B	86889	84812	Check	1 8711		FORD METRO INC		Yes	No	No	03/22/2024		90,725.00
FFM	P2409B	86888	84813	Check	1 8710		GAG SHEET METAL INC		Yes	No	No	03/22/2024		30,524.56
FFM	P2409B	86892	84814	Check	1 8747		HARTY MECHANICAL INC		Yes	No	No	03/22/2024		113,525.00

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Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2409B	86881	84815	Check	1	09237	INSPEC, INC.		Yes	Yes	No	03/22/2024		90,000.00
FFM	P2409B	86887	84816	Check	1	8699	KRAUS-ANDERSON CONSTRUCTION C		Yes	No	No	03/22/2024		148,759.92
FFM	P2409B	86884	84817	Check	1	5176	MULTIPLE CONCEPTS INTERIORS		Yes	No	No	03/22/2024		17,875.28
FFM	P2409B	86883	84818	Check	1	4948	PIETSCH CONSTRUCTION INC		Yes	No	No	03/22/2024		57,000.00
FFM	P2409B	86882	84819	Check	1	18980	SOUTH CENTRAL SERVICE COOP		Yes	Yes	No	03/22/2024		914.00
FFM	P2409B	86894	84820	Check	1	8782	TOP LINE STEEL CORPORATION		Yes	No	No	03/22/2024		95,000.00
FFM	P2409G	86909	84821	Check	1	8669	BIX PRODUCE CO		Yes	Yes	No	03/22/2024		2,239.32
FFM	P2409G	86899	84822	Check	1	21090	CENTURYLINK		Yes	No	No	03/22/2024		70.00
FFM	P2409G	86900	84823	Check	1	4043	COMPUTER TECHNOLOGY SOLUTIONS		Yes	Yes	No	03/22/2024		5,406.00
FFM	P2409G	86903	84824	Check	1	7332	ECOLAB		Yes	Yes	No	03/22/2024		146.37
FFM	P2409G	86895	84825	Check	1	8573	FRITZ, OLIVIA		Yes	Yes	No	03/22/2024		35.00
FFM	P2409G	86897	84826	Check	1	08117	HENDERSON INDEPENDENT		Yes	No	No	03/22/2024		20.00
FFM	P2409G	86896	84827	Check	1	27267	HYNES, SUSAN		Yes	No	No	03/22/2024		250.00
FFM	P2409G	86898	84828	Check	1	09855	KNIGHTS OF COLUMBUS COUNCIL 289		Yes	No	No	03/22/2024		514.72
FFM	P2409G	86905	84829	Check	1	8293	MANTRONICS MAILING SYSTEMS INC		Yes	No	No	03/22/2024		232.85
FFM	P2409G	86904	84830	Check	1	8227	NOVAK, HEATHER		Yes	No	No	03/22/2024		98.47
FFM	P2409G	86908	84831	Check	1	8667	PAN-O-GOLD BAKING CO		Yes	Yes	No	03/22/2024		166.90
FFM	P2409G	86906	84832	Check	1	8572	R1 PENGUIN RANDOM HOUSE LLC		Yes	No	No	03/22/2024		135.00
FFM	P2409G	86910	84833	Check	1	8670	PERFORMANCE FOODSERVICE		Yes	No	No	03/22/2024		705.41
FFM	P2409G	86907	84834	Check	1	8666	PRAIRIE FARMS		Yes	Yes	No	03/22/2024		1,637.91
FFM	P2409G	86901	84835	Check	1	5422	R1 RIVER BEND BUSINESS PRODUCTS		Yes	Yes	No	03/22/2024		1,077.19
FFM	P2409G	86912	84836	Check	1	8773	SUNBELT STAFFING		Yes	No	No	03/22/2024		3,150.00
FFM	P2409G	86911	84837	Check	1	8671	SYSCO WESTERN MN		Yes	Yes	No	03/22/2024		4,764.31
FFM	P2409G	86902	84838	Check	1	5767	THE BAR & GRILL		Yes	Yes	No	03/22/2024		1,347.56
FFM	P2409G	86921	84839	Check	1	8843	COOK, JULIA		Yes	No	No	03/26/2024		1,950.00
FFM	P2409G	86927	84840	Check	1	4796	ISD 2835 JWP		Yes	No	No	03/27/2024		21.00
FFM	P2409G	86922	84841	Check	1	10819	LE SUEUR COUNTRY CLUB		Yes	No	No	03/27/2024		1,525.00
FFM	P2409G	86925	84842	Check	1	17020	R2 MATHESON TRI-GAS INC		Yes	No	No	03/27/2024		1,493.51
FFM	P2409G	86926	84843	Check	1	3581	ORTHOPAEDIC & FRACTURE CLINIC		Yes	No	No	03/27/2024		4,491.34
FFM	P2409G	86924	84844	Check	1	13000	2A-DS REGION 2A, MSHSL	C Corporation	Yes	No	No	03/27/2024		3,330.00
FFM	P2409G	86928	84845	Check	1	8854	STENGER, JUDY		Yes	No	No	03/27/2024		668.42
FFM	P2409G	86923	84846	Check	1	11020	TRUSTWORTHY HARDWARE OF LE SL		Yes	No	No	03/27/2024		1,005.89
FFM	P2409G	86939	84847	Check	1	8851	BURNS, TAMI		Yes	No	No	03/27/2024		408.15
FFM	P2409G	86932	84848	Check	1	4801	R1 CENTERPOINT ENERGY		Yes	No	No	03/27/2024		16,630.05
FFM	P2409G	86929	84849	Check	1	03582	COLE PAPERS INC		Yes	No	No	03/27/2024		533.99
FFM	P2409G	86938	84850	Check	1	8805	GEEKS2U		Yes	No	No	03/27/2024		4,236.94
FFM	P2409G	86933	84851	Check	1	5093	R1 HOBART		Yes	No	No	03/27/2024		695.93
FFM	P2409G	86930	84852	Check	1	14990	NUESSMEIER ELECTRIC INC		Yes	No	No	03/27/2024		514.65
FFM	P2409G	86936	84853	Check	1	8670	PERFORMANCE FOODSERVICE		Yes	No	No	03/27/2024		1,073.18

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												Date		
FFM	P2409G	86934	84854	Check	1 5422	R1	RIVER BEND BUSINESS PRODUCTS		Yes	No	No	03/27/2024	471.53	
FFM	P2409G	86940	84855	Check	1 8853		ROBRAN, LEAH		Yes	No	No	03/27/2024	100.00	
FFM	P2409G	86935	84856	Check	1 8597		SCHMIDT, CYNTHIA		Yes	No	No	03/27/2024	56.24	
FFM	P2409G	86931	84857	Check	1 18980		SOUTH CENTRAL SERVICE COOP		Yes	No	No	03/27/2024	237.00	
FFM	P2409G	86937	84858	Check	1 8671		SYSCO WESTERN MN		Yes	No	No	03/27/2024	6,131.97	
Bank Total:													\$1,900,228.37	
MSDL	P2409M	86985		Wire	1 2964		US BANK		No	Yes	No	03/26/2024	1,194,250.00	
MSDL	P2409M	87381		PC	1 04680		DEMCO INC		No	Yes	No	03/06/2024	165.58	
MSDL	P2409M	87382		PC	1 11837		MASBO		No	Yes	No	03/06/2024	600.00	
MSDL	P2409M	87383		PC	1 12039		MENARDS		No	Yes	No	03/06/2024	358.03	
MSDL	P2409M	87384		PC	1 14578	C1	NEW READERS PRESS		No	Yes	No	03/06/2024	443.47	
MSDL	P2409M	87385		PC	1 14920		NORTHWEST GAS		No	Yes	No	03/06/2024	1,740.38	
MSDL	P2409M	87386		PC	1 17559		SAM'S CLUB DIRECT		No	Yes	No	03/06/2024	1,230.62	
MSDL	P2409M	87387		PC	1 1791		NORTHERN TOOL & EQUIPMENT		No	Yes	No	03/06/2024	521.50	
MSDL	P2409M	87388		PC	1 19852		TARGET		No	Yes	No	03/06/2024	36.45	
MSDL	P2409M	87389		PC	1 19852	R1	TARGET BANK		No	Yes	No	03/06/2024	37.05	
MSDL	P2409M	87390		PC	1 2819		AMAZON.COM		No	Yes	No	03/06/2024	1,968.05	
MSDL	P2409M	87391		PC	1 4369		MOUNT KATO		No	Yes	No	03/06/2024	620.00	
MSDL	P2409M	87392		PC	1 4665		APPLE		No	Yes	No	03/06/2024	590.54	
MSDL	P2409M	87393		PC	1 4677	R1	GOLD MEDAL		No	Yes	No	03/06/2024	82.45	
MSDL	P2409M	87394		PC	1 4913		LJP ENTERPRISES TRUCKING LLC		No	Yes	No	03/06/2024	1,604.90	
MSDL	P2409M	87395		PC	1 4990		P-CARD		No	Yes	No	03/06/2024	156.59	
MSDL	P2409M	87396		PC	1 5200		THE 300 CLUB		No	Yes	No	03/06/2024	475.54	
MSDL	P2409M	87397		PC	1 5943		WALMART		No	Yes	No	03/06/2024	35.85	
MSDL	P2409M	87398		PC	1 6150		VISTAPRINT.COM		No	Yes	No	03/06/2024	230.83	
MSDL	P2409M	87399		PC	1 6195		DOLLAR TREE STORE		No	Yes	No	03/06/2024	204.99	
MSDL	P2409M	87400		PC	1 7707	R3	LOWES		No	Yes	No	03/06/2024	617.49	
MSDL	P2409M	87401		PC	1 7815		HARBOR FREIGHT		No	Yes	No	03/06/2024	1,232.63	
MSDL	P2409M	87402		PC	1 7821		ADOBE SYSTEMS INC		No	Yes	No	03/06/2024	273.35	
MSDL	P2409M	87403		PC	1 8018		SIGNS.COM		No	Yes	No	03/06/2024	142.04	
MSDL	P2409M	87404		PC	1 8076		EBAY.COM		No	Yes	No	03/06/2024	29.95	
MSDL	P2409M	87405		PC	1 8129		AMERICAN ASSOCIATION OF NOTARIE		No	Yes	No	03/06/2024	51.85	
MSDL	P2409M	87406		PC	1 8216		ZOOM VIDEO COMMUNICATIONS INC		No	Yes	No	03/06/2024	15.99	
MSDL	P2409M	87407		PC	1 8417		ZORO		No	Yes	No	03/06/2024	4,524.95	
MSDL	P2409M	87408		PC	1 8608		QUIZIZZ INC		No	Yes	No	03/06/2024	144.00	
MSDL	P2409M	87409		PC	1 8703	R1	DUELING KEYS ENTERTAINMENT	Ind/Sole Proprietor	No	Yes	No	03/06/2024	300.00	
MSDL	P2409M	87410		PC	1 8715		SECURLY INC	C Corporation	No	Yes	No	03/06/2024	2,756.80	
MSDL	P2409M	87411		PC	1 8776		LESSONPIX INC		No	Yes	No	03/06/2024	36.00	

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									Print	Recon	Void	Date	
MSDL	P2409M	87412		PC	1	8813	PLATFORM ATHLETICS LLC		No	Yes	No	03/06/2024	300.00
MSDL	P2409M	87413		PC	1	8827	SPORTS ATTACK LLC		No	Yes	No	03/06/2024	2,160.00
MSDL	P2409M	87414		PC	1	8842	BRAINSTORM		No	Yes	No	03/06/2024	420.00
MSDL	P2409M	87415		PC	1	8860	AMERICAN OCCUPATIONAL THERAPY ,		No	Yes	No	03/06/2024	480.00
MSDL	P2409M	87416		PC	1	8866	GED TESTING SERVICE		No	Yes	No	03/06/2024	13.98

Bank Total: \$1,218,851.85

Report Total: \$3,123,572.83

Treasurer's Report

The general account receipts and disbursements have been reviewed for the month of January, 2024, and I recommend approval.

0 Receipts from general account were pulled for further review and were found to have complete and accurate documentation.

3 Disbursements from general account were pulled for further review and were found to have complete and accurate documentation.

The MSDLAF account receipts and disbursements have been reviewed for the month of January, 2024, and I recommend approval.

0 Receipts from MSDLAF account were pulled for further review and were found to have complete and accurate documentation.

0 Disbursements from MSDLAF were pulled for further review and were found to have complete and accurate documentation.

I have reviewed all manual journal entries for the month of January, 2024.

→ I have reviewed the bank reconciliation completed by Region V for all district accounts for the month of January, 2024.

Jenny Abino
School Board Director

8/1/2024
Date

Treasurer's Report

The general account receipts and disbursements have been reviewed for the month of February, 2024, and I recommend approval.

0 Receipts from general account were pulled for further review and were found to have complete and accurate documentation.

3 Disbursements from general account were pulled for further review and were found to have complete and accurate documentation.

The MSDLAF account receipts and disbursements have been reviewed for the month of February, 2024, and I recommend approval.

0 Receipts from MSDLAF account were pulled for further review and were found to have complete and accurate documentation.

1 Disbursements from MSDLAF were pulled for further review and were found to have complete and accurate documentation.

I have reviewed all manual journal entries for the month of February, 2024.

I have reviewed the bank reconciliation completed by Region V for all district accounts for the month of February, 2024.

Janet A. Ba
School Board Director

8/1/2024
Date



Coach/Advisor Recommendation Le Sueur - Henderson School District

Position: High School Knowledge Bowl

Recommended Candidate: LaRae Ludwig

Recommended by: Eric Lewis

To be completed by administrator:

Candidate has current & appropriate certification (if applicable):

X

Reference checks completed:

X

Years of experience (Step Placement):

1

X

NEW

EXISTING

Additional Information: LaRae is great with the kids and will do a fantastic job in this role.

Approval of Activities Director:

Eric F. Lewis

7/15/2024

Electronic Signature

Date



Employment Recommendation Le Sueur - Henderson School District

Position: Special Education Teacher on an Out of Field Placement

Recommended Candidate: Lexie Geis

Recommended by: Kern **Start/ Hire Date:** 24-25 school year

To be completed by 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-OFP
Yes
0
1
BA
BA
0
\$40,788

New Position

Existing Position Replacing: Renee Ehlers

Additional Information:

- BA Step 1 \$40,788

Approval of Principal: Darren Kern 7/11/24

Electronic Signature Date

Approval of Superintendent:

Electronic Signature Date



Employment Recommendation Le Sueur - Henderson School District

Position: ESY K-5 Paraprofessional

Recommended Candidate: Julie Jones

Recommended by: Kern Start/ Hire Date: 2024 ESY

To be completed by 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
Yes
0
0
NA
NA
0
NA

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

New Position

Existing Position

Replacing:

Additional Information:

- Current rate of pay

Approval of Principal: Darren Kern 7/11/24

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: Middle/High School Teacher - ELA Teacher

Recommended Candidate: Brent Grossman

Recommended by: Cindy Schmidt **Date:** 7/24/24

To be completed by administrator:

Candidate has current & appropriate certification:	Yes
Reference checks completed:	Yes
Years of experience granted:	6
Step Placement:	7
Highest degree currently held:	BA
Lane Placement:	BA +10
Credits beyond highest degree granted:	13
Hourly/ Salary Rate	47,984

<input type="checkbox"/>	New Position	
<input checked="" type="checkbox"/>	Existing Position	Replacing: Amy Giles

Additional Information:

- Pending Background check

Approval of Principal: *Cynthia Schmidt* *7/24/24*

Electronic Signature Date

Approval of Superintendent:

Electronic Signature Date

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



Employment Recommendation Le Sueur - Henderson School District

Position: Middle/High School Teacher - Social Studies/ALP

Recommended Candidate: Rick Bruns

Recommended by: Cindy Schmidt **Date:** 7/24/24

To be completed by administrator:

Candidate has current & appropriate certification:	Yes
Reference checks completed:	Yes
Years of experience granted:	
Step Placement:	18
Highest degree currently held:	BA
Lane Placement:	BA +30
Credits beyond highest degree granted:	30
Hourly/ Salary Rate	68,028

<input type="checkbox"/>	New Position	
<input checked="" type="checkbox"/>	Existing Position	Replacing: Ben Johnson

Additional Information:

Approval of Principal: *Cynthia Schmidt* *7/24/24*

Electronic Signature Date

Approval of Superintendent:

Electronic Signature Date

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



Employment Recommendation Le Sueur - Henderson School District

Position: Elementary Secretary

Recommended Candidate: Kristine Baumann

Recommended by: Kern **Start/ Hire Date:** 2024-2025 school year

To be completed by 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

NA

NA

0

\$16

New Position

Existing Position

Replacing: Amber Kalis

Additional Information:

- She will start at \$16 and then the rate may change after the union contract is ratified if the secretary base pay is higher.

Approval of Principal: Darren Kern 7/1/24

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



To:
 David Swanberg, Interim Activities Director
 Jim Wagner, Superintendent of Schools

From:
 Luke Wilson, Head Wrestling Coach
 Ben Wilson, Assistant Wrestling Coach

I am reaching out on behalf of myself and assistant coach Ben Wilson to request that we merge our coaching roles into a co-head coach model for the wrestling program. My understanding is there are questions on how this will look, what roles will look like and how we will adapt to continue best supporting our student-athletes at a high level. I hope the following information will help clarify. Please note all the information below indicates the coach that will take the lead whereas the other will be in full communication and connected to support the other with multiple meetings and phone calls throughout the week.

Responsibilities

Luke	Ben
Clerical (submission of line-ups, update TrackWrestling) Meet individually with even grade student-athletes for film review and individual growth/needs which include academics (8, 10, 12). Demonstrate skills, work on overall technique while addressing individual needs. Breaking the skill level up and touching on the individual wrestler to the extent possible. Work with AD to create future schedules.	Create practice plans agenda with scaffolding from previous practice and/or competition. Meet individually with odd grade student-athletes for film review and individual growth/needs which include academics (7, 9, 11). Demonstrate skills, work on overall technique while addressing individual needs. Breaking the skill level up and touching on the individual wrestler to the extent possible.

Communication (Macro)

Luke	Ben
Send out updates and any changes on Remind App Respond to interviews with local press. Communicate with the opposing team with any facility needs upon arrival via locker rooms, weigh-ins, etc.	Update locker room communication board (bus times, practice information, weight management needs, etc.) Manage volunteer assistants, communicating with them to assure they know bus times and details about events and what wrestlers need.

	Organizing score table workers and announcers if and when needed (for the last 3 years we've had to make sure we have our own workers for the table in place).
--	--

Conflict Management and Relationship Building and Communication (Micro)

Luke	Ben
<p>Wrestlers in even grades (see responsibilities) will be direct report to Luke for any conflict that may come up. Their parents will also first communicate with Luke. From there conflict resolution will include Ben and follow the chain of command.</p> <p>This model will allow for a greater access to building relationships because wrestlers will have a direct coach report where more details of their performance goals can be managed, discussed and developed with a smaller group of wrestlers to manage.</p> <p>This model from a communication perspective is on a more micro level where parents and wrestlers have conversations more relevant to the individual.</p>	<p>Wrestlers in odd grades (see responsibilities) will be direct report to Ben for any conflict that may come up. Their parents will also first communicate with Ben. From there conflict resolution will include Luke and follow the chain of command.</p> <p>This model will allow for a greater access to building relationships because wrestlers will have a direct coach report where more details of their performance goals can be managed, discussed and developed with a smaller group of wrestlers to manage.</p> <p>This model from a communication perspective is on a more micro level where parents and wrestlers have conversations more relevant to the individual.</p>

Program Longevity

Luke	Ben
<p>Organize in-season and out of season weightlifting</p> <p>Communication and direct report to the LS-H Activities Director and School District.</p>	<p>Organize and communicate Off-season wrestling opportunities (freestyle, summer programming, etc).</p> <p>Work with youth coaches to have wrestlers volunteer in the youth practice room, support local tournaments for youth as referees, communicate with youth level coaches on technique and building blocks needed for smooth transition to high school wrestling.</p>

In our recent inaugural trip to the state tournament it was clear that the high level and best teams in the state, in any class, have many more coaches than we do at LSH. The co-head coach model will help spread the many responsibilities this sport demands. We are also working with the association to help provide monetary support so we can obtain a more attractive volunteer coaching position(s). We know that as brothers we can work well together, but have

very different coaching styles. This is an asset to our student-athletes because we know that in an individual sport one size doesn't fit all. As an individual sport we want to give the best opportunity for our wrestlers to succeed. We believe that with the potential of having more female wrestlers a part of LSH Wrestling (we have a growing number at the youth level), having a co-head coach model will help get ahead of that as well knowing there will be additional needs from the coaching staff with various competitions that are different particularly in the postseason. While there wasn't a female a part of the wrestling team this year there has been in the past and there will undoubtedly be in the future.

Thank you for your consideration,

Luke Wilson
Ben Wilson



Employment Recommendation Le Sueur - Henderson School District

Position: <i>Cook / Prep Cook</i>
Recommended Candidate: <i>Dequada Keona Adams</i>
Recommended by: <i>Bucky Eades</i> Start Date: <i>Aug 19, 2024</i>

To be completed by an administrator:

Candidate has current & appropriate certification:

NA

Reference checks completed:

NA

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

15.00

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

Replacing: *Donna*

Additional Information:

Approval of Admin: *Bucky Eades*

7-26-24

Electronic Signature

Date

Approval:

Share with District Office (Jim, Rachel, Jennifer), Todd & Bruce via Google Drive



Employment Recommendation Le Sueur - Henderson School District

Position: Special Education Para

Recommended Candidate: Amber Kalis

Recommended by: Kern **Start/ Hire Date:** 2024-2025 school year

To be completed by 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
NA
NA
0
\$16

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

Replacing:

Additional Information:

- She will start at \$14.50 plus the \$1.50 DCD pay, for a total hourly rate of \$16. After the para union contract is ratified, her hourly rate may change if the base pay is higher in the contract.

Approval of Principal: Darren Kern 7/1/24

Electronic Signature

Date

Approval of Superintendent:



Electronic Signature

Date



Employment Recommendation Le Sueur - Henderson School District

Position: Elementary Special Education Teacher

Recommended Candidate: Amber Palmquist

Recommended by: Kern **Start/ Hire Date:** 2024-2025 school year

To be completed by 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

Will be Tier 1

Yes

0

1

BA

BA

0

\$40,788

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

New Position

Existing Position

Replacing: Chelsea Cemenski

Additional Information:

Approval of Principal: Darren Kern 8/3/24

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: Food Service

Recommended Candidate: Ashley Christensen

Recommended by: Becky Eades **Start Date: Aug 19, 2024**

To be completed by an administrator:

Candidate has current & appropriate certification:

NA

Reference checks completed:

NA

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

\$15.00

New Position

Existing Position

Replacing: Donna

Additional Information:
Contract for Services

Approval of Admin: **Rebecca Eades** **August 2, 2024**

Electronic Signature

Date

Approval:

Share with District Office (Jim, Rachel, Jennifer), Todd & Bruce via Google Drive

Amy Giles

922 Deer Creek Pkwy, Belle Plaine, MN 56011 | 320.226.6343 | ragiles_22@hotmail.com

July 18, 2024

Le Sueur Henderson High School
901 Ferry Street
Le Sueur, MN 56058

To Whom It May Concern,

Please accept this letter as my formal and official letter of resignation from my position at Le Sueur Henderson High School as an English teacher, effective immediately. Thank you for the opportunity to work with some amazing teachers and students.

