

Regular School Board Meeting of ISD
857
Monday, August 9, 2021 6:00 PM

Board & Public in HS Library/Remote viewing
via ZOOM
100 County Road 25
Lewiston, MN 55952

Agenda

- I. Call Meeting to Order
Speaker(s): Board Chair
- II. Pledge of Allegiance.
Speaker(s): Board Chair
- III. Quorum Call

Brummer
Koverman
Maki
Meisch
Meyer
Pringle
Sommer
Speaker(s): Board Chair
- IV. Approve the August 9, 2021 Meeting Agenda
Speaker(s): Board Chair
- V. 2021-22 Safe Learning Return to School Plan - Presentation by Superintendent
Carman
- VI. Public Comment - 2021 -22 Safe Learning Return to School Plan
- VII. Open Forum

Guideline: Three minutes per speaker; 15 minutes maximum. Complaints about personnel or individuals are prohibited. No Board action is taken during the Open Forum. This is the only time during the Board meeting that audience participation is allowed unless scheduled prior.

- Speaker(s):** Board Chair
- VIII. PK-6 Principal's Report
Speaker(s): Principal Dave Riebel
 - IX. 7-12 Principal's Report
Speaker(s): Principal Dr. Cory Hanson
 - X. Consent Agenda

A. Board Meeting Minutes: July 12, 2021
B. Financial Reports a. Board Bills
b. Treasury Report
d. July 2021 Miscellaneous Payments
e. July 2021 Wire Payments

- XI. C. Accept resignation of L. Susan Althoff (Food Service).
- D. Approve hire of Kayli Zezulka as K-6 Online Teacher and Intervention Teacher at MA/Step 5 in accordance with the EdMN/L-A Master Agreement.
- E. Approve hire of Alberto Centeno as EL Teacher and Credit Recovery Supervisor at BA/Step 2 in accordance with the EdMN/L-A Master Agreement.
- F. Approve hire of Sue Babcock as an Assistant Cook for the Food Service Program.
- G. Approve 0.2 FTE Leave of Absence for the 2021-22 School Year for Michelle MacPherson (School Nurse & Safe and Healthy Schools Coordinator)
- H. Approve overnight field trip request for 4-6 students with Matthew Wilmes to the Dorian Vocal Festival at Luther College in Decorah, Iowa January 9-10, 2022.
- I. Accept resignation of Sarah Berndt as Cross Country Assistant Coach.
- J. Approve hire of Sebastian Kingsbury as Cross Country Assistant Coach.
- K. Approve hire of Ethan Scheck and Kaleb Stoppelmoor as Junior High Football coaches in accordance with EdMN/L-A Master Agreement.
- N. Accept anonymous donation of \$500.00 for the Weight Room.
- O. Approve 2021-22 Overloads (teaching during prep time) for Ethan Scheck, Kimberly Moe and Emily Zink at a rate to be negotiated as part of the 2021-23 EdMN/L-A Master Agreement.
- P. Accept resignation of paraprofessionanl Rebecca Gilmore.

Speaker(s): Board Chair

- XII. 2021-22 Safe Learning Return to School Plan
- XIII. 2021-22 Employee Handbook
- XIV. 2021-22 Coaches' and Advisors' Handbook
- XV. Approve 2021-22 Admission Prices for Home Varsity Athletic Events

- All L- A Students and Staff (with an ID): FREE

-Adults (Out of HS through age 64): \$7.00

-Adults ages 65+: FREE

-Visiting Students: \$4.00

One Adult Fall or Winter Season Pass for all home games in that season: \$50.00

- XVI. In accordance with Policy 704; Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System, increase the school district's capitalization threshold from \$1000.00 to \$5000.00 effective July 1, 2020.
- XVII. Fund 04 FY21 transfer of \$65,000.38 from Community Education Restricted Fund Balance to School Readiness Fund Balance to eliminate a negative School Readiness Fund Balance.
- XVIII. Superintendent's Report
Speaker(s): Superintendent Carman
- XIX. Board Committee Reports
- XX. Upcoming Meeting Schedule

Workshop Session with InGensa: August 11th at 5:30pm

Tentative: Special Meeting August 23, 2021 6:00pm

Back- to- School Staff Breakfast (7:30am), Welcome Back/Trainings (8:00 - 10:00am) and Lunch (12:00 at Altura) : August 30th

Regular Meeting: September 13th, 6:00pm

XXI. Adjourn.

Report to the School Board

August 9, 2021

By Elementary / Intermediate School Principal Dave Riebel

GOAL 1: THE DISTRICT WILL STRIVE TO PROVIDE THE BEST EDUCATIONAL PROGRAMS.

- **ESY and Title Summer School**

The Summer Olympics were also in play at the Elementary School these past couple of weeks. The Olympic theme was woven into the Extended School Year and Title reading, math and writing supplemental instruction and activities. Thank you to all staff who helped this year and to Ms Berndt for her planning and preparations.



- **Community Ed summer activities**

There have been many activities for families to take part in this summer. Thank you to the many helpers who have provided the classes for our community. These classes wrap up in the next weeks. Thank you to Ms. Sula for her planning and preparations.



- **Summer Library**

Each Wednesday this summer presented the opportunity for families to come to the Elementary library to check out books and participated in themed activities, rain or shine. It is great to have this opportunity available for our local community. Thank you Ms. Manley for your leadership and planning.



GOAL 2: THE DISTRICT WILL STRIVE TO HIRE, DEVELOP AND MAINTAIN THE BEST POSSIBLE STAFF.

- **Staffing update:**

The Elementary