Best regards,

Amy Giles

Amy Giles

Jeff Kotek

1217 Mulberry Ave NE

Montgomery MN 56069

7-25-24

Dear Mr. Lewis,

I am writing to inform you that I am resigning as the High School Boys Assistant Hockey Coach. This resignation is effective immediately.

Sincerely,

Jeff Kotek

I, Jennifer E. Johnson, am submitting my official notice of resignation. Effective 8/1/2024 I will no longer teach the ESL Level 4 Regional class.

I appreciate the opportunity to teach with Le Sueur-Henderson school district. I have enjoyed the class immensely!

Jennifer E. Johnson

July 31, 2024

To Whom it May Concern,

I previously submitted a letter of resignation on July 17, 2024 that was denied. I am writing you this letter to let you know that I will be resigning from the LeSueur Henderson School District and will not be returning for the 2024-25 school year. I have secured alternate employment that will better fit the needs of my family and professional goals.

Thank you for understanding.

Chelsea Cemenski



RENEWAL QUOTE

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404

QUOTE # 820373-2024-002-5
DATE: JULY 17, 2024

TO:
Katie Maier
LeSueur Henderson School District 2397
115 S. 5th St.
Le Sueur, MN 56058

COMMENTS OR SPECIAL INSTRUCTIONS

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
Jenna Thompson	A12-820373	July 31, 2024 - July 31, 2025	July 31, 2024

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	IXL site license for 775 students, including: Grades 3-8: 450 students Subjects: Math, ELA, and Science	\$9,900.00	\$9,900.00
1	Grades 1-2: 175 students Subjects: Math and ELA	\$3,150.00	\$3,150.00
1	Grades 9-12: 150 students Subjects: Math and ELA <i>K-8 math licenses include complimentary access to IXL's universal screener</i>	\$2,700.00	\$2,700.00
1	Volume discount <i>Unlimited instructor accounts included</i>	-\$387.00	-\$387.00
SUBTOTAL			\$15,363.00
SALES TAX			--
SHIPPING & HANDLING			--
TOTAL DUE			\$15,363.00

Ordering instructions

We accept payment by purchase order, check, or credit card. To submit a purchase order for this quote, [click here](#) or go to <http://www.ixl.com/po-upload> and enter quote # 820373-2024-002-5. For international accounts, we can accept wire transfers for an additional fee.



Katie Maier
 Curriculum Director
 Le Sueur-Henderson ISD 2397
 115 1/2 N 5th St Ste 200
 Le Sueur, MN 56058-1820
 United States

Quote Number: 279753-1
Quote Creation Date: 07-19-2024
Quote Expiration Date: 09-30-2024

Quote Release: 1

LeSueurHenderson_enVisionMathRenewal_K5_071924
 Price Quote Summary

Solution	Base Amount	Total
enVision Math	\$ 12,196.50	\$ 12,196.50
Solution Subtotal	\$ 12,196.50	\$ 12,196.50
	Shipping & Handling	\$ 605.16
		Total \$ 12,801.66

Price Quote Detail

ISBN	Description	Price	Charged Qty	Total Charged
enVision Math				
Special Products and Replenishments - Grade 1				
9780328887088	ENVISION MATH 2017 STUDENT EDITION GRADE 1 VOLUME 1	18.00	55	\$990.00
9780328887149	ENVISION MATH 2017 STUDENT EDITION GRADE 1 VOLUME 2	18.00	65	\$1,170.00
	Special Products and Replenishments - Grade 1 Subtotal			\$ 2,160.00
Special Products and Replenishments - Grade 4				
9780328887118	ENVISION MATH 2017 STUDENT EDITION GRADE 4 VOLUME 1	18.00	55	\$990.00
9780328887170	ENVISION MATH 2017 STUDENT EDITION GRADE 4 VOLUME 2	18.00	27	\$486.00

ISBN	Description	Price	Charged Qty	Total Charged
Special Products and Replenishments - Grade 4 Subtotal				\$ 1,476.00
Special Products and Replenishments - Grade 5				
9780328887125	ENVISION MATH 2017 STUDENT EDITION GRADE 5 VOLUME 1	18.00	60	\$1,080.00
9780328887187	ENVISION MATH 2017 STUDENT EDITION GRADE 5 VOLUME 2	18.00	12	\$216.00
Special Products and Replenishments - Grade 5 Subtotal				\$ 1,296.00
enVisionmath2.0 (K-5) ©2017 - Grade 1				
9780328906666	ENVISION MATH 2017 DIGITAL COURSEWARE 1-YEAR LICENSE GRADE 1	24.00	75	\$1,800.00
enVisionmath2.0 (K-5) ©2017 - Grade 1 Subtotal				\$ 1,800.00
enVisionmath2.0 (K-5) ©2017 - Grade 4				
9780328906697	ENVISION MATH 2017 DIGITAL COURSEWARE 1-YEAR LICENSE GRADE 4	24.00	58	\$1,392.00
enVisionmath2.0 (K-5) ©2017 - Grade 4 Subtotal				\$ 1,392.00
enVisionmath2.0 (K-5) ©2017 - Grade 5				
9780328906703	ENVISION MATH 2017 DIGITAL COURSEWARE 1-YEAR LICENSE GRADE 5	24.00	60	\$1,440.00
enVisionmath2.0 (K-5) ©2017 - Grade 5 Subtotal				\$ 1,440.00
enVisionmath2.0 (K-5) ©2017 - Grade K				
9780328907076	ENVISION MATH 2017 STUDENT EDITION 1- YEAR SUBSCRIPTION + DIGITAL COURSEWARE 1-YEAR LICENSE GRADE K	40.50	65	\$2,632.50
enVisionmath2.0 (K-5) ©2017 - Grade K Subtotal				\$ 2,632.50
enVision Math Subtotal				\$ 12,196.50

ISBN	Description	Price	Charged Qty	Total Charged
	Solution Subtotal			\$ 12,196.50
			Shipping and Handling	\$ 605.16
			Total	\$ 12,801.66

Savvas Learning Company LLC Terms and Conditions

To place your order please submit a copy of this price quote with your Purchase Order, include the Quote Number on your Purchase Order, and include any other required documentation. You may send the order documents using an electronic form **or** by mail. Please submit your PO and price quote via one of the following methods:

Online: <https://support.savvas.com/support/s/customerserviceus>

Mail: PO Box 6820, Chandler, AZ 85246

Savvas does not accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS. For questions regarding your order please call Customer Service: 1-800-848-9500.

Price quote: This is a price quote for the customer's convenience only, and not an offer to contract. All quotes are subject to review and final acceptance by an authorized representative of Savvas at its offices. Savvas reserves the right to correct typographical, computational or other errors. Savvas' standard payment terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format.

Shipping & handling charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher. For orders picked up at the Savvas warehouse by the customer or a third party carrier contracted by the customer, a 2% handling charge will be applied to shippable items. The 2% charge will appear on the customer proposal and invoice as a S&H charge.

Taxes: All pricing in this quote is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided.

Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at the time of invoicing may be more or less.

Platforms: Savvas, and any third party for which Savvas serves as the sales agent or distributor, reserve the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

Damaged & Defective Products: If a print product, or the print component of a blended (print & digital) product, is received in damaged or defective condition, Savvas will issue a credit or replacement at no charge to the customer if the customer promptly (no later than 120 days) returns the damaged or defective product. Customers must report missing product immediately upon receipt.

Return Policy: Returns (other than damaged or defective products) are subject to the following conditions: (a) materials must be returned to Savvas at the customer's expense in new, unused condition, suitable for resale by Savvas (note that any barcoding, sticker, stamping or similar marking on any print materials renders them unsuitable for resale); (b) materials must be returned within six (6) months from the date of purchase; (c) the customer must obtain a Return Materials Authorization ("RMA") from Savvas prior to returning the materials, and must ship the materials back to Savvas within thirty days of receiving the RMA; (d) all materials sold in a set or package must be returned complete as originally sold; and (e) any materials provided by Savvas to the customer on a no-charge basis in consideration of the customer's purchase must be returned in proportion to the purchased materials that are being returned for a credit. A restocking fee of 3% may be applied to credits over \$1,000. Savvas' return policy does not apply to science lab kits or trade publication novels, which are sold on a non-returnable basis.

Consumable Worktexts: Subsequent year consumable worktexts will ship each year on the anniversary of the original order date for the duration of their license. Worktexts will ship to the location listed on the original order. Quantities for each grade level and title will remain consistent each year. Changes to quantities of titles previously ordered, shipping location changes, or any other changes to consumable worktext shipments must be made 4 weeks prior to shipment date. (the anniversary of the original order date unless changed). Changes can be made on the Subscription Worktext Site:

<https://worktext-subscriptions.savvas.com>

Annual subscriptions for iLit and Successmaker Only: Savvas' iLit and Successmaker products (and no others) automatically renew on the anniversary date of the original purchase and will be invoiced accordingly unless otherwise specified.

Technical support services are included with purchase of Savvas digital products.

online help: <https://support.savvas.com/support/s/k12-curriculum-support-form>

phone: 1-800-848-9500

Professional Services: Professional Services: All paid services must be delivered within twelve (12) months of the order date of those services. Any unused services expire at the end of such twelve (12) month period, unless otherwise specified in contract terms. Any cancellation made with less than 72 hours' notice will result in a cancellation fee equal to the full price of the event. MySavvasTraining is included with purchase of products (<https://mysavvastraining.com>).

Curriculum Associates®

Quote ID: 360702.4 Date: 7/10/2024 Quote Valid through: 12/31/2024

Prepared For:

Katie Maier
Le Sueur-Henderson Pub Schools
 115 1/2 N 5th St Ste 200,
 Le Sueur, MN 56058
 kmaier@isd2397.org
 (507) 665-5891

Your Representative:

Brendan Thompson
 (952) 913-8532
 brendanthompson@cainc.com

Pilot Quote

Le Sueur-Henderson Middle HS 901 Ferry St, Le Sueur, MN 56058

Total Building Enrollment: 138, Grade Range: 6 - 12

Product Name	Grade	Item #	Qty	List Price	Net Price	Total
Online Educator Learning Platform Site License Including Educator Prep Series (Complements Onsite and Virtual Professional Learning)	Multiple	28024.0	1	\$500.00	\$0.00	\$0.00
Professional Learning Gratis Webinar (90 minutes) AY 24-25	Multiple	38691.0	1	\$0.00	\$0.00	\$0.00
Professional Learning Session (up to 6 hours) AY 24-25	Multiple	38557.0	1	\$2,200.00	\$2,200.00	\$2,200.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 6 1 Year	6	35280.0	85	\$29.00	\$24.65	\$2,095.25
i-Ready Classroom 2024 Mathematics Teacher Guide with Digital Access Grade 6 1 Year	6	35611.0	3	\$440.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 7 1 Year	7	35281.0	85	\$29.00	\$24.65	\$2,095.25
i-Ready Classroom 2024 Mathematics Teacher Guide with Digital Access Grade 7 1 Year	7	35612.0	3	\$440.00	\$0.00	\$0.00
i-Ready Classroom 2024 Mathematics Student Worktext with Digital Access Grade 8 1 Year	8	35282.0	85	\$29.00	\$24.65	\$2,095.25
i-Ready Classroom 2024 Mathematics Teacher Guide with Digital Access Grade 8 1 Year	8	35613.0	3	\$440.00	\$0.00	\$0.00
i-Ready Classroom 2026 Mathematics Pilot Teacher Digital Access Algebra 1	9-12	39454.0	1	\$0.00	\$0.00	\$0.00
i-Ready Assessment and Personalized Instruction Math Purchase Add-On Pilot	Multiple	22019.0	255	\$0.00	\$0.00	\$0.00
i-Ready Partners Core Mathematics Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	Multiple	27034.0	1	\$2,000.00	\$0.00	\$0.00
Mathematics Discourse Cards - English	Multiple	23544.0	9	\$7.00	\$0.00	\$0.00
Teacher Toolbox Access Reading + Writing Per Site 200 or fewer students 1 Year	Multiple	28345.0	1	\$1,290.00	\$1,096.50	\$1,096.50
i-Ready Assessment and Personalized Instruction Reading Per Student License 1 Year	Multiple	13089.0	255	\$34.25	\$32.54	\$8,297.70

Subtotal: \$17,879.95

Shipping: \$0.00

Tax: \$0.00

School Subtotal: \$17,879.95

Total	
List Total:	\$26,141.75
Savings:	\$8,261.80
Merchandise Total:	\$17,879.95
Voucher/Credit:	\$0.00
Estimated Tax:	\$0.00
Estimated Shipping:	\$0.00
Total:	\$17,879.95

Special Notes

5% discount applied to i-Ready based on scope of quote.
 15% i-Ready Partnership Discount applied to Toolbox contingent upon purchase of i-Ready.
 Math teacher materials gratis at up to 1:25 ratio (add'l access paid). Shipping included in math student bundle price. All i-Ready purchases require PL.

F.O.B.: N. Billerica, MA 01862
 Shipping: Shipping based on MDSE total
 Terms: Net 30 days, pending credit approval
 Fed. ID: #26-3954988

Please submit this pilot quote with your purchase order only if there are paid items on this quote.

Y1

Adopted: _____

LS-H School District Policy 606.5
Orig. 2024

Revised: _____

606.5 LIBRARY MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction and to delegate responsibility for selection and reconsideration of library materials.

II. GENERAL STATEMENT OF PURPOSE

The school board recognizes that library materials serve as a vital component of a student's education by enriching the breadth of the curriculum as a whole and meeting the needs and interests of individual students. The purpose of library materials is to meet the needs of all students. Therefore, questions regarding selection and reconsideration of library materials should be handled differently than those concerning textbooks and instructional materials.

To ensure that library materials fulfill this role, the school board delegates to the superintendent's or the superintendent's designee responsibility for administering a process for selection of library materials. Responsibility for selection shall rest with professionally trained school district staff, with recognition that the school board has the final authority on selection of library materials. Parents and guardians have the right and the responsibility to determine their own children's access to library materials.

III. DEFINITIONS

- A. "Library" is the school district resource that holds the library collection that serves the information and independent reading needs of students and supports the curriculum needs of teachers and staff. The term "library" includes a school library media center. The term also includes access to electronic materials.

For school districts with multiple school buildings, the term "library" refers to the resource within a specific school building.

Minnesota Statutes, section 124D.901, states that a school district or charter school library or school library media center provides equitable and free access to students, teachers, and administrators and that a school library or school library media center must have the following characteristics:

1. ensures every student has equitable access to resources and is able to locate, access, and use resources that are organized and cataloged;
 2. has a collection development plan that includes but is not limited to materials selection and deselection, a challenged materials procedure, and an intellectual and academic freedom statement;
 3. is housed in a central location that provides an environment for expanded learning and supports a variety of student interests;
 4. has technology and Internet access; and
 5. is served by a licensed school library media specialist or licensed school librarian.
- B. "Library collection" consists of the library materials made available to students.
- C. "Library materials" are the books, periodicals, newspapers, manuscripts, films, prints, documents, videotapes, subscription content, electronic and digital materials (including e-books, audiobooks, and databases), and related items made available to students in a school building or through access to electronic materials. This term does not include materials made available to students as part of the curriculum.

- D. "Library media specialist" is a teacher holding a Library Media Specialist teaching license issued by the Professional Educator Licensing and Standards Boards and who is trained to deliver library services to students and staff in a library. A library media specialist is authorized under Minnesota Rules to provide to students in kindergarten through grade 12 instruction that is designed to provide information and technology literacy skills instruction, to lead, collaborate, and consult with other classroom teachers for the purpose of integrating information and technology literacy skills with content teaching, and to administer media center operations, programming, and resources.
- E. "Classroom Library" is a collection of library materials in individual classrooms. These items are purchased by or donated to the teacher and are the property of the teacher.

IV. CLASSROOM LIBRARY ITEMS

This policy also applies equally to classroom library items. For classroom library items, the classroom teacher and/or Library media specialist will be consulted to determine if the books meet the criteria.

V. RESPONSIBILITY FOR SELECTION OF LIBRARY MATERIALS

- A. The school board recognizes the expertise of the school district's professional staff and the vital need of such staff to be responsible for selection of library materials.
- B. While recommendations by administrators, faculty members, students, parents, and other community members may be considered, the final responsibility for selection of library materials shall rest with the library media specialist.

VI. SELECTION OF LIBRARY MATERIALS

- A. Selection Criteria: The library materials selection process should result in a library collection that, when considered as a whole, is consistent with the following criteria:
 - 1. Library materials shall support and be consistent with the general educational goals of the state and the district and the aims and objectives of individual schools and specific courses;
 - 2. Library materials shall be chosen to enrich and support the curriculum as well as to promote reading for pleasure by responding to the personal needs and interests of student users;
 - 3. Library materials shall not be excluded because of the race, nationality, religion, sex, gender, or political views of the writer;
 - 4. Library materials shall be appropriate to and reflect the needs, ages, maturity level, emotional development, ability levels, learning styles, social development, background, diversity, and needs and interests of the students for whom the materials were selected;
 - 5. Library materials shall meet high standards of quality in one or more of these categories (presented alphabetically):
 - a. Artistic quality and/or literary style;
 - b. Authenticity;
 - c. Critical thinking;
 - d. Educational significance;

- e. Factual content;
 - f. High interest for intended audience; and
 - g. Readability.
6. The selection of library materials shall conform to the constraints of the school district budget.
- B. The library media specialist shall consult sources and specialists experienced in library materials collections appropriate for the building's students and that are reputable, experienced, unbiased, and professionally trained in school library materials. Sources can include: School Library Journal, Kirkus, Booklist, Publisher's Weekly, Common Sense Media, Novel List.
- C. The superintendent shall be responsible for keeping the school board informed of progress on review and selection of each building's library materials.
- D. Library materials that are outdated, inaccurate, no longer useful for curricular support or reading enrichment, or have not been utilized for an extended period of time may be removed. Library materials that are in poor physical condition may be removed or replaced as determined by the library media specialist. A record of items removed, including the reason for removal must be provided to the school board upon request.
- E. Gifts and Donations of Library Materials
- Materials offered for donation or gifted to a school library may be accepted if they comply with the library collection selection criteria and approved by the library media specialist. The school district's libraries welcome donations of books and other resource materials from individuals and organizations, but also reserve the right to decline to accept library materials that do not meet the criteria for selection. In addition, financial donations to benefit school district's libraries will be accepted with the understanding that funds will be used to purchase materials that are needed for libraries based on the needs of the individual schools.

VII. INDIVIDUAL STUDENT ACCESS TO SPECIFIC LIBRARY MATERIAL

A parent or guardian has the right to request, in writing, that access to specific material in the library materials collection be restricted from their student. The school shall take reasonable steps to fulfill this request. This type of request will not result in removal of specific library collection material from the library or restrictions upon any other student accessing specific library materials.

VIII. RECONSIDERATION OF SPECIFIC LIBRARY MATERIAL

- A. The school board seeks to uphold students' access to library materials that meet the educational goals and selection criteria set forth in this policy.
- B. A school district employee, student, or a parent or guardian of a school district student may request reconsideration of specific library material on the basis of appropriateness. Access to the material in question shall not be restricted until the procedures listed below have been fully completed and a decision to remove or restrict the materials has been made.
- C. Informal Request for Reconsideration of Specific Library Material

1. Requests for reconsideration of specific library material shall be directed to the library media specialist and the building principal. The building principal and the library media specialist shall assume responsibility for processing the request on an informal basis.
2. If the building principal and the library media specialist are unable to come to an agreement on the disposition of an item, a Formal Request for Reconsideration should be submitted.
3. If the building principal and the library media specialist agree on the disposition of an item, they shall provide an explanation to the individual who submitted the request. The explanation shall include the particular selection criteria that the material in question met in order to be included in the library as curriculum support or as an independent reading choice for students in the building. A record of items removed, including the reason for removal must be kept and provided to the school board as part of the monthly principal report and upon request.
4. If the request is not resolved informally, the principal shall submit a report on the matter to the superintendent. The requestor will have an option to initiate a Formal Request for Reconsideration.

D. Formal Request for Reconsideration of Specific Library Collection Material

1. A Formal Request for Reconsideration of specific library material is initiated upon submission of a completed *Formal Request for Reconsideration of Specific Library Collection Material* form. The form must be completed in its entirety for each work that is subject to a request for reconsideration. The principal shall notify the curriculum director and the library media specialist of receipt of a completed Formal Request form.
If specific library material is the subject of a Formal Request for Reconsideration and a final decision is made to retain the specific library material, then the specific library material shall not be subject to additional requests for reconsideration for three years following the date of final resolution of the initial Formal Request for Reconsideration.
2. When necessary, the Superintendent or the superintendent's designee shall appoint a Library Materials Review Committee (Review Committee). This committee shall include:
 - a. The Building Administrator (only votes in a tie-breaker situation)
 - b. School Social Worker or Counselor
 - c. Two teachers. For reviews of material in the secondary school, at least one teacher must have language arts expertise.
 - d. One library media specialist (or district media specialist or public librarian if the school district does not have a library media specialist)
 - f. For reviews of material in the secondary school, two student representatives may be added as appropriate to the specific request.
3. The Review Committee shall establish a date upon which it will discuss the request and whether the specific library collection material conforms to the selection criteria set forth in this policy.

4. The Review Committee
 - a. may consult individuals, organizations, and other resources with relevant professional knowledge on school library material;
 - b. shall examine the specific library material as a whole;
 - c. shall examine the specific library material as to its conformance with the criteria for selection of library materials; and
 - d. shall submit a written report to the superintendent containing the Review Committee's decision on whether to retain, to remove, or to take other action regarding the specific library material.
5. The superintendent shall inform the requestor and the school board of the Review Committee's decision.

Legal References:

Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)

Minn. Stat. § 123B.09 (School Board Responsibilities)

Minn. Stat. § 124D.901 (Public School Libraries and Media Centers)

Minn. Rules Part 8710.4550 (Library Media Specialists)

Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853 (1982)

Virginia State Bd. of Educ. v. Barnette, 319 U.S. 624, 642 (1943)

Cross References:

LCWM Policy 524 (Internet Acceptable Use and Safety Policy)

LCWM Policy 606 (Textbooks and Instructional Materials)606.5-5

Parent Request for Reconsideration of a Text

Title _____

Author _____

Paperback _____ Hardcover _____ Online _____

Publisher (if known) _____

Website URL (if applicable) _____

Request initiated by _____

Telephone _____

Address _____

City / State / Zip _____

Complainant represents

(Name of individual) _____

1. Was this assigned to your child or a free read?
____ Assigned ____ Free Read
2. Was this reading attached to a grade or credit in any way?
____ Yes ____ No
3. Have you been able to discuss this work with the teacher or librarian who ordered it or used it?
____ Yes ____ No
4. What do you understand to be the general purpose of using this work?
 - Provide support for a unit in the curriculum?
____ Yes ____ No
 - Provide a learning experience for the reader in one kind of literature?
____ Yes ____ No
 - Provide opportunities for students' self-selected reading experiences?
____ Yes ____ No
- Other _____
5. Did the general purpose for the use of the work, as described by the teacher or librarian, seem a suitable one to you?
____ Yes ____ No

If not, please explain:

6. What do you think is the author's general purpose for this book?

7. In what ways do you think a work of this nature is not suitable for the use the teacher or librarian wishes to carry out?

8. Have you looked at non-school reviews of the reading?

Yes No

9. Do you have negative reviews of the book?

Yes No

10. Where were they published?

11. Would you be willing to provide summaries of the views you have collected?

Yes No

12. How would you like to proceed:

Not assign/lend it to my child.

Ask for it to be reevaluated for usage.

Other—Please explain:

13. Do you see a place where this book should be used in the school?

Signature _____

Date _____

**AMENDMENT NO. 2 TO
CONSTRUCTION MANAGER AGREEMENT**

THIS AMENDMENT TO CONSTRUCTION MANAGER AGREEMENT is made this 24th day of July, 2024 by LeSueur-Henderson Public Schools, ISD#2397 ("Owner") and Kraus-Anderson Construction Company ("Construction Manager").

WITNESSETH THAT WHEREAS:

A. Owner and Construction Manager are parties to that certain C132-2019 Standard Form of Agreement Between Owner and Construction Manager as Adviser dated September 7, 2022 (the "CM Agreement") with respect to the various projects identified in the CM Agreement (the "Projects").

B. Owner and Construction Manager now desire to amend the CM Agreement.

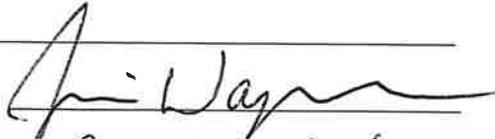
NOW, THEREFORE, in consideration of the foregoing recitals and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby amend the CM Agreement and agree as follows.

1. Exhibit I attached hereto is hereby incorporated into the CM Agreement, which corresponds to the additional compensation for the Construction Manager's Basic Services for the LeSueur-Henderson New Elementary School Project due to the six (6) week extension of the construction schedule caused by the State Plan Review delay. The Owner agrees to pay CM a lump sum amount as indicated on the attached Exhibit I for the LeSueur-Henderson New Elementary School Project.
2. Except as modified herein, the CM Agreement shall remain in full force according to its terms.
3. This Amendment may be executed in any number of counterparts, each of which when so executed and delivered shall be deemed an original and all of which counterparts, taken together, shall constitute one and the same instrument. Delivery of an executed counterpart of a signature page of this document by facsimile or other generally accepted electronic means shall be effective as delivery of a manually executed counterpart of this document.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 2 to Construction Manager Agreement as of the date first set forth above. The undersigned further acknowledges that he or she is authorized to enter into this Amendment on behalf of the party designated below.

OWNER

Dated: 7-24, 2024

By: 
Its: Superintendent

CONSTRUCTION MANAGER

Dated: _____, 2024

By: _____
Its: _____

LeSueur Henderson Public Schools
 New Elementary
 ATS&R
 July 24, 2024

Exhibit I

New Elementary				
New Elementary		Start Date:		9.9.24
		Finish Date:		10.18.24
1.5		6	30	240
Months		Wks	Days	Hours

Reimbursable	Months	Rate	Total
Office Equip / Supplies / Phone	1.5	\$500	
Reproduction costs	1.5	\$250	
Postage / Courier services	1.5	\$150	
Travel & Misc. Expenses	1.5	\$750	
Field office trailer	1.5	\$1,500	
Supt. Truck, Computer, Phone	1.5	\$3,000	
Const. Reimbursable Expenses			\$0

Administrative Labor	hrs/wk	Hours	Rate	Total
Project Director		0	\$189	\$0
Senior Project Manager		0	\$163	\$0
Project Manager	8	46	\$144	\$6,624
Project Engineer		0	\$107	\$0
Safety Director		0	\$149	\$0
Safety Engineer		0	\$127	\$0
Quality Manager		0	\$143	\$0
General Superintendent		0	\$151	\$0
Lead Superintendent	40	240	\$142	\$34,080
Assistant Superintendent		0	\$126	\$0
Clerical - Project Coordinator		0	\$71	\$0
Accounting		0	\$71	\$0
IT Allocation (lump sum)		0	\$3.25	\$856
Construction Administrative Labor				\$41,560

Lump Sum Total				
Total Reimbursables & Site Services				\$41,560.00

Project will be done in phases

2024 Lighting Retrofit Pre-Rebate Worksheet

City of Le Sueur

INSTRUCTIONS: Enter details for old and new lighting below. **Many new lighting products must be DLC qualified**, see Rebate Calculation Table for more info. Customers are encouraged to provide lighting specification sheets. If entering fixture watts, enter fixture quantity. If entering lamp watts, enter lamp quantity. If more rows needed, make copies of sheet.

FIXTURES AND LAMPS											
LOCATION		OLD (REMOVED) LIGHTING				NEW (INSTALLED) LIGHTING					
Building Type	Air Cond	Description	Lamps/Fixture	Watts	Quantity	Description	Watts	Quantity	Manufacturer	Model Number	Unit Cost
Secondary School	Y	500W cylinder quartz bulb		500	42	49W LED light engine retrofit kit	49	42	CantoUSA Retro-Fusion	RETRO-Fusion 2.0 500 F2-120-500S-3.0K-90	\$885
Secondary School	Y	150W cylinder quartz bulb		150	44	17W LED light engine retrofit kit	17	44	CantoUSA Retro-Fusion	RETRO-Fusion 2.0 150 F2-120-150S-3.0K-90	\$534

LIGHTING CONTROLS (Interior Applications Only)								FOR MMPA UTILITY USE ONLY. DLC, ENERGY STAR <input checked="" type="checkbox"/> PRE-APPROVED <input checked="" type="checkbox"/>			
SENSORS INSTALLED				FIXTURES							
Type	Manufacturer	Model Number	Unit Cost	Sensor Quantity	Description of Fixture Controlled by Sensor	Fixture Watts	Fixture Quantity				



EQUIPMENT DESCRIPTION			QUANTITY	REBATE \$/UNIT	UNIT	REBATE \$
INTERIOR LIGHTING REBATES						
Rebates in this section are for interior installations only and are based on wattage of new lighting.						
LED Lamps						
<i>Includes Omnidirectional, Directional, and Decorative lamps</i>						
LED Lamps	10W or less	Replace incandescent		\$5	lamp	
	11-20W			\$8	lamp	
	21-30W			\$10	lamp	
LED Downlight Fixtures and LED Downlight Kits						
<i>Includes Downlight Pendant, Downlight Recessed, Downlight Surface Mount, Downlight Retrofit fixtures</i>						
LED Downlight Luminaires	25W or less	Replace incandescent		\$30	fixture	
	26-50W			\$50	fixture	
	25W or less	Replace fluorescent		\$20	fixture	
	26-50W			\$30	fixture	
LED Downlight Retrofit Kits		Replace incandescent or fluorescent		\$10	fixture	
DLC Qualified LED 4-Pin Base PL Replacement Lamps for CFLs (UL Type A, B, C)						
<i>Includes DLC Primary Use: Replacement Lamps ("Plug and Play") (UL Type A), Internal Driver/Line Voltage (UL Type B) Lamps, 2- and 3-lamp External Driver (UL Type C) Lamps, Dual Mode Internal Driver (UL Type A and B)</i>						
LED 4-Pin Base Lamps	21W or less	Replace CFL 4-Pin Base lamps		\$7	lamp	
DLC Qualified LED Linear Replacement Lamps (UL Type A, B, C)						
<i>Includes DLC Primary Use: Replacement Lamps ("Plug and Play") (UL Type A), Internal Driver/Line Voltage (UL Type B) Lamps, 1-, 2-, 3-, 4-, and 6-lamp External Driver (UL Type C) Lamps, Dual Mode Internal Driver (UL Type A and B)</i>						
LED Linear Lamps (2, 3, 4, and 8 foot)		Replace fluorescent T12, T8, or T5 lamps		\$5	lamp	
Mogul Screw-Base (E26) and DLC Qualified LED Mogul Screw-Base (E39) Replacement Lamps						
<i>Includes DLC Primary Use: Replacement Lamps for High / Low Bay Luminaires (UL Type B and C) and ENERGY STAR E26 lamps</i>						
LED Mogul Screw-Base E26 and E39 Replacement Lamps	49W or less	Replace HID lamps. E39 replacement lamps must be DLC qualified.		\$40	lamp	
	50-119W			\$60	lamp	
	120-230W			\$75	lamp	
DLC Qualified LED Linear Ambient Fixtures and Retrofit Kits						
<i>Includes DLC Primary Use: Direct Linear Ambient Luminaires, Linear Ambient Luminaires w/ Indirect component, Retrofit Kits for Direct Linear Ambient Luminaires</i>						
LED Linear Ambient Fixtures	60W or less	Replace fluorescent T5, T8, T12 fixtures		\$25	fixture	
	61-100W			\$40	fixture	
LED Direct Linear Ambient Retrofit Kits	60W or less			\$20	fixture	
	61-100W			\$30	fixture	
DLC Qualified LED High/Low Bay Fixtures and Retrofit Kits						
<i>Includes DLC Primary Use: High / Low Bay Luminaires (C&I), High Bay Aisle Luminaires, Retrofit Kits for High / Low Bay Luminaires (C&I)</i>						
LED High / Low Bay Fixtures	94W or less	Replace HID or fluorescent T12, T8, T5 fixtures		\$50	fixture	
	95-189W			\$135	fixture	
	190-290W			\$150	fixture	
	291-464W			\$200	fixture	
	465-625W			\$250	fixture	
LED High / Low Bay Retrofit Kits	94W or less	Replace HID or fluorescent T12, T8, T5 fixtures		\$30	fixture	
	95-189W			\$40	fixture	
	190-290W			\$50	fixture	
	291-464W			\$80	fixture	
	465-625W			\$160	fixture	

EQUIPMENT DESCRIPTION			QUANTITY	REBATE \$/UNIT	UNIT	REBATE \$
INTERIOR LIGHTING REBATES, continued						
DLC Qualified LED 1x4, 2x2, and 2x4 Troffer Fixtures and Retrofit Kits <i>Includes DLC Primary Use: 1x4 / 2x2 / 2x4 Luminaires for Ambient Lighting of Interior Commercial Spaces</i>						
LED Troffer Fixtures	100W or less	Replace fluorescent T12 and T8 troffer fixtures with similar size/type fixtures (ex, 1x4 with 1x4)		\$30	fixture	
LED Troffer Retrofit Kits	100W or less			\$30	fixture	
DLC Qualified LED Stairwell Fixtures <i>Includes DLC Primary Use: Stairwell and Passageway Luminaires</i>						
LED Stairwell Fixtures	60W or less	Replace T5, T8, T12, HID, CFL fixtures		\$40	fixture	
DLC Qualified LED Refrigerated Case Lighting <i>Includes DLC Primary Use: Vertical Refrigerated Case Luminaires, Horizontal Refrigerated Case Luminaires</i>						
5- and 6-foot LED Case Door Strip Lighting	<input type="checkbox"/> Refrigerator	Replace fluorescent T12 or T8 5-6 foot systems.		\$50	door	
	<input type="checkbox"/> Freezer	NOTE: Enter number of doors for quantity.		\$50	door	
INTERIOR EXIT SIGN AND LIGHTING CONTROL REBATES Rebates in this section are for interior installations only.						
LED Exit Signs		Replace incandescent		\$25	sign	
Occupancy and Photocell Sensors		Permanently mounted or fixture integrated.		\$20	sensor	
EXTERIOR LIGHTING REBATES Rebates in this section are for exterior and parking garage installations only and are based on wattage of new lighting.						
DLC Qualified LED Canopy Fixtures (excludes downlights) <i>Includes DLC Primary Use: Fuel Pump Canopy Luminaire</i>						
LED Canopy Fixtures	150W or less	Replace HID or soffit fixtures. Hardwired.		\$25	fixture	
DLC Qualified LED Wall Pack Fixtures (Building Exterior and Parking Garage) <i>Includes DLC Primary Use: Outdoor Full-Cutoff Wall-Mounted Area Luminaires, Outdoor Non- and Semi-Cutoff Wall-Mounted Area Luminaires</i>						
LED Wall Pack Fixtures	25W or less	Replace HID. Must be attached to a wall and hardwired.		\$25	fixture	
	26-60W			\$40	fixture	
	61-150W			\$60	fixture	
DLC Qualified LED Area Lighting Fixtures <i>Includes DLC Primary Use: Outdoor Pole/Arm-Mounted Area and Roadway Luminaires and Decorative Luminaires, Bollards</i>						
LED Area Lighting Fixtures	89W or less	Replace HID		\$40	fixture	
	90-149W			\$50	fixture	
	150-299W			\$75	fixture	
	300-550W			\$100	fixture	
DLC Qualified LED Parking Garage Fixtures <i>Includes DLC Primary Use: Parking Garage Luminaires</i>						
Parking Garage LED Fixtures	60W or less	Replace HID. Must be on 24/7 and installed in underground or semi-enclosed structure.		\$120	fixture	
	61-83W			\$130	fixture	
TOTAL PRESCRIPTIVE REBATE =						
CUSTOM LIGHTING REBATES (TO BE COMPLETED BY UTILITY) <i>For equipment not covered by prescriptive rebates. Requires Pre-Approval.</i>						
OLD EQUIPMENT DESCRIPTION	NEW EQUIPMENT DESCRIPTION		QUANTITY	REBATE \$/UNIT	UNIT	REBATE \$
500W cylinder quartz bulb	49W LED light engine retrofit kit		42	\$0.10	kWh	\$8,942.00
150W cylinder quartz bulb	17W LED light engine retrofit kit		44	\$0.10	kWh	\$2,763.00
TOTAL CUSTOM LIGHTING REBATE =						\$11,705.00
TOTAL REBATE =						\$11,705.00
FOR MMPA UTILITY USE ONLY. DO NOT WRITE IN THIS AREA.				Total Project Cost =	\$60,675	
				50% x Project Cost =	\$30,338	
				Adjusted Total Rebate (Cannot Exceed 50% Project Cost) =	N/A	

NUESSMEIER ELECTRIC, INC.
 1427 N COMMERCE ST
 LE SUEUR MN 56058
 Phone: (507) 665-3781 Fax: (507) 665-6313

PROPOSAL

PROPOSAL #	8380	PAGE	1
DATE	02/23/2024		
DESC	RETRO-FIT AUDITORIUM LIGHTS TO LED.		
LOC	MIDDLE / HIGH SCHOOL 901 FERRY ST LE SUEUR MN 56058		
CONTACT	TODD VRKLAN		
PHONE	612-756-2314		

CUSTOMER
 LE SUEUR-HENDERSON PUBLIC SCHOOLS
 INDEPENDENT SCHOOL DISTRICT #2397
 115-1/2 N 5TH ST STE 200
 LE SUEUR MN 56058

WE PROPOSE TO PROVIDE NECESSARY LABOR AND MATERIAL TO COMPLETE THE FOLLOWING:

REVISED 7-31-24 REVISED

150W LIGHT FIXTURES

- 1 - PROVIDE LED BULBS WITH EXTENSION FOR EXISTING AUDITORIUM LIGHTS LISTED BELOW:
- 44 - LED BULBS. (TO REPLACE 150W QUARTZ BULB)
- 44 - LED BULB EXTENTIONS.(FOR 150W LIGHT FIXTURE) 23,499.00

500W LIGHT FIXTURES

- 1 - PROVIDE LED BULBS WITH EXTENSIONS FOR EXISTING AUDITORIUM LIGHTS LISTED BELOW:
- 42 - LED BULBS. (TO REPLACE 500W QUARTZ BULBS)
- 42 - LED BULB EXTENSIONS.(FOR 500W LIGHT FIXTURE) 37,176.00

NOTE: YOU SHOULD CHECK WITH CITY FOR LED REBATES.

*** REQUESTED BY TODD VRKLAN ***

* QUOTED BY KEVIN *

We Propose hereby to furnish material and labor - complete in accordance with these specifications for the sum of: **\$60,675.00**

Sixty Thousand Six Hundred Seventy Five Dollars And 00 Cents

Payable as follows:

AS PER INVOICE. NET 15 DAYS

LATE FEE 18% ANNUM

Authorized Signature: **Date:**

Note: This Proposal may be withdrawn by us if not accepted within 30 Days

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays are beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

IF YOU ACCEPT THIS PROPOSAL, PLEASE SIGN BOTH COPIES. RETAIN ONE COPY FOR YOUR RECORDS AND RETURN THE OTHER COPY TO NUESSMEIER ELECTRIC.

ACCEPTANCE OF PROPOSAL - The Prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: **Date:**

LE SUEUR-HENDERSON MIDDLE SCHOOL/HIGH SCHOOL

Parent - Student Handbook



2024-2025

LE SUEUR - HENDERSON MIDDLE/HIGH SCHOOL

901 E. Ferry Street Phone 507-665-5800

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Web: www.isd2397.org
Facebook: Le Sueur-Henderson Public Schools
Twitter: @isd2397

Updated July 2024

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

Katie Maier
Middle School/High School
Assistant Principal

Dave Swanberg
Activities Director

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INDEPENDENT SCHOOL DISTRICT 2397
District Office
115 ½ North 5th St., Suite 200
Le Sueur, Minnesota 56058
www.isd2397.org
507-665-4600

STATEMENT OF NON-DISCRIMINATION

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

Section 504 Coordinator:

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

Title IX Coordinator:

Dave Swanberg
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

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.

Assessment Requirements

To ensure students are adequately prepared for assessments, a minimum of 3-5 assignments, determined by the classroom teacher which specifically address the standards taught, must be completed by the student. These assignments will be noted in Infinite Campus with the abbreviation "AR".

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 + = 3.333	B- = 2.667	C = 2.000	D+ = 1.33	D- = .667
A- = 3.667	B = 3.000	C+ = 2.333	C- = 1.667	D = 1.000	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 and fourth 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.

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

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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.

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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

Postsecondary Enrollment Options

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the school counselor **by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.** Students wishing to take a PSEO course should contact Jessica Kirschner, School Counselor.

Students participating in PSEO must provide interim and final grades to the Le Sueur-Henderson School Counselor.

According to the MN State Statute Colleges are required to give notice to high schools if the student is not attending or withdraws.

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 may be provided to all students on summative assessments at the discretion of the teacher and may not exceed 80%.

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, students must complete the LSH Schedule Change Request Form. 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 2024-2025 school year are as follows:

- End of Quarter 1: Oct. 31, 2024
- End of Semester 1: Jan. 17, 2025
- End of Quarter 3: March 21, 2025
- End of Semester 2: May 22, 2025

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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.)

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- 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.

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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

- 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, Assistant Principal,, 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.

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- 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 Attendance Manager 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. 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.

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 for the same class will count as one truant (unexcused) absence with the teacher assigning the consequences. Students with six tardies for a class will be referred to administration and may result in further consequences..

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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 (507-665-5801) 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.

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- 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

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- 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 **afternoon** Study Halls. 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

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.

Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

Distribution of Non School-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" [policy 505](#).

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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 begin no earlier than the second week of school.** 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 **afternoon** 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.

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- Students are reminded to report any problems with their locker, repairs needed or theft immediately. If the locker is damaged, a fine will be assessed. The fine will be based on the cost of the repairs.

According to District [Policy #502](#), school officials may inspect the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Students may be held responsible for damage done to his/her locker. All lockers must be emptied completely by the last day of the completion of each school year.

Student 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 31, 2024: \$70.00
- Permits purchased between Nov 1, 2023 - Jan. 17, 2025: \$52.50
- Permits purchased between Jan. 18 - March 21, 2025: \$35.00
- Permits purchased between March 22 - May 23, 2025: \$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.

Vehicles on Campus

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](#)).

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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).

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 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.

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- 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.

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.

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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

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

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

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

National Honor Society

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

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

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

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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						

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DISTRICT CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at <https://www.isd2397.org>.

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.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students 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.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay.

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Lost and Found

The lost and found service is located by 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.

Nondiscrimination

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

Parent Right to Know

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

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

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

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.

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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 [[Policy 515](#)].

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 [[Policy 520](#)].

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live one mile or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian.

Extracurricular Transportation

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

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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 to 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.

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District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into 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.

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

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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.

Visitors

To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the school office upon entering the building, with the exception of events open to the public.

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 and will be required to wear (must be visible) while in the building. 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.

Visitors must have the approval of the principal before visiting a classroom during instructional time.

An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(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. **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. 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 counseling or administrative offices at any time during the school day, but appointments are advised.
2. Notify the school office at least 24 hours in advance if you wish to visit a classroom.
3. Classroom visits for parent-teacher conferencing will not be permitted. Teacher conferences need to 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 only be permitted 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.

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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

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.

Food Service Prices 2024-2025	
Student Breakfast	\$3.00
6-12 Lunch	\$5.25
Extra Milk	\$.50

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 food service director. Students will not be allowed to take items beyond a single reimbursable meal.
 - iv. When the balance is at -\$30.00, the 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) scoliosis screening, (6) keeping of health records on each child, and (7) a resource for teachers.

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If a student becomes ill at school, the parent or guardian, or a person designated by the parent or guardian is called by the school nurse. It is the parent's responsibility to take the student home. In case of an accident, first aid will be administered and the parent or guardian will be called. If the student needs further treatment, it is the responsibility of the parent or guardian to transport the student to the doctor. In the event that a parent or guardian cannot be reached, the school will contact the physician listed on the student information form or make whatever arrangements necessary to provide health service to the child.

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

Illnesses

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

- Students with a fever of 100 degrees or more are expected to stay home for 24 hours after the temperature returns to normal without medication.
- If the student has vomited or had diarrhea, he/she is expected to 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 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.

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Location

The Counseling 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.

PO.W.E.R. Lounge

The POWER Lounge is a dedicated space in our school designed to support students in various ways. It stands for **Pride, Ownership, Willingness, Empathy, and Respect**—the core values we strive to uphold in our community. The POWER Lounge provides a safe and supportive environment where students can de-escalate from stressful situations, reflect on their actions, and relearn appropriate behaviors. It also offers a haven for social-emotional support, helping students navigate their personal and academic challenges with the guidance of trained staff. Our goal is to foster a positive school experience by encouraging students to take ownership of their actions, demonstrate willingness to improve, show empathy towards others, and maintain respect in all interactions.

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 the counselor or Child Life Specialist.

Jessica Kirschner: (507) 665-5807
jkirschner@isd2397.org

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

Program Outcomes

1. To provide 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.

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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 follow the pass system requirements to 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. 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 Assistant Principal/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 506](#) (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 (**including the use of school logos**), 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 cell phone and wearable technology expectations.

Cell Phone Expectations Grades 9-12

9-12th grade students are not allowed to bring cell phones into the classroom. Students may leave cell phones in their lockers

Cell Phone Expectations Grades 6-8

AWAY FOR THE DAY: 6-8th grade students are expected to turn off and leave cell phones/electronic devices at home or in their locker from 8:10-3:08 pm.

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.

Wearable technology may 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.

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**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.*

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/electronic device kept in the office until the end of the day.

Violation 2: Lunch Workshop/Detention and parents picking up the cell phone/electronic device.

Violation 3: Alternative Learning Day, Parent pickup of cell phone/electronic device and plan created with Parents/Guardians

***Refusal to give up a cell phone or wearable technology 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

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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.

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.

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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.

Students who are to serve detention will receive notification through their school email and/or their assigning teacher, Assistant Principal, 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).
2. No other electronic devices are allowed
3. No sleeping.
4. No food or beverages are allowed.
5. Students should be seated quietly and spread throughout the room.
6. Failure to listen to the detention supervisor's instructions may result in dismissal of the student with no credit for time served.
7. Skipped detentions or dismissal from detention for poor behavior will result in further consequences up to and including suspension.

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.

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Violation	First Offense	Second Offense	Subsequent Offenses
Abuse of Technology	Varies depending on offense: Warning to possible recommendation for expulsion		
Inappropriate Use of School Logos & Branding	Warning, delete posting, and parent contact	Alternative Learning Day, delete posting, Parent contact	Suspension, Contact Law Enforcement, Parent conference
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	Alternative Learning Day or In-school suspension and parent contact
Disruptive Conduct (Classroom)	Removal from class for one class period; Lunch Workshop; parent contact	Removal from class period for three days; parent contact	See Classroom Removal Policy
Electronic Devices (When NOT being used properly or used without teacher permission.)	Confiscation of device and Lunch Workshop/Detention Device returned to student at end of day.	Confiscation of device. (Parents can retrieve at the end of the day). Lunch Workshop or Detention. Parent Contact	Confiscation of device. (Parents can retrieve at the end of the day). Alternative Learning Day. Parent meeting to discuss alternative plans to prevent future disruptions.
Fighting	Alternative Learning Day or 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

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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 Alternative Learning days or possible out of school suspension; parent contact	1 - 3 days of in-school, Alternative Learning Days 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; contact law enforcement	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 and may involve law enforcement.	Return/replace; 3-7 day suspension; Contact parents and may involve law enforcement.	5-9 day suspension and possible recommendation for expulsion. Contact parents and law enforcement.
Unnecessary use of physical force	Warning to suspension depending on the offense		

Use or possession of tobacco or vaping products, including matches or lighter	1- 2 day suspension; confiscation; contact parents and law enforcement; Counseling	3 day suspension; confiscation; contact parents and law enforcement; Counseling	Up to 5 days suspension; confiscation; contact parents and law enforcement Counseling
Use/possession of chemicals, alcohol or items intended to be used as mood altering	3-5 day suspension; contact parents and law enforcement Counseling	5 days suspension; contact parents and law enforcement; possible recommendation for expulsion Counseling	
Vandalism	Restitution; 1 - 3 day suspension. Contact parent and potential law enforcement involvement.	Restitution; 3-5 day suspension; contact parent and law enforcement.	Restitution; suspension and possible recommendation for expulsion; contact parent and law enforcement.
Vulgar Language 1.General 2.Toward Staff	1.Detention/ Lunch Workshop 2.ISS/ Alternative Learning Day	1. Alternative Learning Day or ISS 2. Alternative Learning Day , 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.

Alternative Learning Day

A designated day where students receive educational instruction in an alternative learning environment to accommodate diverse academic and behavioral needs.

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

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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

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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 **and placed in their locker. The devices are not allowed in 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.

Inappropriate Use or Representation of School Logos or Branding

The use of the school's name, logos, mascots, and any other branding materials on personal social media accounts must be approved by school administration. Unauthorized use or alteration of school logos and branding that misrepresents the school is prohibited.

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

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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.

Notice of Violent Behavior by Students

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

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.
- C. Using artificial intelligence (AI) on assessments and/or when not approved by the teacher.

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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 419](#). 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.

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Vandalism

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

Vulgar Language

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

Weapons

Items included in this policy:

1. Any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, a firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains, arrows; and objects that have been modified to serve as a weapon.
2. Additionally, items treated like weapons which includes, but is not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. Articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate.

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

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.

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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 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.

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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.

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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.
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.

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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.
- 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

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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

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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, 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

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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:
 - 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.

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- 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.

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 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

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Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

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

For complaints of employment discrimination:
Equal Employment Opportunity Commission
330 S. 2nd Avenue
Suite 430
Minneapolis, MN 55401
800.669.4000
612.335.4040
TDD 612.335.4045

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

School District Policy Cross Reference Table

Topic	Model Policy Number(s)
Accidents	806
Alternative Educational Opportunities	605
Attendance	503
Bullying Prohibited	514
Cell Phone	506
Class Assignments	515
Complaints	103
Course Credits Required	604
Crisis Management	806
Discipline	506
Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees	505
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Pledge of Allegiance	531
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School Calendar	602
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School Meals Policy	534
School Promotion and Retention	513
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Tobacco-Free Schools	419
Transportation of Public School Students	707 , 709 , 710
Vandalism	506
Video and Audio Recording	711 , 712
Visitors in School District Buildings	903
Weapons Prohibited	501

ISD 2397 Le Sueur-Henderson Schools

Student Device Handbook



2024-2025

Program Overview

ISD 2397 Mission

Unified focus on learning that inspires individual student achievement.

ISD 2397 Vision

Our vision is to provide high quality curriculum, instruction and professional development that inspires a culture of excellence, integrity and collaboration.

Technology Vision

Provide all students with access to technology in order to improve engagement, accelerate learning, develop 21st century skills, and transform instruction.

Technology Goals and Objectives

ISD 2397 Technology Goal #1: Develop a common understanding of how to effectively use technology to accelerate good instruction using a digitally rich curriculum.

ISD 2397 Technology Goal #2: Utilize technology to provide all students with experience to develop and practice 21st century skills.

ISD 2397 Technology Goal #3: Work with families and students to provide safe, secure, and supportive online learning environments and an understanding of good digital citizenship.

ISD 2397 Technology Team

Jim Wagner	Bruce Grunzke
Superintendent of Schools	Technology Director
507-665-4600	507-665-5815

I. Student Responsibilities

A. Students are expected to use their school issued device appropriately for educational purposes and follow all classroom practices and procedures.

B. Students are expected to have their school issued device in school each day with a fully charged battery. **No loaners will be issued.** Forgetting a school issued device or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Charging stations will be available for students who may need a recharge during the school day or for students who are not bringing their school issued device home. Repeated failure to bring the school issued device to school or failing to charge the battery will result in the loss of take home privileges for the student.

C. If students leave their mobile device at home, they are responsible for getting the coursework completed as if they had their mobile device present.

D. Students may load photos and videos on their school issued device, as long as all content complies with the District's Internet Acceptable Use and Safety Policy. The use of music on the school issued device during instructional time will be at the discretion of the classroom teacher. The presence of inappropriate music, photos, or videos will result in the loss of the device and/or other disciplinary actions.

E. Students must not remove any stickers or asset tags the district places on the device for purposes of identifying the device as property of the district. Students will not place any stickers on the device for any reason whatsoever. Placing stickers on the device will result in a fee equivalent to device frame repair.

F. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Apps installed on mobile devices must be approved and installed by a member of the Le Sueur Henderson Schools Technology Department or building designee.

G. If non-conforming apps or software are discovered on the school issued device, the device will be restored to the school set of software and disciplinary actions may be enacted. Technology staff is not responsible for saving, restoring, or backing up documents, music, videos, or photos that students may be storing on the school issued devices.

H. All student mobile devices are provisioned by the Technology Department for the purposes of initializing and managing all mobile devices in a secure and organized fashion. Any attempts by students to circumvent any district management settings through software restoration, Chrome or iOS setting manipulation, remote proxy settings or jailbreaking will result in the confiscation of the mobile device and/or disciplinary action.

I. Students will not be allowed to personalize the case provided by the school.

J. Students will not be allowed to print. Any printing needs to be done by the teachers. All work can be shared to the teacher and they will be the ones responsible for determining what needs to be printed

K. Students are responsible for setting and remembering their device access codes and passwords. School staff can reset access codes or passwords at any time to gain access to district owned devices, including those issued to students.

L. Students are required to use their school district email address for account creation related to school work or subscription services provided by the district.

M. Mobile devices will be distributed to students once their families have reviewed the Mobile Device Loan Agreement and have accepted the terms of the Mobile Device Loan Agreement available through the District website. In addition to accepting the Mobile Device Loan Agreement, families will determine if they will opt for the District Mobile Device Maintenance Plan or take full responsibility for the repair/replacement of the mobile device if damaged, requires non-warranty repair, is lost, or stolen. **Students in grades PreK - 2 will not have take home privileges and their devices will be stored at the school. Only students in grades 3-12 will need to decide if they will opt out of the take home privileges when completing the Mobile Device Loan Agreement.**

N. Students are allowed to set up wireless networks on their mobile device. This will assist them with mobile device use while at home. However, the District Acceptable Use Policy must be followed while at home, using a district owned device.

II. Parent Expectations

A. The District asks for parents' support in communicating with their child about the standards of appropriate content and helping to monitor the use of the school issued device at home.

B. Parents and Students are responsible for reading and signing the Mobile Device Loan Agreement found at the end of this handbook and on the district website.

C. Parents are encouraged to become familiar with the device and help ensure the use of the technology to track their child's progress. The school issued device allows parents and students to view teachers' assignments, calendars, track homework and monitor progress toward coursework completion.

D. Parents should help to ensure that only the student uses the school issued device.

III. Terms of the Student Device Loan

A. A school issued device will be distributed at the discretion of the District Administration upon confirmation that the Mobile Device Loan Agreement form has been signed.

B. Legal ownership of the student issued device remains with the District. The use of the device is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Internet Acceptable Use and Safety Policy, and all other District policies.

C. Just as the district currently provides textbooks and instructional materials for students at no cost, the district will supply students with a school issued device to take home to meet the instructional demands of ISD 2397 coursework at no cost. While, there is no required fee for use of a school issued device, in the case of loss, theft, or damage resulting from accidents, abuse, neglect, or intentional damage, the student or family may be charged a fee for needed repairs, not to exceed up to the full

replacement cost of the device or accessories in case of loss, theft, or accidental damage as determined by the school administration. Families have the option to participate in a maintenance program for a fee to help reduce the cost of any repairs or replacements.

D. School issued devices and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw, are suspended, or expelled will return the device and accessories at the time of withdrawal.

E. The District reserves the right to confiscate the student issued device and accessories at any time if the student does not fully comply with the terms of this handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.

F. Students are provided one student device charger. It is the student's responsibility to possess these accessories at all times and replace if damaged, lost or stolen.

G. Failure to return the property in a timely fashion may result in the levying of a fine or the involvement of law enforcement. Fines will be levied if the following equipment is not returned:

- Chromebook - \$250 - Charging Cable - \$50 - Device Case - \$40

H. Software and apps will be managed by the District, due to the need to comply with licensing agreements.

I. The school issued device will be subject to routine monitoring by teacher, administrators, and/or technology staff. Users have no expectation of privacy when using District equipment or technology systems.

J. If technical difficulties occur, the mobile device will be restored to factory settings. This approach minimizes the "down time" for use of the device during the instructional day. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

K. Each device has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the device or case in any fashion.

L. Camera and microphone use: The device comes equipped with audio and video recording capabilities through a built-in microphone and front and/or rear-facing cameras. All electronic recordings created with the device must comply with District Policies and State and Federal Laws. Use of the device and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use. Therefore, electronic recordings obtained with the device may not be shared, published or re-broadcasted for any reason by the student without permission. Furthermore, users of the device should be aware that State and Federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Video and/or audio recording is strictly prohibited on school issued and personally owned devices in all locker rooms, bathrooms, and other changing areas. Violations of State and Federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

M. The use of the school issued device during instructional time is governed by classroom teachers.

Failure to follow the instructions of the teacher will result in disciplinary action.

IV. General Care Instructions

A. School issued device screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the devices.

B. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord.

C. Students should never put weight on the school issued device, stack items on top of them or wedge them tightly into a backpack or case. The device cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.

D. Liquids, food and other debris can damage school issued devices. Devices should be closed in cases and away from food and liquids at all times.

E. School issued devices should not be exposed to extreme temperatures. Students should not leave the device in any location where the temperature falls below freezing or exceeds 95 degrees Fahrenheit. If the device is cold, it should be allowed to warm up to room temperature before use. A device exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.

VI. Voluntary Maintenance Plan

Le Sueur-Henderson Public Schools recognizes the need to protect the investment made by the district and families when issuing devices to students. Therefore, a voluntary maintenance plan is available to each family. **The cost for this insurance is \$50 per device (family maximum of \$100-full price, family maximum of \$50-reduced)** and will be due upon receipt of your child's device. Families receiving educational benefits such as free or reduced lunch may be eligible for a reduced rate.

The maintenance plan will provide coverage for accidental damage (drops/spills), cracked screens, theft, vandalism, fire, flood, natural disasters, and power surges due to lightning. **The \$50 payment is nonrefundable.** This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. The maintenance plan does not cover lost or stolen devices or damaged charging cords or cases.

All maintenance claims must be reported to the Technology Director or office of your child's school. In cases of theft or other criminal acts, a police report, or fire report in the case of fire, **MUST** be filed by the student or parent for the maintenance coverage to be utilized. A copy of the police/fire report must be provided to the Principal's Office.

Families who opt out of the maintenance plan will be held responsible for ALL damage to their devices including, but not limited to: broken screens, cracked casing or plastic pieces, inoperability, etc. Lost items such as devices, cases, and charging cords will be charged the actual replacement cost.

INTENTIONAL DAMAGE: Students/parents are responsible for full payment of intentional damages to devices. The maintenance plan DOES NOT cover intentional damage of the device.

Maintenance Plan Coverage Summary

Event	Maintenance Plan Coverage \$50 Annual Fee	No Maintenance Plan \$0 Annual Fee
Cracked screen or trackpad replacement	1st Event: \$50 Additional Events: \$100	All Events: Full repair cost
Keyboard replacement	1st Event: \$50 to repair Additional Events: \$100	All Events: Full repair cost
Device Frame Repair	1st Event: \$50 to repair Additional Events: \$100	All Events: Full repair cost
Charger Replacement	All Chromebook Events: \$35	Chromebook: \$35
Device Replacement (Lost/Stolen)	1st Event: \$120 to replace Additional Events: Full cost	Chromebook: \$250

Damage/Loss/Stolen Claim Procedure

This process is to be followed for all damaged, lost, or stolen device claims regardless of whether or not the maintenance plan has been purchased.

STEP 1: The student reviews the Claim Form (see appendix) with Technology Director.

STEP 2: Device will be turned over to school staff for repair and the Claim Form will be sent home with the student for parent/guardian signatures.

STEP 3: The student will receive another device.

VII. Purchase Option

Families do not have an option to purchase a school owned device.

VIII. Security and Theft Protection

- A. The school issued device may ONLY be used by the assigned student. Family members may not use for personal use. The student may not loan the device to another student.
- B. The student is responsible for the security of the school issued device at all times. The device should never be left unsecured. When not with the student, the device should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the device.
- C. Students should keep personal information about themselves and others off the school issued device. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

IX. Damage, Theft, Repair

- A. Damage or hardware issues must be reported immediately to the appropriate school personnel.
- B. Repeated requests by a student for repairs to damaged or broken devices will result in the student's "Take Home Privileges" being revoked and in extreme cases the student/parents, at the discretion of district/building administration, may be required to pay for continued repairs.
- C. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the school issued device. Failure to pay for willful, negligent or intentional damage may result in legal consequences.
- D. Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to complete a theft report through the local police department.
- E. When a mobile device is damaged and returned to the school for repair, following the payment of any damage repair or replacement fees, during the regular school year a replacement mobile device will be issued in its place. Mobile Devices that are fully functional but may have cosmetic damage such as bends, dents and scratches may not be immediately repaired.

X. Personally Owned Devices

- A. School issued devices are monitored and managed by district staff. Students will NOT be able to bring their own devices for school use but instead will use school issued devices that are furnished by the district unless they are enrolled in PSEO and approved by Administrators.
- B. No Personal devices unless used for PSEO and approved by Administrators
- C. The District is not responsible for the loss, theft or damage of any personally owned devices that are brought to school.

XI. Good Digital Citizenship

If students need to sign up for specific school sponsored services on their device, they should ALWAYS use their isd2397.org account because this is issued by the school. Students should not use other accounts (Gmail, Yahoo, etc.) when signing up for these services. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

XII. Parent Guide to Online Safety

A **digital citizen** is one who knows what is right and wrong, exhibits intelligent technology behavior, and makes good choices when using technology. Too often we see students, as well as adults misusing and abusing technology. The issue is more than what the users do not know but what is considered appropriate technology usage.

Intentional, frequent discussions with your child of any age, are necessary and allow you to be proactive in protecting your child and further educating him/her. Experts warn that children are most vulnerable to online dangers while at home. Please note the following suggestions as they might be of assistance in further educating your child about appropriate use of technology including the device and home Internet use.

In alignment with the Le Sueur-Henderson Public Schools Acceptable Use Policy beyond school, parents must take responsibility for the use of technology and the Internet. As a parent, you are responsible for monitoring your child's use of school issued educational technology including school issued email and cloud accounts as well as the Internet. This includes Internet use at home or any other remote location outside of school.

Web Filter

A Web filter is a program that can screen websites to determine whether some or all of it should not be displayed to the user. A Web filter allows a school district or a family to block certain websites that may be offensive, profane, vulgar or harmful to students.

The Internet used at school is protected, as required by Federal Law, by a filtering service. School-owned Chromebooks are protected through Securly. Securly is a filtering/compliance software that manages the Chromebook.

Set Expectations Regularly share your expectations with your child about accessing only appropriate sites and content, as well as being a good person when online (even when parents aren't watching). Understand that your child's use of many technologies (such as computers, devices, iPods, video game systems, and cell phones) likely gives your teen the ability to connect to unfiltered public wireless networks (such as in a library or coffee shop, by picking up a neighbor's wireless signal, or connecting to the Internet through a cell service). Therefore, it is important to maintain regular, open dialog about Internet use and access. Discuss your expectation for appropriate use and behavior.

Monitor & Limit Screen Time

Experts suggest having teens surf the Internet in a central place at home, such as the kitchen or family room, rather than away from adult supervision or behind a closed door. Know what your child is doing with technology and how his or her time is being spent. Technology can be a great tool and resource, but also has the potential to be a big distractor. Help your child learn to focus on completing tasks or assignments prior to engaging in other Internet activities. Teaching today's children how to manage multiple sources of information and potential distractions is a critical life skill, one best learned before heading off to college or the workplace.

Put the device to Bed, But Not in the Bedroom

Experts suggest parking all technology devices, from cellphones to devices, in a common family room overnight to discourage late night, unmonitored use and sleep disruption. Don't allow your child to sleep with the device. Remember to model appropriate use and balance of technology in your own life as well.

Media Agreements

Media Agreements are a resource and checklist that parents can use to guide conversations with their kids about media use. They are designed to help parents establish guidelines and expectations around media use and behavior that are right for their family. Some families are comfortable using them as signed agreements. Others refer to them to use simply as a checklist to guide conversations. Either way, they are a great way to help parents and kids get on the same page about media and technology use.

Take time to review Family Media Agreement examples online and discuss them with your child-- 1:1 Family Media Agreement and 1:1 Family Device Contract.

Find more great tips and resources at Common Sense Media

Additional Recommendations

Regularly check your child's privacy settings on all commonly used sites and networks. Ignoring privacy settings on sites like Facebook means your teen's photos, contact information, interests, and possibly even cell phone GPS location could be shared with more than a half-billion people.

Remind your child: Anything they do or post online creates a digital record, often called a "Digital Footprint." Nothing online is totally private, even if it is intended to be. Once digitized, it can be saved, sent and reposted elsewhere. A good rule of thumb: If you don't want a parent, teacher, principal, future employer or college admissions office to know something, don't post it online. Set up some sort of test question to frequently ask your child, such as "Would Grandma approve?"

"Friends" aren't always who they say they are. Encourage your child to only be friends online with friends they know in person. Never give access to personal information to people met online. Never post personally identifiable information online. This includes: full name, address, phone number, email, where you are meeting friends or where you hang out. Discuss with your child how easy it is for someone to find you based on what you post online.

Cyberbullying (threatening or harassing another individual through technology) is a growing concern for today's youth. It takes many forms, such as forwarding a private email, photo, or text message for others to see, starting a rumor, or sending a threatening or aggressive message, often anonymously. Talk with your child about not partaking in this behavior and encourage her/him to report incidents of cyberbullying to an adult.

More helpful websites with Internet safety tips for parents: Common Sense Media

www.CommonSenseMedia.org Net Cetera

www.ftc.gov/bcp/edu/pubs/consumer/tech/tec04.pdf

Connect Safely - <http://www.connectsafely.org/>

Le Sueur-Henderson Public Schools - 1:1 Device Policies & Guidelines

Mobile Device Loan Agreement

(Detach and Return to the School or Complete Online)

Access to the technology in the Le Sueur-Henderson Public School District has been established for educational purposes. The use of the Le Sueur-Henderson Public School District's electronic technologies is a valued resource to our community. All electronic technologies must be used in support of the educational program of the District. This access may be revoked at any time for abusive or inappropriate conduct related to the use of electronic technologies.

Failure to comply with the District's Bullying Prohibition Policy (Policy 514), Internet Acceptable Use & Safety Policy (Policy 524), and the guidelines stated in the Le Sueur – Henderson Student Device Handbook for care and use of the school issued devices may result in the loss of privilege to take the device home or use the device in general.

The school issued device is the property of Le Sueur-Henderson Public Schools and as a result may be confiscated and reviewed at any time. The student should have NO expectation of privacy of materials found on a school issued device.

___ I have read all the policies and guidelines in the Le Sueur-Henderson Public Schools Student Device Handbook and understand my responsibilities as a user of a school issued device:

Student Name: _____

Student Signature: _____

Date: _____

___ I/we have read all the policies and guidelines in the Le Sueur-Henderson Public Schools Student Device Handbook and understand my/our responsibilities as a parent of a student using a school issued device:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

___ I/we are opting in to the voluntary ISD 2397 Maintenance Program.

___ \$30 Full Cost ___ \$15 Reduced Lunch Cost ___ \$0 Free Lunch Cost

___ I/we are declining the voluntary ISD 2397 Maintenance Program and understand that I will be responsible for the full cost of any damages to the school issued device.

___ I/we are opting out of the student device Take Home Privileges.

Appendix A - Commonly Asked Questions

1. What are my responsibilities as a parent/guardian in terms of replacement of the school issued device if it is damaged, lost or stolen?

The Le Sueur-Henderson School District will be responsible for the repair of the school issued device for normal wear of the unit. If the student owned device is accidentally or intentionally damaged, stolen, or lost, the student/parent/guardian is responsible for the cost of the repairs or replacing the device. Families can opt in to the voluntary maintenance program to help reduce the costs of common repairs. The school regards the devices as all other materials that are checked out to a student ex: library materials, sports equipment, etc. The student should report any damage immediately to the school media center help desk.

2. Does my child have to accept a device?

A device will be assigned to each K-12th grade student for the 2024-2025 school year for use at school and to take home under certain learning scenarios. If a parent/guardian does not want the child to take a device home when school is operating using an "In-Person" Model (Scenario 1), then the parent may submit that request when completing the Mobile Device Loan Agreement form. In this case the student will need to check the device in and out of the media center each day.

3. May my child use their own laptop or mobile device at school instead of the school-issued device?

No unless they are enrolled in PSEO and approved by Administrators

4. As a parent/guardian, how do I monitor my child's use of the internet?

Internet access is filtered on devices both on and off campus. However, parents should monitor their child's internet use when off campus because it is possible to circumvent the filters. Many internet service providers offer services and tools for parents to support safe and responsible internet use for children. Also, Please see the "Parent's Guide to Online Safety" section of this handbook for more detailed information.

5. What if we don't have wifi at home?

Google Docs allows the user to work in offline mode so students can complete classwork at home, even without internet access. Files are saved locally to the device, then automatically updated the next time a wireless connection is detected. A student can start a project at school and finish it at home, even without an Internet connection. When the student returns to school the next day, anything they worked on at home will be automatically updated to their Google Drive. Offline mode must be enabled before students can use it. In offline mode, students can edit their docs, sheets, slides, and drawings.

6. Can students buy their own cover/bag?

No, the district has provided a case, and the device should be kept in that case when not in use. The device and case are slim enough to fit inside another bag or backpack if required.

7. What if a student forgets to charge their device?

Students are expected to fully charge their device each evening at home, which should provide sufficient battery life to use the device throughout the school day. Students should also try to preserve battery power during the school day by lowering the lid whenever the device is not in use. Students are expected to leave their chargers at home. Opportunities to charge devices at school will be limited. Students who consistently come to class unprepared without a charge may be subject to disciplinary action.

8. Will students keep their device for the summer?

All devices and accessories will be returned during the final week of school so they can be checked for any service needs and prepared for use the following year. A device may be made available for students taking summer school classes that require them.

Appendix B - Device Theft, Loss, or Damage Report

This form must be completed to report a theft or loss/damage of an iPad. No new equipment will be issued or repairs will be made unless this form is completed. Please complete as many sections as possible.

Date: _____

Student Name: _____ Parent/Guardian Name: _____

Device Asset Tag of S/N: _____ Parent/Guardian Contact: _____

If lost or stolen, when was the device last seen?

When was the theft/damage reported to the school? Who was it reported to?

Please describe, with as much detail as possible, the circumstances that resulted in the device being stolen, lost, or damaged? Include names of any individuals that could be involved.

Student Signature

Parent/Guardian Signature

School Admin Signature

Office Use:

Maintenance Plan: Y or N

Notes:

2024-28 Strategic Plan

Student Achievement

1. **Achieve World's Best Workforce Goals**
 - Annually evaluate success in:
 - Kindergarten readiness
 - Reading at grade level by third grade
 - Closing the achievement gap
 - Graduating students who are college and career ready
 - Ensuring on-time graduation
 2. **Deliver High-Quality Education**
 - By Fall 2027, evaluate and implement a viable preK-12 curriculum.
 - Use the PLC process to identify essential student knowledge and skills.
 - By Fall 2027, evaluate, and by Fall 2028, recommend a general education intervention model for academic, social, and emotional needs.
 - By Fall 2027, outperform regional and comparable districts on state tests and college-readiness measures.
 3. **Embed 21st Century Skills**
 - By Fall 2029, implement teaching practices that prepare students for college, career, and life.
 - Implement AVID strategies at the middle and high school levels.
 - Meet state-mandated graduation requirements.
-

Student Support

4. **Provide Resources and Support**
 - Continuously evaluate and implement systems to identify student needs and provide appropriate interventions.
 - Monitor and increase extracurricular participation.
 - Support students during key transition points, including postsecondary options.
 - By Fall 2029, provide varied academic pathways for personalized learning plans.
 - Use tools to identify student career strengths.
 - Offer electives exploring 21st-century career opportunities and align course registration guides to career pathways.
-

Workforce

5. **Recruit and Retain Quality Employees**
 - Ensure competitive salary schedules and review them by the end of the strategic plan.
 - By Fall 2025, establish a mentorship program for first and second-year teachers.
 - Annually support staff development aligned with the district's mission.

- By Fall 2024, develop a marketing plan to increase the number of available paraprofessionals and teacher substitutes.
 - Between 2024-2028, create and implement a survey to measure employee engagement.
-

Community and Stakeholder Engagement

6. Advocate for Community Needs

- Schedule regular joint meetings with the school board and city councils.
 - Increase partnerships with local businesses and industries.
 - Develop more childcare facilities to address community needs.
-

Communication: Community Relations and Marketing

7. Share Our Story

- Develop and implement a marketing/branding plan to highlight the district's educational programs, achievements, and financial status.
- Create annual community-building events for alumni, families, and the broader community.
- Maintain a marketing committee to enhance district communication through platforms like TikTok and Instagram, and engage a marketing firm.
- Establish and implement consistent intradistrict communication protocols.
- Develop a marketing and branding plan with an updated brochure and explore hiring a communication specialist.

8. Increase Enrollment through Marketing and Communications

Facilities

9. Ensure Safe and Sustainable Facilities

- By Fall 2024, establish an interior monitored entry point at the MS/HS.
- Consult with the Director of Technology quarterly to address future technology needs.
- By Fall 2024, update and annually review the district's crisis plan.

10. Develop Long-Range Facilities Plan in conjunction with Finance Committee

- Annually discuss curricular goals and potential capital investments.

- Develop a maintenance plan using the Long-Term Facilities Maintenance (LTFM) budget.
 - Create a plan for newly purchased property.
 - Develop a comprehensive facilities plan with short-term and long-term goals.
-

Finance

11. Maintain Financial Stability

- Generate and monitor 1-year, 3-year, and 5-year plans considering enrollment, funding, and expenditures.
- Over the next five years, explore a potential bond referendum operating levy.
- Provide monthly financial updates to the board.
- Establish a long-term facilities maintenance (LTFM) budget.
- Maintain a \$1 million fund balance.

Adopted: _____

MSBA/MASA Model Policy 610

Revised: _____

Orig. 1995

Rev. 2012

610 FIELD TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests.

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget. Fees may not be assessed against students to defray direct costs of instructional trips. (~~Minnesota Statutes section Minn. Stat. § 123B.37, Prohibited Fees~~)

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (~~Minn. Stat. § Minnesota Statutes section 123B.36, Authorized Fees~~)

C. Extended Trips

1. Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).

2. The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle. ~~In the event a private vehicle is approved for use, a certificate of insurance must be on file in the school district office and such use must be approved in accordance with Policy 710, Extracurricular Transportation.~~
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 1. If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 2. An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 ~~-(Cocurricular and~~ Extracurricular Activities;

Insurance)

[Minn. Stat. § 169.011, Subd. 71\(a\) \(Definitions\) of a School Bus](#)

[Minn. Stat. § 169.454, Subd. 13 \(Type III Vehicle Standards – Exemption\)](#)

Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)

Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 423 (Employee – Student Relationships)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA –Model Policy 707 (Transportation of Public School Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

LABOR AGREEMENT

Between

**LE SUEUR - HENDERSON PUBLIC SCHOOL DISTRICT
#2397**

and

**MINNESOTA TEAMSTERS PUBLIC AND LAW
ENFORCEMENT EMPLOYEES' UNION, LOCAL #320**



**REPRESENTING
PARAPROFESSIONALS**

JULY 1, 2023 - JUNE 30, 2025

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ARTICLE 1 PURPOSE

This Agreement is entered into between the Le Sueur - Henderson Public School District (Independent School District 2397), hereinafter referred to as the "District" or the "School District" and the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local 320, hereinafter referred to as the "Exclusive Representative", pursuant to and in compliance with the Minnesota Public Employment Labor Relations Act of 1971, as amended is hereinafter referred to as PELRA, to provide the terms and conditions of employment for paraprofessional staff for the duration of this Agreement.

ARTICLE 2 RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with PELRA, the School District recognizes Minnesota Teamsters Public and Law Enforcement Employees' Union, Local 320 as the Exclusive Representative for all Paraprofessionals and Specialized Services Paraprofessionals employed by Independent School District No. 2397, Le Sueur-Henderson, Minnesota, who are public employees within the meaning of Minn. Stat. 1 79A.03, subd.14, excluding supervisory, confidential and all other employees; also excluding part-time employees whose service does not exceed fourteen (14) hours per week and employees who hold positions of a temporary or seasonal character for a period not in excess of sixty-seven (67) working days in any calendar year. The Exclusive Representative shall have those rights and duties as prescribed by PELRA and as described in this Agreement.

Section 2. Appropriate Unit: The Exclusive Representative shall represent all such employees of the School District as defined in ARTICLE 3, Section 2, and PELRA and in certification by the Commissioner of the Minnesota Bureau of Mediation Services (BMS).

Section 3. Inclusion/Exclusion: In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

Section 4. Individual Agreements: The Employer shall not enter into any agreements covering terms and conditions of employment with the employees of the bargaining unit under the jurisdiction of this Agreement, either individually or collectively, which in any way conflicts with the terms and conditions of this Agreement, except through the certified representative.

ARTICLE 3 DEFINITIONS

Section 1. Description of Appropriate Unit: For purposes of this Agreement, the terms, "Paraprofessional staff," shall mean all persons in the appropriate unit employed by the School District in such classifications excluding the following:

- Confidential employees
- Supervisory employees
- Essential employees
- Part-time employees whose services do not exceed the lesser of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week in the employee's bargaining unit
- Employees who hold positions of a temporary or seasonal character for a period not in excess of sixty-seven (67) working days in a calendar year unless those positions have already been filled in the same calendar year and the cumulative number of days in the same position by all employees exceeds sixty-seven (67) calendar days in that year
- Emergency employees

Section 2. District or School District: For purposes of administering this Agreement, the word/term, "District/School District," shall mean the School Board or its designated representative(s).

Section 3. Employee: A member of the exclusively recognized bargaining unit.

Section 4. Union: Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320.

Section 5. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by PELRA.

ARTICLE 4 SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The Employer retains the full and unrestricted right to

- Operate and manage all manpower, facilities and equipment
- Establish functions and programs
- Set and amend budgets
- Determine the utilization of technology
- Establish and modify the organizational structure
- Select, direct and determine the number of personnel
- Establish work schedules
- Perform any inherent managerial functions not specifically limited by this Agreement

Section 2. School Board Responsibilities: The Exclusive Representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation being to provide educational opportunities for the students of the School District.

Section 3. Effect of Rules. Regulations. Directives. and Orders: The Exclusive Representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall *be* subject to School Board rules, regulations, directives, and orders issued by properly designated officials of the School District. The Exclusive Representative also recognizes the rights, obligations, and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders, from time to time, as deemed necessary by the School Board. Insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement applicable State and Federal Statutes, Laws, Rules and Regulations having the force effect of law.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent managerial rights and managerial functions not expressly reserved, and all managerial rights and managerial functions not expressly delegated in this Agreement are reserved to the School District.

Section 5. Hold Harmless: The School District will be held harmless against any and all claims, suits, orders or judgments brought or issued against the School District as a result of any action taken or not taken by the School District under the provisions of this Article.

Section 6. Security: The Exclusive Representative, its officers and the covered employees agree that they will not engage in, encourage, sanction, support or suggest any strike and they agree they will not withhold in whole or in part the full performance of their duties during the life of this Agreement, except as specifically allowed by the Public Employment Labor Relations Act of 1971, as amended. In the event of a violation, the Exclusive Representative shall join with the School District to warn employees of the consequences of their action and shall instruct them to immediately return to their normal duties.

ARTICLE 5 UNION SECURITY

Section 1. Right to Views: Pursuant to PELRA, nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint, or opinion regarding any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Request for Dues Check off: Pursuant to PELRA, the Exclusive Representative shall be allowed dues check off for its members. The School District shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly Exclusive Representative dues.

Section 3. Stewards: The Exclusive Representative may designate no more than three (3) employees from the bargaining unit to act as Stewards. The Exclusive Representative shall inform the School District in writing of the employees designated and of any changes in such designation. The Stewards are authorized to perform and discharge the duties and responsibilities that are assigned to them under the terms of this Agreement and any supplementary agreements. The School District agrees that there shall be no restraint, interference, coercion or discrimination against any Steward because of the performance of such duties.

Section 4. Bulletin Board: The School District shall make space available on the employee bulletin board for the posting of official Union notices and announcements.

Section 5. Communications: The School District agrees that on the School District's premises and without loss of pay, the Union Steward shall be allowed to:

- Post official Union notices
- Transmit communications authorized by the Exclusive Representative or its officers under the terms of this Agreement
- Consult with the School District, its representative, the Exclusive Representative concerning the enforcement of any provision of this Agreement, so long as such action does not unduly interfere with regular employee duties.
- The Exclusive Representative shall not take employees from the performance of their assigned responsibilities without prior approval of the Employer's designated representatives.

ARTICLE 6 RATES OF PAY & PAY PLAN

Section 1. Rates of Pay: Employees within the bargaining unit shall be paid according to the salary schedule.

Section 2. Status of Salary Schedule: For the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to the current rate until a successor Agreement is fully ratified.

Section 3. Pay Plan Option: Employees who would like their pay pro-rated over a twelve (12) month period shall be allowed to do so upon written request to the Business Office by July 1 of each year. Should an employee fail to give notification by July 1, he/she shall retain the option under which he/she was previously paid. Any new employee who fails to notify the Business Office by July 1 shall be paid on a twelve (12) month basis.

Section 4. Compensation:

Subd. 1. 2023-2024 School Year: All employees, if hired before July 1, 2023, will receive a three and a half percent (3.5%) increase, retro to July 1, 2023.

Subd. 2. 2024-2025 School Year: All employees, if hired before July 1, 2024, will receive a three and a half percent (3.5%) increase, retro to July 1, 2024.

Subd. 3. New Employees Hired After July 1, 2014: New employees will start at the Base Wage of their appropriate category.

- Paraprofessional: \$13.00 per hour

Subd. 4 Current Employees Hired Between 2020-2022: Those employees hired between 2020-2022 will get an increase in their base pay to \$13.59, starting July 1, 2023.

Section 5. Experience Consideration: With a recommendation from the hiring supervisor and approval of the Superintendent, a newly hired employee, may be given credit for previous experience for up to two dollars (\$2.00) per hour over the Base Wage. The Union Steward will be duly notified.

Section 6. Changing Positions: Current Employees transferring, being promoted, or filling a newly created position, will receive a seventy-five cent (\$0.75) per hour increase to their current wage per classification move when moving to a higher classification. Employees moving to a lower classification will incur a seventy-five cent (\$0.75) per hour decrease per classification move to their current wage when moving to a lower classification

Section 7. Physical Medical Care Augmentation: Paras that work full-time with a student declared to need Developmental Cognitive Disability (DCD) services according to their IEP, will receive an additional one dollar and fifty cent (\$1.50) to their hourly pay. If a student comes in without a DCD designation, and is identified within 75 school days of enrollment, the para working with that student can receive retroactive pay for that time the student received services and was not identified. If a Paras' student is absent and the Para is assigned to work outside of DCD, wages will be adjusted accordingly for that time period. If a Para is assigned to a different child outside of DCD on any given year, wages that include the one dollar and fifty cents (\$1.50) will not transfer. If a Para subs in DCD services from another assignment, that Para will receive DCD pay which includes the one dollar and fifty cents (\$1.50).

Section 8. Longevity: Employees shall receive additional compensation based on their years of experience within the district. Eligibility for longevity pay begins after completion of twenty (20) years of service with the district and increases incrementally with additional years of service, as outlined in the district's compensation schedule. Note, longevity is separate from, and in addition to, an employee's base pay.

<u>Years in District</u>	<u>Increase</u>
20-24	\$600
25-29	\$1,100
30-34	\$1,600
35+	\$2,100

ARTICLE 7
403(b) MATCHING CONTRIBUTION PLAN

Section 1. Eligibility: Pursuant to the provisions of M.S. 123B.02, Subd. 15. and Section 403(b) of the Federal Internal Revenue Code, the School District will make matching contributions for each employee who has worked for the District for twelve (12) continuous months and must be employed for twenty (20) hours per week or more for a minimum of nine (9) months each calendar year.

Section 2. Amount of School District Contribution: Eligible employees, after completion of their first (1st) year of working experience in the School District, shall be eligible for an annual School District matching contribution. The annual School District matching contribution shall not exceed the amounts listed below nor shall the annual maximum District contribution exceed the amount specified by statute. The District matching contribution amount shall be made at the same time as the individual contribution by the staff member. The District match will be in twenty (20) equal installments, beginning with the first pay period in September, or will match the staff member's contribution, whichever is less.

Years of Service	District Maximum Annual Matching Contribution
2 - 5	\$400
6 - 10	\$600
11 - 15	\$800
16 +	\$1,100

Section 3. Lifetime limitation: The maximum lifetime School District contribution to any individual employee pursuant to this Article shall be for twenty thousand dollars (\$20,000). Upon reaching this maximum, the employee shall no longer be eligible for School District contributions.

Section 4. Vendors: Participation in the benefits of this article is limited only to employees who select one of the School District approved vendors.

Section 5. Payment: The employee's contribution shall be made by payroll deduction.

Section 6. Unpaid Status: An employee on unpaid leave status may not participate in the provisions of this article.

Section 7. Applicable Statutes: The provisions of this article are subject to all limitations relating to such plans as provided by Federal and State laws.

ARTICLE 8
GROUP INSURANCE

Section 1. Selection of Carrier: The selection of the insurance carrier shall be made by the School District as provided by law.

Section 2. Insurance Committee: The District will invite at least one member of this Bargaining Unit to be on the District Insurance Committee.

Section 3. District Contribution to Health and Hospitalization Insurance: The School District will offer health insurance for any employee who works a minimum of thirty (30) hours a week while school is in session. Said employees will receive a premium contribution from the ISD of three thousand six hundred dollars (\$3,600.00) per year to be used toward any District offered health insurance option they choose., Ramona Wacker and Theresa Wentzlaff were previously grandfathered into a former insurance premium contribution plan and will now receive from the District a contribution to be used toward any district offered health insurance option of six thousand seven hundred dollars (\$6,700) if they elect single coverage or ten thousand eight hundred dollars (\$10,800) if they elect family coverage.

Section 4. Income Protection & Life Insurance: The School District shall provide twelve (12) months coverage of income protection insurance and twenty thousand dollar (\$20,000) term life insurance to any employee who qualifies under insurance eligibility rules and is scheduled to work thirty-five (35) hours or more per week.

Section 5. Plan Options: Employees may choose from any of the plans offered by the School District. Insurance premiums owed in excess of the District contribution will be the responsibility of the employee.

Section 6. Post Service Insurance Eligibility: Subject to the requirements of the insurance carrier, an employee who retires after having worked at least nine (9) months a year for fifteen (15) years and has reached the age of fifty-five (55) shall be entitled to participate in major medical and hospitalization insurance policy of the School District. The employee shall pay the cost of the insurance premiums, and by paying the cost of the insurance may remain in the group until the employee reaches age sixty-five (65) or becomes eligible for Medicare, whichever occurs first. In the event of the death of said retired paraprofessional employee, who was part of the insurance group, the employee's spouse shall be entitled to continue in the major medical and hospitalization policy of the District by paying the premium of the policy under which the retired employee was covered, pursuant to Minnesota Statute.

Section 7. Duration of Insurance Contributions: An employee is eligible for School District contributions as provided in this article as long as the employee is employed by the School District, on paid status, and enrolled in the School District's group health and hospitalization insurance plan. Upon termination of employment, all School District contributions shall cease.

ARTICLE 9 LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Earning: All employees hired prior to July 1, 2017, shall earn one (1) paid day of sick leave for each month of employment in the School District. Those hired after July 1, 2017, shall earn one and twenty-two hundredths (1.22) paid days of sick leave for each month of employment in the School District. A sick leave day is defined as the same number of hours as the contracted working day. Sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year.

Subd. 2. Accumulation: Unused sick leave days may accumulate to a maximum of one hundred and twenty (120) days of sick leave per employee.

Subd. 3. Use: Sick leave, with pay, shall be granted when an absence is due to an illness, injury, or hospitalization of the employee, employee's minor child, adult child, spouse, sibling, parent, in-law, grandchild, grandparent, or stepparent. Leaves shall always be authorized in accordance to MN Statute Section 181.9413.

Subd. 4. Medical Certificate: The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, and/or disability pursuant to this section. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District and applicable law 181.9413. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. Deduction: Sick leave allowed shall be deducted from the accumulated sick leave days earned by the employee.

Subd. 6. Approval: Sick leave pay may be approved by following District guidelines for leave requests. Procedures may be reviewed in the District Employee Handbook.

Subd. 7. Denial of Benefits: Sick leave benefits shall not be granted to persons for injuries received while employed by an individual or firm other than the School District.

Section 2. Personal Leave: Paraprofessionals hired after July 1, 2017 shall be eligible for personal leave of up to two (2) days per school year pro-rata based on scheduled hours. Personal leave is deducted from that Paraprofessional's accumulated sick leave. If the hours missed fall on an emergency closing and no school is held, said hours shall not be charged against the Paraprofessional's personal leave. Any Paraprofessional availing him/herself of personal leave should notify his/her building principal at least 24 hours prior to taking said leave. The Superintendent may waive the twenty-four (24) hour rule in emergencies. Normally, no more than three (3) District-

wide employees covered under this Agreement can use the same day as a personal day. If more than three (3) apply for the same day, those first applying for the day will be given priority.

Section 3. Workers' Compensation: Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 4. Bereavement Leave: An employee may be granted one (1) to five (5) days paid leave in the event of death or serious illness in the employee's immediate family. Immediate family shall be: wife/husband, children, sister, brother, parent, father/mother-in-law, grandparents, grandchildren, sister/brother-in-law, or other relative who lived in the same household as the employee. The Superintendent may, at his/her discretion, grant additional unpaid leave for serious illness in the employee's immediate family.

Paid funeral leave of up to one (1) contracted working day per school year shall be granted for funeral of friends and other person not mentioned in the previous paragraph. Such leave shall be non-accumulative.

Section 5. Child Care Leave:

Subd. 1. Use: A child care leave may be granted by the School District, subject to the provisions of this section, to one (1) employee-parent of a natural or adopted infant child.

Subd. 2. Request: An employee making application for child care leave shall inform the Superintendent in writing of the request to take the leave at least one (1) month before commencement of the intended leave.

Subd. 3. Medical Statement: An employee will provide, at the time of the leave application, a statement from the attending physician indicating the expected date of leave.

Subd. 4. Duration: Such leave may be for periods extending beyond a period of time the employee is unable to work due to pregnancy, childbirth, or recovery there from, but shall be for no longer than one (1) full year from the date of the commencement of such leave. In making a determination concerning the commencement and duration of a child care leave, the School Board shall not, be required to permit the employee to return to employment prior to the date designated in the request for child care leave.

Subd 5. Insurance Continuation: Employees on Child Care Leave, for the period not covered under sick leave, shall continue the insurance programs of the School District by paying the full premiums on a regular monthly basis as stipulated by the School District.

Subd. 6. Reinstatement: Upon returning from approved Child Care Leave the employee will assume the same or higher pay the employee had when he/she went on leave.

Subd. 7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree in writing to an extension in the leave.

Section 6. Family and Medical Leave (FMLA): FMLA leave shall be granted pursuant to applicable law.

Subd. 1. Duration of Leave: An unpaid leave of absence may be granted for health reasons if recommended by the attending physician in writing and approved by the Administration and School Board. Time period may be renewable, upon review, up to one (1) year.

Section 7. Unpaid Leave: Unpaid leave may be granted for other purposes at the discretion of the Superintendent. Unpaid leave for the day preceding or the day following holidays or vacations or the first or last day of the school year are highly discouraged.

Section 8. Leave of Absence: A leave of absence may be granted by the School District for one (1) semester or one (1) school year at the School District's discretion for due cause shown. Applications must be submitted to the School Board for its approval. The applicant shall receive no enumeration during the leave period. When accumulated sick leave is entirely used and he/she is not able to return to his/her normal duties because of illness, may be provided with a temporary leave of absence not to exceed one (1) calendar year.

Subd. 1. Reinstatement: The School District shall place the applicant in his/her former or equal position upon the completion of the leave of absence, and he/she shall be entitled to all benefits which he/she had earned at the time his/her leave of absence commenced.

Subd. 2. Extension: All requests for extensions or renewals of leaves of absence shall be applied for, in writing, and if granted, shall be in writing two (2) months prior to the end of such leave.

Subd. 3. Notification of Intent: Employees who have been granted a leave of absence must notify the School District two (2) months prior to the end of such leave, whether or not they intend to return to their position. Failure of the employee to notify the District by the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree in writing to an extension in the leave.

Subd. 4. Seniority and Benefits: During an unpaid Leave of Absence the employee does not accrue seniority or benefits.

Section 9. No Remaining Sick Leave: When accumulated sick leave is entirely used and the employee is not able to return to his/her normal duties because of illness, the employee may be provided with a temporary leave of absence not to exceed one (1) calendar year.

Section 10. Insurance Application: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee 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, except as otherwise provided in law. In the event the employee is on paid leave or Family Medical Leave of Absence (FMLA) from the School District under Article 9, Section 1, or supplemented by sick leave pursuant to Article 9, Section 2, the School District will continue insurance contributions as provided in this Agreement until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained.

Section 11. Jury Service: An employee who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 12. Other Leaves: Other leaves shall be granted pursuant to applicable law.

181.9412 SCHOOL CONFERENCE AND ACTIVITIES LEAVE

181.9413 SICK LEAVE BENEFITS; CARE OF RELATIVES.

181.9414 PREGNANCY ACCOMMODATIONS.

181.945 LEAVE FOR BONE MARROW DONATIONS.

181.9456 LEAVE FOR ORGAN DONATION.

181.9458 AUTHORIZATION FOR BLOOD DONATION LEAVE.

181.946 LEAVE FOR CIVIL AIR PATROL SERVICE.

181.947 LEAVE FOR IMMEDIATE FAMILY MEMBERS OF MILITARY PERSONNEL INJURED OR KILLED IN ACTIVE SERVICE.

181.948 LEAVE TO ATTEND MILITARY CEREMONIES.

192.261 LEAVE OF ABSENCE.

ARTICLE 10 SUBSTITUTE PERSONNEL

Section 1. Non-Bargaining Unit Substitute: A non-bargaining unit substitute employed to fill in for any bargaining unit employee will be paid at a rate set annually by the School Board. In the event the substitute is a former employee, he/she will be paid the greater of their old pay rate or an amount not to exceed two dollars (\$2.00) per hour above the Base Wage of the level for which they are subbing.

Section 2. Bargaining Unit Substitute: If a bargaining unit employee is used to fill in for another employee, the substitute employee will be paid at the Base Wage of the classification for which they are substituting or their current job rate, whichever is greater.

Section 3. Rate of Pay: Throughout the assignment, employees required to work out of their classification will be compensated at the beginning rate of pay of the new classification or the employee's current rate, whichever is greater.

ARTICLE 11 HOURS OF SERVICE, DUTY YEAR AND OVERTIME

Section 1. Basic Work Week: The employee's basic work week, exclusive of lunch, shall be prescribed by the School District.

Section 2. Basic Work Year: The employee's basic work year shall be prescribed by the School District. Unless there are mitigating circumstances, the employee's work schedule will be set by August 1 of each year and the Business Office will, by August 2 or the nearest business day thereafter, send written notification to each paraprofessional employee stating:

- Starting date
- The number of contract days for that school year
- Specified listings of days

Section 3. Part-time Employees: The School District reserves the right to employ such employees as it deems desirable or necessary on a part-time basis.

Section 4. Sub-Contracting: If after a diligent attempt by the School District to employ a person to fulfill a need, the School District may sub-contract bargaining unit work after providing the Exclusive Representative with written notice and the opportunity for discussion with the School District. Sub-contracting cannot be used to prevent a laid off employee from being called back.

Section 5. Shifts and Starting Times: All employees will be assigned starting times and shifts at the beginning of the each school year as determined by the School District. Any additional changes will be in writing and at least two (2) weeks prior to the implementation of the new shift/hours.

Section 6. Work Breaks:

Subd. 1. Lunch Period and Shift Breaks: Employees shall be provided an unpaid duty-free lunch period of at least thirty (30) minutes. The District shall provide the duty-free lunch, (pursuant to Minnesota Statutes 177.253, 177.254 and Minnesota Rules 5200.0120), as well as reasonable rest breaks as allowed in Statute. (Minnesota Statutes 177.253, 177.254 and Minnesota Rules 5200.0120)

Subd. 2. Shift Break: All employees shall be given a fifteen (15) minute break during each full one-half (1/2) shift.

Section 7. Overtime: Employees will be compensated at a rate of one and one-half (1¹A) times the base rate (the employee's normal straight time rate) for hours worked in excess of a forty (40) hour week. The Supervising Administrator must approve overtime hours in advance.

Subd. 1. Calculation: Overtime will be calculated to the nearest fifteen (15) minutes.

Section 8. Compensatory Time: Overtime accumulation may be taken as compensatory time off if mutually agreeable to the employee and School District.

Subd. 1. Carry Over: Starting in year 2020-2021 up to thirteen (13) hours of compensatory time can be carried over to the next year. All compensatory time will be paid out in the June paycheck unless the employee notifies the business manager of hours to be carried over.

Section 9. Winter Break Service: During the winter break, when school is not in session, twelve (12) month employees will be expected to work a minimum of two (2) days exclusive of holidays. The Supervising Administration will determine the actual work schedule for this period.

Section 10. Aggregating Hours: For purposes of determining Fringe Benefits, the District shall aggregate all contracted hours worked by the employee.

Section 11. Two (2) Hour Late Starts: Employees in the Paraprofessional and Specialist classifications will be expected to attend the scheduled two (2) hour late start in-services or work those hours as determined by the Supervising Administrator.

Section 12. Emergency Closings and Late Starts:

Subd 1. Paraprofessionals and Specialists: Will not be expected to work on days when a school or the entire District is closed for emergencies such as inclement weather. Employees who have had his/her workday canceled due to an emergency school closure shall receive up to two (2) days paid at the regular rate of pay per school year.

1. **Exceptions:** In some cases, the employee's supervisor may request that person work the emergency closing day. In that case, the employee will be paid.
2. **Making Time Up:** In the case of an emergency late start, the employee will be expected to make up an equivalent amount of work time prior to the last student day of the current school year. This time will be mutually agreed upon with the supervisor.
3. **Make Up Time Options:** The employee will choose one of the following options to make the missed time up:
 - a. Compensatory time
 - b. Personal leave
 - c. Unpaid leave
 - d. Part of their two (2) days designated for emergency closings

Subd 2. Excessive Closings: If it happens in any one (1) school year that there are more than two (2) days closed for emergency, employees can be compensated for days beyond the first two (2) by using compensatory time, personal leave, or vacation.

Section 13. Working During Off Duty Time: An employee who is called to duty during his/her scheduled off duty time shall receive a minimum of two (2) hours pay at one and one-half (VA) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum and should be agreed upon by the School District and the employee.

**ARTICLE 12
HOLIDAYS**

Section 1. Rate of Pay: Any employee who is required to work on a legal holiday shall be paid at his/her regular rate of pay for work performed on the legal holiday and shall be granted equal time off at a mutually agreed upon time or shall be paid an equal number of hours at straight time rates. If the employee chooses to not take time off, he/she will be paid twice (2x) their regular rate of pay.

Section 2. Paid Holidays: All employees will receive regular pay for seven (7) holidays. All holidays will be student nonattendance days. Paid Holidays listed as follows:

Thanksgiving	New Year's Day
Thanksgiving Friday	Labor Day
Christmas Eve	Good Friday
Christmas	Memorial Day

Subd. 1. Additional Holiday: Employees who work twenty-five (25) hours or more per week will receive one (1) additional holiday.

Subd. 2. Twelve Month Employees: Twelve (12) month employees shall receive an additional three (3) holidays

ARTICLE 13 PERSONAL TIME

Section 1. Eligibility: The following Paraprofessional employees will be grandfathered for paid personal time as follows:

Employee	Number of Days
Amela, Lezli	2
Hink, Craig	5
Krekelberg, Patricia	6
Wacker, Ramona	6
Wentzlaff, Theresa	6

Section 2. Application:

Subd. 1. Eligibility: Earned personal time shall be determined as of July 1 of each year. Employees hired after July 1, 2017 shall not be eligible for personal time.

Subd. 2. Scheduling: The taking of a personal day must be approved by the employee's building administrator.

Subd. 3. Personal Days Allowed Per Day: Normally, no more than three (3) District-wide employees covered under this Agreement can use the same day as a personal day. If more than three (3) apply for the same day, those first applying for the day will be given priority.

Subd. 4. Length of Personal Time: In some positions, extended summer vacations in excess of two (2) weeks are not in the best interest of the School District. In those cases, employees will be requested to take part of their personal time during the school year.

Subd. 5. Accumulation: Personal time must be used each year and cannot be accumulated from year-to year.

Subd. 6. Resignation: Employees who resign or are dismissed during the year will only earn personal time on a pro-rated basis for the period of time they are employed during that year.

Subd. 7. New Employees: An employee hired during the year will have the number of paid holidays prorated, to the nearest whole day, based on the percentage of the school year remaining.

Subd. 8. Notification: The District will notify employees proposed holiday list at the beginning of each school year.

Subd. 9. Modifying Designated Holidays: It is understood these dates can change if the District needs to modify the scheduled holidays due to unexpected emergency closing days. Said changes must be notified to the employee, in writing, a minimum of thirty (30) calendar days prior to the change.

Subd. 10. Working on a Holiday: If a holiday is used as a makeup day, the District will pay the employee both their regular rate of pay and holiday pay for the same day of work.

ARTICLE 14 PROBATIONARY PERIOD, DISCIPLINE, AND DISCHARGE/RESIGNATION

Section 1. Probationary Period: All newly hired or rehired employees serve a probationary period of six (6) months for newly hired and three (3) months for employees moving to a different position. Additionally, any employee moving to a different position likewise shall be subject to a new probationary period.

Section 2. Completion of Probationary Period: Upon completion of the probationary period, new or rehired employees shall become regular employees within the meaning of this Agreement and shall be credited with seniority dating from the first date of continuous employment to a permanent position with the School District.

Section 3. Probationary Period: Change of Classification: Failure to obtain permanent status upon moving to a new position cannot be grieved, but the employee shall be given reasons in writing therefore. An employee shall be assigned to his/her previous job upon failure to attain permanent status or promotion.

Section 4. Discipline:

Subd. 1. Types: The School District shall have the right to impose discipline on its employees for just cause only. The School District reserves the right to impose discipline at any level as determined by the School District based upon the circumstances surrounding the action. Discipline will be in one (1) or more of the following forms:

- Oral reprimand
- Written reprimand
- Suspension with pay
- Suspension without pay
- Demotion
- Discharge

Both the School District and the Exclusive Representative agree that the above list of types of discipline is not meant to imply a sequence of events.

Subd. 2. Conference: A conference between the employee, with Union representation if discipline is expected and his/her supervisor shall be held prior to the imposition of a written reprimand, suspension with pay, suspension without pay, demotion or discharge. All will be in written form.

Subd. 3. Grievance of Discipline: Grievances relating to a suspension with or without pay, demotion or discharge shall be initiated by the Exclusive Representative at Step 3 (School Board) of the Grievance Procedure, under Article 15 of this Agreement.

Subd. 4. Representation: The Exclusive Representative shall have the right to be present at any questioning of an employee concerning investigation for disciplinary action against any employee.

Subd. 5. Acknowledgement: Written reprimands, to become part of the employee's personnel file, shall be read and acknowledged by signature of the employee. The affected employee will receive a copy of such written reprimands and notices of suspension with pay, suspension without pay, demotion and discharge. The School District should send a copy of such written reprimands and notices of suspension with pay, suspension without pay, demotion and discharge to the Exclusive Representative.

Subd. 6. Discharge Suspension: Discharges will be preceded by a five (5) day suspension without pay.

Section 5. Resignation: A two (2) week notice shall be required of an employee wishing to resign.

**ARTICLE 15
SENIORITY, REDUCTION OF FORCES & VACANCIES**

Section 1. Definition: Seniority shall be defined as an employee's length of service with the District since his/her most recent date of hire. Both length of service within a classification and length of service with the School District in the one job classification where more than fifty percent (50%) of the employment occurs will be considered. Where job classifications are equally split, the employee shall have a one (1) time option to choose which job classification where seniority will accrue.

Section 2. Seniority List: The School District shall establish seniority lists current as of the effective date of this Agreement and thereafter shall update them each February 1.

Subd. 1. Classifications: Separate seniority lists shall be established for each classification included by this Agreement. The Classifications are:

- Paraprofessional
- Specialist Paraprofessional

Subd. 2. Ranking: Each list shall rank employees in order of highest to lowest seniority within the classification. Seniority shall be the length of continuous employment with the School District. If more than one (1) employee is hired on the same date, seniority ranking within the classification shall be determined by the agenda order in which the School Board acted on the hiring.

Subd. 3. Posting List: The School District shall concurrently post the seniority lists and send them electronically to the Stewards of the Exclusive Representative. Any employee or the Exclusive Representative shall be obligated to notify the School District of any error in the lists within ten (10) calendar days of the posting. If no error is reported within the ten (10) calendar day period, the list will stand correct as posted.

Section 3. Transfer (Bumping): The District will consider transfer (bumping) between the Paraprofessional and Specialist classifications if the supervising administrator determines that the individual is qualified according to the job description of the desired position. In case of lay-offs, an individual must "bump" within his/her own classification first.

Section 4. Retention of Seniority: Any employee who is covered by this Agreement and who is subsequently promoted or transferred to any position within a classification shall retain seniority in his/her prior classification. A reduction of work force will be accomplished on the basis of classification series as established above.

Section 5. Benefits: Benefits shall accrue based on the latter of the anniversary date of hire or rehire.

Section 6. Reduction in Force: In the event of a reduction in force, such reduction shall be based on the seniority as determined by the seniority list within each classification. Layoffs shall be in inverse order of seniority in the same job classification. Employees to be laid off shall be given two (2) calendar weeks notification of such layoff.

Section 7. Recall: Recall from lay-off shall be in order of seniority within each classification, provided that a recalled employee must indicate his/her indication to return to work within fourteen (14) calendar days of notification; failure to respond to recall as herein provided shall result in automatic termination of seniority and employment.

Subd. 1. Notification: Notice of recall shall be by certified mail with a return receipt requested.

Subd. 2. Placement on Roster: An employee shall remain on the recall roster for two (2) years, unless he/she fails to respond to a recall notification. At the end of two (2) years, all employment and seniority rights shall terminate.

Section 8. Vacancies: The School District is committed to hiring the most qualified candidates for District service. If all other job relevant qualifications are equal, the most senior employee shall receive a promotion. If the District does not consider the applicant(s) to have the necessary qualifications set forth in the job description, the District has the right to hire from outside the Bargaining Unit.

Subd. 1. Posting: Job vacancies shall be emailed to all employees via the District email. All postings will be at least seven (7) calendar days. Reasonable effort shall be made to notify any eligible employee who is on compensated leave status at the time of the posting.

Subd. 2. Filling: Vacancies in positions exceeding twelve and one-half (12.5) hours per week shall be filled in the following order:

1. From existing paraprofessional personnel.
2. If two (2) or more of the existing personnel apply, qualifications shall be the determining factor. Qualifications shall mean and be applied in the following order:
 - a. Suitability and demonstrated expertise in the position available.
 - b. Total years experience in the District.
3. Personnel on layoff: If however filling a vacancy pursuant to #1 or #2 above results in an employee on unrequested, leave becoming unqualified for the remaining vacancy as determined by the District, the District shall hire the person on unrequested leave into that vacancy.
4. Personnel new to the District

Subd. 3. Explanation: Any qualified employees from existing staff applying for a vacancy or a new position and not selected to interview, at the employee's written request, may meet with the appropriate building administrator for the purpose of receiving feedback as to why he/she was not selected for an interview. If an employee from existing staff is not awarded a position, at that employee's written request, the District shall give notice in writing as to the reason why he/she was not selected.

ARTICLE 16 GRIEVANCE PROCEDURE

Section 1. Definitions:

Subd. 1. Grievance: Shall mean an allegation, in writing, by an employee that the employee has a dispute or disagreement between the employee and the School District as to the interpretation or application of the specific terms and conditions contained in this Agreement.

Subd. 2. Grievant(s): Shall mean an individual employee, a group of employees, or the Exclusive Representative who/which files a grievance as defined in Article 15, Section 1, Subd. 1.

Subd. 3. Days: Any reference to the word, "days," regarding time periods in this procedure shall refer to working days. The term, "working day," is defined as all weekdays not designated as holidays by state law.

Subd. 4. Informal Discussion: In the event that an individual or group of individuals believes that there is a basis for a grievance, he/she or they may first discuss the alleged grievance. Any potential dispute shall require the Union and the Employer to attempt resolution informally within twenty (20) days of the knowledge of the event filing rise to the grievance. Informal resolutions shall be reduced to writing and shall vacate the need to file a grievance. Should no resolution be reached, the Union may proceed to Level 1 within ten (10) days of the decision.

Section 2. Representation: Any person or agent designated by such party to act on the party's behalf may represent the grievant(s), administrator, or School Board during any step of the procedure.

Section 3. Processing of a Grievance: It is recognized and accepted by the Exclusive Representative and the School District that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Exclusive Representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the School District during normal working hours, as long as the employee and Exclusive Representative have notified and received the approval of the designated supervisor. The supervisor shall determine if such absence is reasonable and would not be detrimental to the work programs of the School District.

Section 4. Time Extension: The time limit in each step may be extended by mutual written agreement of the School District and the Exclusive Representative.

Section 5. Resolution of Grievance: The School District and the grievant(s) shall attempt to resolve all grievances which may arise during the course of employment as follows:

Subd. 1. STEP 1 - Appeal to Supervisor:

1. All grievances will first be addressed through informal discussion between the employee/representative and the supervisor.
2. Discussion shall take place within fifteen (15) days after alleged violation has occurred.
3. If resolution is not achieved, the employee/representative shall place in writing
 - a. The nature of the grievance
 - b. The facts on which it is based
 - c. The provision or provisions of the Agreement allegedly violated
 - d. The remedy requested
4. The Supervisor will give a written answer to said grievance within ten (10) days of meeting.
5. Failure by the Supervisor to issue a decision within the time period provided in this article shall constitute a denial of the grievance, and the grievant(s) may appeal it to the next level.

6. A grievance not resolved may be appealed to Step 2.
7. Any grievance not appealed in writing to Step 2 by the Exclusive Representative within ten (10) days shall be considered waived.

Subd. 2. STEP 2 - Appeal to Superintendent: If a grievance is properly appealed to the Superintendent:

1. The Exclusive Representative shall present the written grievance, and a meeting set within fifteen (15) days after receipt of the appeal to discuss the grievance with the Superintendent.
2. The Superintendent shall give the Exclusive Representative his/her answer in writing within ten (10) days after said meeting.
3. Failure by the Superintendent to issue a decision within the time period provided in this article shall constitute a denial of the grievance, and the grievant(s) may appeal it to the next level.
4. A grievance not resolved in Step 2 may *be* appealed to Step 3 within ten (10) days following Superintendent's final Step 2 answer or expiration of the timeline if answer is answer is provided.
5. Any grievance not appealed in writing to Step 3 by the Exclusive Representative within ten (10) days shall be considered waived.

Subd. 3. STEP 3 - Appeal to School Board: If a grievance is properly appealed to the School Board:

1. Written grievance shall be presented by the Exclusive Representative and a meeting set within twenty (20) days after receipt of the appeal to discuss the grievance with the School Board.
2. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report the findings and recommendations to the School Board. The School Board shall then render its decision.
3. The School Board shall give the Exclusive Representative their answer in writing within twenty (20) days after said meeting.
4. Failure by the School Board to issue a decision within the time period provided in this article shall constitute a denial of the grievance, and the grievant(s) may appeal it to the next level.
5. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) days following the School Board's final answer to Step 3 answer.
6. Any grievance not appealed to Step 4 by the Exclusive Representative within ten (10) days shall be considered waived.

Subd. 4. STEP 4 - Appeal to Bureau of Mediation Services: A grievance unresolved in Step 3 and appealed to Step 4 by the Exclusive Representative shall be submitted to the Bureau of Mediation Services (BMS) subject to the Public Employment Labor Relations Act of 1971, as amended within ten (10) days following the School Board's final answer to Step 3 answer.

Subd. 5. STEP 5 - Arbitration: A grievance unresolved in Step 4 and appealed to Step 5 by the Exclusive Representative shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended.

1. The selection of an arbitrator shall be made in accordance with the "Rules Governing and Arbitration of Grievances" as established by the Public Employment Relations Board.
2. At the option of the Exclusive Representative, the selection may be made from the arbitrator list available from the Bureau of Mediation Services.
3. The Exclusive Representative shall request action to strike names within thirty (30) days of receipt of the list of arbitrators.
4. **Arbitrator's Authority:**
 - a. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and condition so of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the School District and the Exclusive Representative, and shall have no authority to make a decision on any other issue not so submitted.
 - b. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law.

- c. The arbitrator's decisions shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension.
 - d. The decision shall be binding on both the School District and the Exclusive Representative and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
5. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the School District and the Exclusive Representative, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Section 6. Choice of Remedy: If, as a result of the written School District response in Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Article 15, Section 5, Subd. 4, or a procedure such as Veteran's Preference of Fair Employment. If appealed to any procedure other than Article 15, Section 5, Subd. 4 the grievance is not subject to the arbitration procedure as provided in Article 15, Section 5, Subd. 4. The aggrieved employee shall indicate in writing which procedure is to be utilized, Article 15, Section 5, Subd. 4 or another appeal procedure and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Article 15, Section 5, Subd. 4.

ARTICLE 17 COMPARABLE WORTH

Section 1. Implementation: Any and all Comparable Worth equities shall be implemented including classification change, job description update and be kept on file.

Section 2. Appeal: If either the employee or the immediate supervisor should determine that the classification of a job no longer accurately describes the requirements of the position the Appeals process will be initiated by using the appropriate Appeals process forms.

Section 3. Effective Date: The effective date of pay adjustment is the date of School Board approval.

Section 4. Appeal Process:

Subd. 1. Initiation: The employee initiates the comparable worth appeal process by requesting the appeal from the District Office.

Subd. 2. Appeal Form: The employee and Union Representative complete the appeal form.

Subd. 3. Forward the Appeal Form: The appeal form is forward to the employer's supervisor who signs the form and retains the copy; the supervisor's signature signifies awareness of the appeal. The supervisor returns the form to the employee.

Subd. 4. Timeline: The employee sends the appeal to the District Office no later than January 1 and no later than February 1 of the contract year.

Subd. Setting a Meeting: The Business Office establishes a timely meeting with the outside consultant and the employee. The Business Office notifies the employee and supervisor of the date for the appeal.

Subd. 6. Employee Meeting: The employee meets with the outside consultant

Subd. 7. Supervisor Meeting: The supervisor meets with the outside consultant

Subd. 8. Decision: The outside consultant renders a decision within twenty (20) working days.

Subd. 9. Notification: The employee and supervisor are notified of the consultant's decision.

Subd. 10. School Board Action: The School Board ratifies or rejects recommended changes at the next regular Board meeting.

Subd. 11. Employee Notification: The employee is notified of the Board's decision.

**ARTICLE 18
MISCELLANEOUS PROVISIONS**

Section 1. Democratic-Republican-Independent-Voter-Education (DRIVEL Contribution): The Employer agrees that upon the receipt of a properly executed voluntary authorization card from an employee, it will deduct from the employee's salaries such amounts as each employee authorizes to pay to Teamsters Democratic-Republican-Independent Voter Education (DRIVE).

Teamsters Local No. 320 will indemnify, defend and hold the Employer harmless against any claims made and against any suits instituted against the Employer, the Le Sueur-Henderson School District #2397, its Administration or employees, because of such payroll deduction. Teamsters Local No. 320 agrees to pay the cost for programming and administering the implementation of this payroll deduction.

Section 2. Activity Pass: Each employee will receive a pass which provides for one (1) free admission for that employee to each home athletic and non-athletic event each year.

Section 3. Mileage: Employees required to use their own automobiles in the performance of their duties shall be reimbursed at the rate established by the School Board. This rate will be established for all driving required by the School District, except for normal commuting.

Section 4. Personnel Files: Employees may examine their own individual personnel files at reasonable times under the direct supervision of the School District. The employee has the right to request copies of any contents of his/her file. The employee may include in the file written information in response to materials contained therein.

**ARTICLE 19
SAFETY**

Section 1. Assurance of Safe Practices: If an employee feels that his/her work duties or responsibilities require such employees to be in a situation that violates Federal and State safety standards, the matter shall be immediately considered by the School District. If such matter is not satisfactorily adjusted, it may become the subject of a grievance and will be processed in accordance with the grievance procedure set forth in this Agreement.

Section 2. Accident Reports: All employees who are injured during the course of their employment shall file an accident report with the designated supervisor, regardless of how slight the injury, on forms furnished by the School District.

Section 3. Fitness for Performance: In the interest of work safety to individuals, co-workers, and others, the Employer may require employees to undergo a medical evaluation that will enable the School District to determine the employee's fitness for performance of his/her duties.

Section 4. Physical Exams: Employees required to have a physical examination as part of their employment shall have such examination paid for by the District and be allowed time off for taking such examination. Physicians will be designated by the District.

Section 5. Safety Training: Safety training for physical medical care shall be provided by the District within one month of hiring. Training shall be accounted for hours worked and paid for by the Employer.

**ARTICLE 20
TERM OF AGREEMENT**

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing upon the date of its full ratification through June 30, 2025, and thereafter as provided by PELRA. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent to the other party no later than one hundred twenty (120) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration date of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the Exclusive Representative. The provisions of this Agreement relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, and School District policies, rules, or regulations concerning terms and conditions of employment inconsistent with these provisions. Nothing in this Agreement shall be construed to obligate the School District to continue or discontinue existing or past practices or prohibit the School District from exercising all management rights, functions, and prerogatives, except insofar as this exercise would be in express violation of any term or terms of this Agreement.

Section 3. Finality: Any matters relating to the current Agreement term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any such provision or the application of any such provision under any circumstances is held in valid, it shall not affect any other provisions of this Agreement or the application of any provision.

Section 5. Retroactive: Unless stated otherwise in this Agreement, terms, wages and benefits will be retroactive to July 1, 2023.

IN WITNESS WHEREOF, the parties have executed this Agreement as follows:

FOR LE SUEUR-HENDERSON ISD #2397:	FOR TEAMSTERS LOCAL #320:
<div style="display: flex; justify-content: space-between;"> Chief Negotiator Date </div>	<div style="display: flex; justify-content: space-between;"> Business Agent Date </div>
<div style="display: flex; justify-content: space-between;"> School Board Director Representative Date </div>	<div style="display: flex; justify-content: space-between;"> Union Steward Date </div>

LABOR AGREEMENT

Between

LE SUEUR - HENDERSON PUBLIC SCHOOL DISTRICT #2397

and

**MINNESOTA TEAMSTERS PUBLIC AND LAW
ENFORCEMENT EMPLOYEES' UNION, LOCAL #320**



REPRESENTING

ADMINISTRATIVE SUPPORT AND SECRETARY STAFF

JULY 1, 2023 - JUNE 30, 2025

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ARTICLE 1 PURPOSE

This Agreement is entered into between the Le Sueur - Henderson Public School District (Independent School District 2397), hereinafter referred to as the "District" or the "School District" and the Minnesota Teamsters Public and Law Enforcement Employees' Union, Local 320, hereinafter referred to as the "Exclusive Representative" pursuant to and in compliance with the Minnesota Public Employment Labor Relations Act of 1971, as amended is hereinafter referred to as PELRA, to provide the terms and conditions of employment for administrative support/clerical staff for the duration of this Agreement.

ARTICLE 2 RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with PELRA, the School District recognizes Minnesota Teamsters Public and Law Enforcement Employees' Union, Local 320 as the Exclusive Representative for all administrative support/clerical staff employed by the School District for more than fourteen (14) hours per week. Excluded from such classifications are the following:

- Confidential employees
- Part-time employees whose service does not exceed twelve and one-half (12¹/₂) hours per week
- Employees who work fourteen (14) hours or less
- Employees who hold positions of temporary or seasonal character for a period not in excess of sixty-seven (67) working days in a calendar year
- Emergency employees

The Exclusive Representative shall have those rights and duties as prescribed by PELRA and as described in this Agreement.

Section 2. Appropriate Unit: The Exclusive Representative shall represent all such employees of the School District as defined in ARTICLE 3, Section 2, and PELRA and in certification by the Commissioner of the Minnesota Bureau of Mediation Services (BMS).

Section 3. Inclusion/Exclusion: In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services (BMS) for determination.

Section 4. Individual Agreements: The Employer shall not enter into any agreements covering terms and conditions of employment with the employees of the bargaining unit under the jurisdiction of this Agreement, either individually or collectively, which in any way conflicts with the terms and conditions of this Agreement, except through the certified representative.

ARTICLE 3 DEFINITIONS

Section 1. Description of Appropriate Unit: For purposes of this Agreement, the terms, administrative support/clerical staff, shall mean all persons in the appropriate unit employed by the School District in such classifications excluding the following:

- Confidential employees
- Supervisory employees
- Essential employees
- Part-time employees whose services do not exceed the lesser of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week in the employee's bargaining unit

- Employees who hold positions of a temporary or seasonal character for a period not in excess of sixty-seven (67) working days in a calendar year unless those positions have already been filled in the same calendar year and the cumulative number of days in the same position by all employees exceeds sixty-seven (67) calendar days in that year
- Emergency employees

Section 2. District or School District: For purposes of administering this Agreement, the word/term, "District/School District," shall mean the School Board or its designated representative(s).

Section 3. Employee: A member of the exclusively recognized bargaining unit.

Section 4. Union: Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320.

Section 5. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by PELRA.

ARTICLE 4 SCHOOL DISTRICT RIGHTS

Section 1. Inherent Managerial Rights: The Employer retains the full and unrestricted right to:

- Operate and manage all manpower, facilities and equipment
- Establish functions and programs
- Set and amend budgets
- Determine the utilization of technology
- Establish and modify the organizational structure
- Select, direct and determine the number of personnel
- Establish work schedules
- Perform any inherent managerial functions not specifically limited by this Agreement

Section 2. School Board Responsibilities: The Exclusive Representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation being to provide educational opportunities for the students of the School District.

Section 3. Effect of Rules, Regulations, Directives, and Orders: The Exclusive Representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall be subject to School Board rules, regulations, directives, and orders issued by properly designated officials of the School District. The Exclusive Representative also recognizes the rights, obligations, and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders, from time to time, as deemed necessary by the School Board. Insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement applicable State and Federal Statutes, Laws, Rules and Regulations having the force effect of law.

Section 4. Reservation of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent managerial rights and managerial functions not expressly reserved, and all managerial rights and managerial functions not expressly delegated in this Agreement are reserved to the School District.

Section 5. Hold Harmless: The School District will be held harmless against any and all claims, suits, orders or judgments brought or issued against the School District as a result of any action taken or not taken by the School District under the provisions of this Article.

Section 6. Security: The Exclusive Representative, its officers and the covered employees agree that they will not engage in, encourage, sanction, support or suggest any strike and they agree they will not withhold in whole or in part the full performance of their duties during the life of this Agreement, except as specifically allowed by the Public Employment Labor Relations Act of 1971, as amended. In the event of a violation, the Exclusive Representative shall join with the School District to warn employees of the consequences of their action and shall instruct them to immediately return to their normal duties.

ARTICLE 5 UNION SECURITY

Section 1. Right to Views: Pursuant to PELRA, nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint, or opinion regarding any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the exclusive representative.

Section 2. Request for Dues Check off: Pursuant to PELRA, the Exclusive Representative shall be allowed dues check off for its members. The School District shall deduct from the wages of employees who authorize such a deduction in writing an amount necessary to cover monthly Exclusive Representative dues.

Section 3. Stewards: The Exclusive Representative may designate no more than three (3) employees from the bargaining unit to act as stewards. The Exclusive Representative shall inform the School District in writing of the employees designated and of any changes in such designation. The Stewards are authorized to perform and discharge the duties and responsibilities that are assigned to them under the terms of this Agreement and any supplementary agreements. The School District agrees that there shall be no restraint, interference, coercion or discrimination against any Steward because of the performance of such duties.

Section 4. Bulletin Board: The School District shall make space available on the employee bulletin board for the posting of official Union notices and announcements.

Section 5. Communications: The School District agrees that on the School District's premises and without loss of pay, the Union Steward shall be allowed to:

- Post official Union notices
- Transmit communications authorized by the Exclusive Representative or its officers under the terms of this Agreement
- Consult with the School District, its representative, the Exclusive Representative concerning the enforcement of any provision of this Agreement, so long as such action does not unduly interfere with regular employee duties.

The Exclusive Representative shall not take employees from the performance of their assigned responsibilities without prior approval of the Employer's designated representatives.

ARTICLE 6 RATES OF PAY & PAY PLAN

Section 1. Rates of Pay: Employees within the bargaining unit shall be paid according to the salary schedule.

Section 2. Status of Salary Schedule: For the duration of this Agreement, advancement on any salary schedule shall be subject to the terms of this Agreement. In the event a successor Agreement is not entered into prior to the expiration of this Agreement, an employee shall be compensated according to the current rate until a successor Agreement is fully ratified.

Section 3. Pay Plan Option: Employees who would like their pay pro-rated over a twelve (12) month period shall be allowed to do so upon written request to the Business Office by July 1 of each year. Should an employee fail to give notification by July 1, he/she shall retain the option under which he/she was previously paid. Any new employee who fails to notify the Business Office by July 1 shall be paid on a 12-month basis.

Section 4. Compensation:

Subd. 1. Employee Base Wage:

- Administrative Support/Secretary: \$17.63 per hour

Subd. 2 2023-2024 School Year: All employees hired prior to July 1, 2023, will receive a 3.5% increase, retro to July 1, 2023.

Subd. 3 2024-2025 School Year: All employees hired prior to July 1, 2024, will receive a 3.5% increase, retro to July 1, 2024.

Section 5. Experience Consideration: With a recommendation from the hiring supervisor and approval of the Superintendent, a newly hired employee may be given credit for previous clerical and/or secretarial experience, following the schedule below. For employees hired in the year 2023, this provision shall not apply, as your employment has already been established.

Years of Previous Experience	Increase over Base Pay
2-5	\$1.00
6+	\$2.00

Section 6. Longevity: Employees shall receive additional compensation based on their years of service within the district. Eligibility for longevity pay begins after completion of twenty (20) years of service with the district and increases incrementally with additional years of service, as outlined in the district's compensation schedule. Note, longevity is separate from, and in addition to, the employee's base pay.

Years In District	Increase
20-24	\$600
25-29	\$1,100
30-34	\$1,600
35+	\$2,100

ARTICLE 7
403(b) MATCHING CONTRIBUTION PLAN

Section 1. Eligibility: Pursuant to the provisions of M.S. 1236.02, Subd. 15. and Section 403(b) of the Federal Internal Revenue Code, the School District will make matching contributions for each employee who has worked for the District for twelve (12) continuous months and must be employed for twenty (20) hours per week or more for a minimum of nine (9) months each calendar year.

Section 2. Amount of School District Contribution: Eligible employees, after completion of their first (1st) year of working experience in the School District, shall be eligible for an annual School District matching contribution. The annual School District matching contribution shall not exceed the amounts listed below nor shall the annual maximum District contribution exceed the amount specified by statute. The District matching contribution amount shall be made at the same time as the individual contribution by the staff member. The District match will be in twenty-four (24) equal installments, beginning with the first pay period in September, or will match the staff member's contribution, whichever is less.

<u>Years of Service</u>	<u>District Maximum Annual Matching Contribution</u>
2 - 5	\$400
6 - 10	\$600
11 -15	\$750
16 +	\$1000

Section 3. Lifetime Limitation: The maximum lifetime School District contribution to any individual employee pursuant to this Article shall be for thirty thousand dollars (\$30,000). Upon reaching this maximum, the employee shall no longer be eligible for School District contributions.

Section 4. Vendors: Participation in the benefits of this article is limited only to employees who select one of the School District approved vendors.

Section 5. Payment: The employee's contribution shall be made by payroll deduction.

Section 6. Unpaid Status: An employee on unpaid leave status may not participate in the provisions of this article.

Section 7. Applicable Statutes: The provisions of this article are subject to all limitations relating to such plans as provided by Federal and State laws.

ARTICLE 8
GROUP INSURANCE

Section 1. Selection of Carrier: The selection of the insurance carrier shall be made by the School District as provided by law.

Section 2. Insurance Committee: The District will invite at least one member of this Bargaining Unit to be on the District Insurance Committee.

Section 3. Eligibility: Employees who average at least thirty (30) compensated hours per week for nine (9) months, and no hours for three (3) months, would still be considered a full-time employee of the District and, therefore, will be eligible for health and hospitalization insurance.

Section 4. District Contribution to Health and Hospitalization Insurance: The District shall make a defined contribution of six thousand seven hundred dollars (\$6,700) per individual; ten thousand eight

hundred dollars (\$10,800) per family for any employee who qualifies under insurance eligibility to be used toward any District offered health insurance plan. Employee to elect plan and level of coverage from District options and will be responsible for any additional cost of the premium through payroll deduction. If an employee elects a less expensive plan, the difference in contribution will be made to the employee's HSA.

Section 5. Income Protection & Life Insurance: The School District shall provide twelve (12) months coverage of income protection insurance and twenty thousand dollar (\$20,000) term life insurance to any employee who qualifies under insurance eligibility rules and is scheduled to work thirty-five (35) hours or more per week.

Section 6. Plan Options: Employees may chose from any of the plans offered by the School District.

Section 7. Post Service Insurance Eligibility: Subject to the requirements of the insurance carrier, an employee who retires after having worked at least nine (9) months a year for fifteen (15) years and has reached the age of fifty-five (55) shall be entitled to participate in major medical and hospitalization insurance policy of the School District. The employee shall pay the cost of the insurance premiums, and by paying the cost of the insurance may remain in the group until the employee reaches age sixty-five (65) or becomes eligible for Medicare, whichever occurs first. In the event of the death of said retired clerical employee, who was part of the insurance group, the employee's spouse shall be entitled to continue in the major medical and hospitalization policy of the District by paying the premium of the policy under which the retired employee was covered, pursuant to Minnesota Statute.

Section 9. Duration of Insurance Contributions: An employee is eligible for School District contributions as provided in this article as long as the employee is employed by the School District, on paid status, and enrolled in the School District's group health and hospitalization insurance plan. Upon termination of employment, all School District contributions shall cease.

ARTICLE 9 LEAVES OF ABSENCE

Section 1. Sick Leave:

Subd. 1. Earning: All employees shall earn one (1) paid day of sick leave for each month of employment in the School District. A sick leave day is defined as the same number of hours as the contracted working day. Sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year.

Subd. 2. Accumulation: Unused sick leave days may accumulate to a maximum of one hundred and twenty (120) days of sick leave per employee.

Subd. 3. Use: Sick leave, with pay, shall be granted when an absence is due to an illness, injury, or hospitalization of the employee, employee's minor child, adult child, spouse, sibling, parent, in-law, grandchild, grandparent, or stepparent. Leave shall always be authorized in accordance with MN State Statute Section 181.9413.

Subd. 4. Medical Certificate: The School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, and/or disability pursuant to this section. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District and applicable law 181.9413. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5. Deduction: Sick leave allowed shall be deducted from the accumulated sick leave days earned by the employee.

Subd. 6. Approval: Sick leave benefits shall not be granted to persons for injuries received while employed by an individual or firm other than the School District. Or Sick leave pay may be approved by following District guidelines for leave requests. Procedures may be reviewed in the District Employee Handbook.

Subd. 7. Denial of Benefits: Sick leave benefits shall not be granted to persons for injuries received while employed by an individual or firm other than the School District.

Subd. 8. Wellness Day(s): An employee of this unit who uses two (2) or fewer sick days shall be given an additional "wellness day" at the end of the school year for use in the following school year. An employee using one (1) or fewer sick days in the school year shall be awarded two (2) wellness days at the end of the year. Wellness days not used by the end of the following school year, will be paid out to the employee at the rate of Employee's base rate of pay for the day.

Section 2. Workers' Compensation: Pursuant to M.S. Chapter 176, an employee injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 3. Bereavement Leave: An employee may be granted one (1) to five (5) days paid leave in the event of death or serious illness in the employee's immediate family. Immediate family shall be: wife/husband, children, sister, brother, parent, father/mother-in-law, grandparents, grandchildren, sister/brother-in-law. The Superintendent may, at his/her discretion, grant additional unpaid leave for serious illness in the employee's immediate family. Paid funeral leave of up to one (1) contracted working day per school year shall be granted for funeral of friends and other person not mentioned in the previous paragraph. Such leave shall be non-accumulative.

Section 4. Child Care Leave:

Subd. 1. Use: A childcare leave may be granted by the School District, subject to the provisions of this section, to one (1) employee-parent of a natural or adopted infant child.

Subd. 2. Request An employee making application for childcare leave shall inform the Superintendent in writing of the request to take the leave at least one (1) month before commencement of the intended leave. The leave shall be granted only in cases where the employee requests such leave for the purposes of attending a newborn or newly adopted child.

Subd. 3. Medical Statement: An employee will provide, at the time of the leave application, a statement from the attending physician indicating the expected date of leave.

Subd. 4. Duration: Such leave may be for periods extending beyond a period of time the employee is unable to work due to pregnancy, childbirth, or recovery there from, but shall be for no longer than one (1) full year from the date of the commencement of such leave. In making a determination concerning the commencement and duration of a childcare leave, the School Board shall not, be required to permit the employee to return to employment prior to the date designated in the request for child care leave.

Subd. 5. Insurance Continuation: Employees on Child Care Leave, for the period not covered under sick leave, shall continue the insurance programs of the School District by paying the full premiums on a regular monthly basis as stipulated by the School District.

Subd. 6. Reinstatement: Upon returning from approved Child Care Leave the employee will assume the same or higher pay the employee had when he/she went on leave.

Subd. 7. Failure to Return: Failure of the employee to return by the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree in writing to an extension in the leave.

Section 5. Family and Medical Leave (FMLA): FMLA leave shall be granted pursuant to applicable law.

Subd. 1. Duration of Leave: An unpaid leave of absence may be granted for health reasons if recommended by the attending physician in writing and approved by the Administration and School Board. Time period may be renewable, upon review, up to one (1) year.

Section 6. Unpaid Leave: Unpaid leave may be granted for other purposes at the discretion of the Superintendent. Unpaid leave for the day preceding or the day following holidays or vacations or the first or last day of the school year are highly discouraged.

Section 7. Leave of Absence: A leave of absence may be granted by the School District for one (1) semester or one (1) school year at the School District's discretion for due cause shown. Applications must be submitted to the Board for its approval. The applicant shall receive no enumeration during the leave period. When accumulated sick leave is entirely used and he/she is not able to return to his/her normal duties because of illness, may be provided with a temporary leave of absence not to exceed one (1) calendar year.

Subd. 1. Reinstatement: The School District shall place the applicant in his/her former or equal position upon the completion of the leave of absence, and he/she shall be entitled to all benefits which he/she had earned at the time his/her leave of absence commenced.

Subd. 2. Extension: All requests for extensions or renewals of leaves of absence shall be applied for, in writing, and if granted, shall be in writing two (2) months prior to the end of such leave.

Subd. 3. Notification of Intent: Employees who have *been* granted a leave of absence must notify the School District two (2) months prior to the end of such leave, whether or not they intend to return to their position. Failure of the employee to notify the District by the date determined under this section shall constitute grounds for termination unless the School District and the employee mutually agree in writing to an extension in the leave.

Subd. 4. Seniority and Benefits: During an unpaid Leave of Absence the employee does not accrue seniority or benefits.

Section 8. No Remaining Sick Leave: When accumulated sick leave is entirely used and the employee is not able to return to his/her normal duties because of illness, the employee may be provided with a temporary leave of absence not to exceed one (1) calendar year.

Section 9. Insurance Application: An employee on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The employee 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, except as otherwise provided in law. In the event the employee is on paid leave or Family Medical Leave of Absence (FMLA) from the School District under Article 9, Section 1, or supplemented by sick leave pursuant to Article 9, Section 2, the School District will continue insurance contributions as provided in this Agreement until sick leave is exhausted. Thereafter, the employee must pay the entire premium for any insurance retained.

Section 10. Jury Service: An employee who serves on jury duty shall be granted the day(s) necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 11. Other Leaves: Other leaves shall be granted pursuant to applicable law

181.9412	SCHOOL CONFERENCE AND ACTIVITIES LEAVE
181.9413	SICK LEAVE BENEFITS; CARE OF RELATIVES.
181.9414	PREGNANCY ACCOMMODATIONS.
181.945	LEAVE FOR BONE MARROW DONATIONS.
181.9456	LEAVE FOR ORGAN DONATION.
181.9458	AUTHORIZATION FOR BLOOD DONATION LEAVE.
181.946	LEAVE FOR CIVIL AIR PATROL SERVICE.
181.947	LEAVE FOR IMMEDIATE FAMILY MEMBERS OF MILITARY PERSONNEL INJURED OR KILLED IN ACTIVE SERVICE.
181.948	LEAVE TO ATTEND MILITARY CEREMONIES.
192.261	LEAVE OF ABSENCE.

ARTICLE 10 SUBSTITUTE PERSONNEL

Section 1. Non-Bargaining Unit Substitute: A non-bargaining unit substitute employed to fill in for any bargaining unit employee will be paid at a rate set annually by the School Board. In the event the substitute is a former employee, he/she will be paid the greater of their old pay rate or an amount not to exceed two dollars (\$2.00) per hour above the Base Wage of the level for which they are subbing.

Section 2. Bargaining Unit Substitute: If a bargaining unit employee is used to fill in for another employee, the substitute employee will be paid at the Base Wage of the classification for which they are substituting or their current job rate, whichever is greater.

Section 3. Throughout the assignment, employees required to work out of their classification will be compensated at the beginning rate of pay of the new classification or the employee's current rate, whichever is greater.

ARTICLE 11 HOURS OF SERVICE, DUTY YEAR AND OVERTIME

Section 1. Basic Work Week: The employee's basic work week, exclusive of lunch, shall be prescribed by the School District.

Section 2. Basic Work Year: The employee's basic work year shall be prescribed by the School District. Unless there are mitigating circumstances, the employee's work schedule will be set by August 1 of each year and the Business Office will, by August 2 or the nearest business day thereafter, send written notification to each clerical employee stating:

- Starting date
- The number of contract days for that school year
- Specified listings of days

Section 3. Part-time Employees: The School District reserves the right to employ such employees as it deems desirable or necessary on a part-time basis.

Section 4. Sub-Contracting: If after a diligent attempt by the School District to employ a person to fulfill a need, the School District may sub-contract bargaining unit work after providing the Exclusive Representative with written notice and the opportunity for discussion with the School District. Sub-contracting cannot be used to prevent a laid off employee from being called back.

Section 5. Shifts and Starting Times: All employees will be assigned starting times and shifts at the beginning of the each school year as determined by the School District. Any additional changes will be in writing and at least two (2) weeks prior to the implementation of the new shift/hours.

Section 6. Work Breaks:

Subd. 1. Lunch Period: Employees shall be provided an unpaid duty-free lunch period of at least thirty (30) minutes.

Subd. 2. Shift Break: All employees shall be given a fifteen (15) minute break during each full one-half (1/2) shift.

Section 7. Overtime: Employees will be compensated at a rate of one and one-half (1½) times the base rate (the employee's normal straight time rate) for hours worked in excess of a forty (40) hour week. The Supervising Administrator must approve overtime hours in advance.

Subd. 1. Calculation: Overtime will be calculated to the nearest fifteen (15) minutes.

Section 8. Compensatory Time: Overtime accumulation may be taken as compensatory time off if mutually agreeable to the employee and School District.

Subd 1. On Fridays and the days before vacations, clerical staff may leave one-half (1/2) hour early without loss of pay if compensatory time is used. On non-student days, including pre- and post-school year, clerical staff may leave one (1) hour early if compensatory time is used.

Section 9. Winter Break Service: During the winter break, when school is not in session, twelve (12) month employees will be expected to work a minimum of two (2) days exclusive of holidays. The Supervising Administration will determine the actual work schedule for this period.

Section 10. Aggregating Hours: For purposes of determining Fringe Benefits, the District shall aggregate all contracted hours worked by the employee.

Section 11. Emergency Closings and Late Starts: When required to work by building administrator on an Emergency Closing, employee will earn additional time off, hour for hour.

Subd 1. Additional Personal Leave Hours: Employees will earn Personal Leave Hours up to the equivalent of two (2) of the employee's normal work days at the same rate as the Paraprofessional and Specialist classifications earn for emergency closings.

Subd 2. Excessive Closings: The first two (2) snow days will be paid with no expectation of making up work or working from home. Days three through seven (3 — 7) shall be made up by pre-approved administrative assignments if they wish to be paid. Employees who are able to complete work assignments at home, may also be allowed to work from home during inclement weather closures. Personal time must be utilized before unpaid days are allowed.

Section 12. Working During Off Duty Time: An employee who is called to duty during his/her scheduled off-duty time shall receive a minimum of two (2) hours pay at one and one-half (1 1/2) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum and should be agreed upon by the School District and the employee.

ARTICLE 12 HOLIDAYS

Section 1. Rate of Pay: Any employee who is required to work on a legal holiday shall be paid at his/her regular rate of pay for work performed on the legal holiday and shall be granted equal time off at a mutually agreed upon time or shall be paid an equal number of hours at straight time rates. If the employee chooses to not take time off will be paid twice (2x) their regular rate of pay.

Section 2. Paid Holidays: All employees will receive regular pay for seven (7) holidays. All holidays will be student nonattendance days.

Labor Day
Thanksgiving Day
Thanksgiving Friday
Christmas Day
New Year's Day
Good Friday
Memorial Day
Juneteenth

Subd. 1. Additional Holiday: Employees who work twenty-five (25) hours or more per week will receive one (1) additional holiday:

Christmas Eve Day

OR

Subd. 2. Twelve Month Employees: Twelve (12) month employees shall receive an additional three (3) holidays:

July 4th
Two (2) Floaters

**ARTICLE 13
VACATIONS**

Section 1. Eligibility: All clerical employees will be eligible for one (1) paid vacation day per year. If a less than twelve (12) month full-time employee should go on a twelve (12) month contract, the vacation time will be based upon pro-rated full time previously worked.

Section 2. Additional Earned Vacation:

Subd. 1. Less than Twelve (12) Month Employees: All less than twelve (12) month clerical employees shall earn additional vacation as follows:

Additional Vacation Days

<u>Years in District</u>	<u>Personal Hours Accrued</u>
Completion of probation	8.0 Hours
Year 1	16.0 Hours
Year 5	24.0 Hours
Year 10	32.0 Hours
Year 15	40.0 Hours

Subd. 2. Twelve Month Employees: Twelve (12) month employees will be granted additional vacation during the employment year on the following basis:

Additional Vacation Days

<u>Years in District</u>	<u>Day(s) of Vacation Accrued</u>
1 - 5 Years	10 Days
6 - 14 Years	10 Days + 1 day per year up to 20 Days
15+ Years	20 Days

Section 3. Application:

Subd. 1. Eligibility: Earned vacation time shall be determined as of July 1 of each year. Employees hired between January 1 and July 1 shall not be eligible for vacation as a matter of right until July 1 of the following year but may be permitted to take vacation at the discretion of the School District.

Subd. 2. Scheduling: The taking of a vacation day must be approved by the employee's supervisor.

Subd. 3. Vacation Days Allowed Per Day: Normally, no more than three (3) district wide employees covered under this Agreement can use the same day as a vacation day. If more than three (3) apply for the same day, those first applying for the day will be given priority.

Subd. 4. Length of Vacations: In some positions, extended summer vacations in excess of two (2) weeks are not in the best interest of the School District. In those cases, employees will be requested to take part of their vacation during the school year. Vacation time may be used in two (2) hour increments.

Subd. 5. Accumulation: Employee's may carry over eight (8) hours per year with a cap of sixteen (16) available for the year. Employee's accrued time over eight (8), shall be paid out at the employee's rate at the end of the school year. If the employee has eight (8) hours or less remaining at the end of the year, the employee must request a payment otherwise it will be carried over.

Subd. 6. Resignation: Employees who resign, or are dismissed during the year, or who begin work after the start of the working agreement year will only earn vacation on a prorated basis for the period of time they are employed during that year.

Subd. 7. New Employees: An employee hired during the year will have the number of paid holidays prorated, to the nearest whole day, based on the percentage of the school year remaining.

Subd. 8. Notification: The District will notify employees proposed holiday list at the beginning of each school year

Subd. 9. Modifying Designated Holidays: It is understood these dates can change if the District needs to modify the scheduled holidays due to unexpected emergency closing days. Said changes must be notified to the employee, in writing, a minimum of thirty (30) calendar days prior to the change.

Subd. 10. Working on a Holiday: If a holiday is used as a makeup day, the District will pay the employee both their regular rate of pay and holiday pay for the same day of work.

ARTICLE 14 PROBATIONARY PERIOD, DISCIPLINE, AND DISCHARGE/RESIGNATION

Section 1. Probationary Period: All newly hired or rehired employees serve a probationary period of six (6) months for newly hired and three (3) months for employees moving to a different position. Additionally, any employee moving to a different position likewise shall be subject to a new probationary period.

Section 2. Completion of Probationary Period: Upon completion of the probationary period, new or rehired employees shall become regular employees within the meaning of this Agreement and shall be credited with seniority dating from the first date of continuous employment to a permanent position with the School District.

Section 3. Probationary Period: Change of Classification: Failure to obtain permanent status upon moving to a new position cannot be grieved, but the employee shall be given reasons in writing, therefore. An employee shall be assigned to his/her previous job upon failure to attain permanent status or promotion.

Section 4. Discipline:

Subd. 1. Types: The School District shall have the right to impose discipline on its employees for just cause only. The School District reserves the right to impose discipline at any level as determined by the School District based upon the circumstances surrounding the action. Discipline will be in one (1) or more of the following forms:

- Oral reprimand
- Written reprimand
- Suspension with pay
- Suspension without pay
- Demotion
- Discharge

Both the School District and the Exclusive Representative agree that the above list of types of discipline is not meant to imply a sequence of events.

Subd. 2. Conference: A conference between the employee, with Union representation if discipline is expected and his/her supervisor shall be held prior to the imposition of a written reprimand, suspension with pay, suspension without pay, demotion or discharge. All will be in written form.

Subd. 3. Grievance of Discipline: Grievances relating to a suspension with or without pay, demotion or discharge shall be initiated by the Exclusive Representative at Step 3 (School Board) of the Grievance Procedure, under Article 15 of this Agreement.

Subd. 4. Representation: The Exclusive Representative shall have the right to be present at any questioning of an employee concerning investigation for disciplinary action against any employee.

Subd. 5. Acknowledgement: Written reprimands, to become part of the employee's personnel file, shall be read and acknowledged by signature of the employee. The affected employee will receive a copy of such written reprimands and notices of suspension with pay, suspension without pay, demotion and discharge. The School District should send a copy of such written reprimands and notices of suspension with pay, suspension without pay, demotion and discharge to the Exclusive Representative.

Subd. 6. Discharge Suspension: Discharges will be preceded by a five (5) day suspension without pay.

Section 5. Resignation: A two (2) week notice shall be required of an employee wishing to resign.

ARTICLE 15 SENIORITY, REDUCTION OF FORCES & VACANCIES

Section 1. Definition: Seniority shall be defined as an employee's length of service with the District since his/her most recent date of hire. Both length of service within a classification and length of service with the School District in the one job classification where more than fifty percent (50%) of the employment occurs will be considered. Where job classifications are equally split, the employee shall have a one (1) time option to choose which job classification where seniority will accrue.

Section 2. Seniority List: The School District shall establish seniority lists current as of the effective date of this Agreement and thereafter shall update them each February 1.

Subd. 1. Ranking: Each list shall rank employees in order of highest to lowest seniority within the classification. Seniority shall be the length of continuous employment with the School District. If more than one (1) employee is hired on the same date, seniority ranking within the classification shall be determined by the agenda order in which the School Board acted on the hirings.

Subd. 2. Posting List: The School District shall concurrently post the seniority lists and send them to the Stewards of the Exclusive Representative. Any employee or the Exclusive Representative shall be obligated to notify the School District of any error in the lists within ten (10) calendar days of the posting. If no error is reported within the ten (10) calendar day period, the list will stand correct as posted.

Section 3. Retention of Seniority: Any employee who is covered by this Agreement and who is subsequently promoted or transferred to any position within a classification shall retain seniority in his/her prior classification. A reduction of work force will be accomplished on the basis of classification series as established above.

Section 4. Benefits: Benefits shall accrue based on the latter of the anniversary date of hire or rehire.

Section 5. Reduction in Force: In the event of a reduction in force, such reduction shall be based on the seniority as determined by the seniority list within each classification. Layoffs shall be in inverse order of seniority in the same job classification. Employees to be laid off shall be given two (2) calendar weeks notification of such layoff.

Section 6. Recall: Recall from lay-off shall be in order of seniority within each classification, provided that a recalled employee must indicate his/her indication to return to work within fourteen (14) calendar days of

notification; failure to respond to recall as herein provided shall result in automatic termination of seniority and employment.

Subd. 1. Notification: Notice of recall shall be by certified mail with a return receipt requested.

Subd. 2. Placement on Roster: An employee shall remain on the recall roster for two (2) years, unless he/she fails to respond to a recall notification. At the end of two (2) years, all employment and seniority rights shall terminate.

Section 7. Vacancies: The School District is committed to hiring the most qualified candidates for District service. If all other job relevant qualifications are equal, the most senior employee shall receive a promotion. If the District does not consider the applicant(s) to have the necessary qualifications set forth in the job description, the District has the right to hire from outside the Bargaining Unit.

Subd. 1. Posting: Job vacancies shall be emailed to all employees via the District email. All postings will be at least seven (7) calendar days. Reasonable effort shall be made to notify any eligible employee who is on compensated leave status at the time of the posting.

Subd. 2. Filling: Vacancies in positions exceeding twelve and one-half (12.5) hours per week shall be filled in the following order:

1. From existing clerical personnel.
2. If two (2) or more of the existing personnel apply, qualifications shall be the determining factor. Qualifications shall mean and be applied in the following order:
 - a. Suitability and demonstrated expertise in the position available.
 - b. Total years' experience in the District.
3. Personnel on layoff: If however filling a vacancy pursuant to #1 or #2 above results in an employee on unrequested leave becoming unqualified for the remaining vacancy as determined by the District, the District shall hire the person on unrequested leave into that vacancy.
4. Personnel new to the District

Subd. 3. Explanation: Any qualified employees from existing staff applying for a vacancy or a new position and not selected to interview, at the employee's written request, may meet with the appropriate building administrator for the purpose of receiving feedback as to why he/she was not selected for an interview. If an employee from existing staff is not awarded a position, at that employee's written request, the District shall give notice in writing as to the reason why he/she was not selected.

ARTICLE 16 GRIEVANCE PROCEDURE

Section 1. Definitions:

Subd. 1. Grievance: Shall mean an allegation, in writing, by an employee that the employee has a dispute or disagreement between the employee and the School District as to the interpretation or application of the specific terms and conditions contained in this Agreement.

Subd. 2. Grievant(s): Shall mean an individual employee, a group of employees, or the Exclusive Representative who/which files a grievance as defined in Article 15, Section 1, Subd. 1.

Subd. 3. Days: Any reference to the word, "days," regarding time periods in this procedure shall refer to working days. The term, "working day," is defined as all weekdays not designated as holidays by state law.

Subd. 4. Informal Discussion: In the event that an individual or group of individuals believes that there is a basis for a grievance, he/she or they may first discuss the alleged grievance. Any potential dispute shall require the Union and the Employer to attempt resolution informally within twenty (20) days of the knowledge of the event filing rise to the grievance. Informal resolutions shall be reduced to writing and shall vacate the need to file a grievance. Should no resolution be reached, the Union may proceed to Level 1 within ten (10) days of the decision.

Section 2. Representation: Any person or agent designated by such party to act on the party's behalf may represent the grievant(s), administrator, or School Board during any step of the procedure.

Section 3. Processing of a Grievance: It is recognized and accepted by the Exclusive Representative and the School District that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Exclusive Representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the School District during normal working hours, as long as the employee and Exclusive Representative have notified and received the approval of the designated supervisor. The supervisor shall determine if such absence is reasonable and would not be detrimental to the work programs of the School District.

Section 4. Time Extension: The time limit in each step may be extended by mutual written agreement of the School District and the Exclusive Representative.

Section 5. Resolution of Grievance:

The School District and the grievant(s) shall attempt to resolve all grievances which may arise during the course of employment as follows:

Subd. 1. STEP 1 - Appeal to Supervisor:

1. All grievances will first be addressed through informal discussion between the employee/representative and the supervisor.
2. Discussion shall take place within fifteen (15) days after alleged violation has occurred.
3. If resolution is not achieved, the employee/representative shall place in writing
 - a. The nature of the grievance
 - b. The facts on which it is based
 - c. The provision or provisions of the Agreement allegedly violated
 - d. The remedy requested
4. The Supervisor will give a written answer to said grievance within ten (10) days of meeting.
5. Failure by the Supervisor to issue a decision within the time period provided in this article shall constitute a denial of the grievance, and the grievant(s) may appeal it to the next level.
6. A grievance not resolved may be appealed to Step 2.
7. Any grievance not appealed in writing to Step 2 by the Exclusive Representative within ten (10) days shall be considered waived.

Subd. 2. STEP 2 - Appeal to Superintendent: If a grievance is properly appealed to the Superintendent:

1. The Exclusive Representative shall present the written grievance, and a meeting set within fifteen (15) days after receipt of the appeal to discuss the grievance with the Superintendent.
2. The Superintendent shall give the Exclusive Representative his/her answer in writing within ten (10) days after said meeting.
3. Failure by the Superintendent to issue a decision within the time period provided in this article shall constitute a denial of the grievance, and the grievant(s) may appeal it to the next level.
4. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) days following Superintendent's final Step 2 answer or expiration of the timeline if answer is provided.
5. Any grievance not appealed in writing to Step 3 by the Exclusive Representative within ten (10) days shall be considered waived.

Subd. 3. STEP 3 - Appeal to School Board: If a grievance is properly appealed to the School Board:

1. Written grievance shall be presented by the Exclusive Representative and a meeting set within twenty (20) days after receipt of the appeal to discuss the grievance with the School Board.
2. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report the findings and recommendations to the School Board. The School Board shall then render its decision.
3. The School Board shall give the Exclusive Representative their answer in writing within twenty (20) days after said meeting.
4. Failure by the School Board to issue a decision within the time period provided in this article shall constitute a denial of the grievance, and the grievant(s) may appeal it to the next level.
5. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) days following the School Board's final answer to Step 3 answer.
6. Any grievance not appealed to Step 4 by the Exclusive Representative within ten (10) days shall be considered waived.

Subd. 4. STEP 4 - Appeal to Bureau of Mediation Services: A grievance unresolved in Step 3 and appealed to Step 4 by the Exclusive Representative shall be submitted to the Bureau of Mediation Services subject to the Public Employment Labor Relations Act of 1971, as amended within ten (10) days following the School Board's final answer to Step 3 answer.

Subd. 5. STEP 5 - Arbitration: A grievance unresolved in Step 4 and appealed to Step 5 by the Exclusive Representative shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended.

1. The selection of an arbitrator shall be made in accordance with the "Rules Governing and Arbitration of Grievances" as established by the Public Employment Relations Board.
2. At the option of the Exclusive Representative, the selection may be made from the arbitrator list available from the Bureau of Mediation Services.
3. The Exclusive Representative shall request action to strike names within thirty (30) days of receipt of the list of arbitrators.
4. **Arbitrator's Authority:**
 - a. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and condition so of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the School District and the Exclusive Representative, and shall have no authority to make a decision on any other issue not so submitted.
 - b. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law.
 - c. The arbitrator's decisions shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension.
 - d. The decision shall be binding on both the School District and the Exclusive Representative and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
5. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the School District and the Exclusive Representative, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Section 6. Choice of Remedy: If, as a result of the written School District response in Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Article 15, Section 5, Subd. 4 or a procedure such as Veteran's Preference of Fair Employment. If appealed to any procedure other than Article 15, Section 5, Subd. 4 the grievance is not subject to the arbitration procedure as provided in Article 15, Section 5, Subd. 4. The aggrieved employee shall indicate in writing which procedure is to be utilized, Article 15, Section 5, Subd. 4 or another appeal procedure and shall sign a statement to the effect that the choice of any other hearing precludes the aggrieved employee from making a subsequent appeal through Article 15, Section 5, Subd. 4.

ARTICLE 17 COMPARABLE WORTH

Section 1. implementation: Any and all Comparable Worth equities shall be implemented including classification change, job description update and be kept on file.

Section 2. Appeal: If either the employee or the immediate supervisor should determine that the classification of a job no longer accurately describes the requirements of the position the Appeals process will be initiated by using the appropriate Appeals process forms. (Appendix B)

Section 3. Effective Date: The effective date of pay adjustment is the date of School Board approval.

Section 4. Appeal Process:

Subd. 1. Initiation: The employee initiates the comparable worth appeal process by requesting the appeal from the District Office.

Subd. 2. Appeal Form: The employee and Union Representative complete the appeal form

Subd. 3. Forward the Appeal Form: The appeal form is forward to the employer's supervisor who signs the form and retains the copy; the supervisor's signature signifies awareness of the appeal. The supervisor returns the form to the employee.

Subd. 4. Timeline: The employee sends the appeal to the District Office no later than January 1 and no later than February 1 of the contract year.

Subd. 5. Setting a Meeting: The Business Office establishes a timely meeting with the outside consultant and the employee. The Business Office notifies the employee and supervisor of the date for the appeal.

Subd. 6. Employee Meeting: The employee meets with the outside consultant

Subd. 7. Supervisor Meeting: The supervisor meets with the outside consultant

Subd. 8. Decision: The outside consultant renders a decision within twenty (20) working days.

Subd. 9. Notification: The employee and supervisor are notified of the consultant's decision.

Subd. 10. School board Action: The School Board ratifies or rejects recommended changes at the next regular Board meeting.

Subd. 11. Employee Notification: The employee is notified of the Board's decision.

ARTICLE 18 MISCELLANEOUS PROVISIONS

Section 1. Democratic-Republican-Independent-Voter-Education (DRIVE) Contribution: The Employer agrees that upon the receipt of a properly executed voluntary authorization card from an employee, it will deduct from the employee's salaries such amounts as each employee authorizes to pay to Teamsters Democratic-Republican-Independent Voter Education (DRIVE).

Teamsters Local No. 320 will indemnify, defend and hold the Employer harmless against any claims made and against any suits instituted against the Employer, the Le Sueur-Henderson School District #2397, its Administration or employees, because of such payroll deduction.

Teamsters Local No. 320 agrees to pay the cost for programming and administering the implementation of this payroll deduction.

Section 2. Activity Pass: Each employee will receive a pass which provides for one (1) free admission for that employee to each home athletic and non-athletic event each year.

Section 3. Mileage: Employees required to use their own automobiles in the performance of their duties shall be reimbursed at the rate established by the School Board. This rate will be established for all driving required by the School District, except for normal commuting.

Section 4. Personnel Files: Employees may examine their own individual personnel files at reasonable times under the direct supervision of the School District. The employee has the right to request copies of any contents of his/her file. The employee may include in the file written information in response to materials contained therein.

Section 5. Retirement Incentive: A member of this unit who has attained fifteen (15) years of service to the District and is between the ages of 55 to 65, may make application to the School Board for an early retirement incentive. This application must be submitted on or before February 1st of the school year proposed for retirement. The School Board must approve or deny the application within 30 days after it is received by the Board. The early retirement incentive shall be paid by the employing District at the time and in the manner mutually agreed upon by said employee of the Board.

ARTICLE 19 SAFETY

Section 1. Assurance of Safe Practices: If an employee feels that his/her work duties or responsibilities require such employees to be in a situation that violates Federal and State safety standards, the matter shall be immediately considered by the School District. If such matter is not satisfactorily adjusted, it may become the subject of a grievance and will be processed in accordance with the grievance procedure set forth in this Agreement.

Section 2. Accident Reports: All employees who are injured during the course of their employment shall file an accident report with the designated supervisor, regardless of how slight the injury, on forms furnished by the School District.

Section 3. Fitness for Performance: In the interest of work safety to individuals, co-workers, and others, the Employer may require employees to undergo a medical evaluation that will enable the School District to determine the employee's fitness for performance of his/her duties.

Section 4. Physical Exams: Employees required to have a physical examination as part of their employment shall have such examination paid for by the District and be allowed time off for taking such examination. Physicians will be designated by the District.

ARTICLE 20 TERM OF AGREEMENT

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing upon the date of its full ratification through June 30, 2025, and thereafter as provided by PELRA. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent to the other party no later than one hundred twenty (120) days prior to said

**INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS**

SCHEDULED MEETINGS/ACTIVITIES

DATE	DESCRIPTION	TIME	LOCATION
7/15/2024	School Board Work Session	6:30 PM	MS/HS Media Center
7/15/2024	Special Board Meeting	7:00 PM	MS/HS Media Center
August 5, 2024	<i>Minnesota School Boards Assoc. 2024 Summer Seminar</i>	All Day	<i>Marriott Minneapolis Northwest, Brooklyn Park, MN</i>
8/5/2024	Policy Committee Meeting	5:30 PM	MS/HS Media Center
8/5/2024	Regular Board Meeting	6:30 PM	MS/HS Media Center
8/19/2024	School Board Work Session	6:30 PM	MS/HS Media Center
9/3/2024	Regular Board Meeting	6:30 PM	MS/HS Media Center
9/16/2024	School Board Work Session	6:30 PM	MS/HS Media Center
9/16/2024	Reg Mtg/Levy Certification	6:30 PM	MS/HS Media Center
	https://docs.google.com/spreadsheets/d/1veOz-5YPT7Eu8-Fp		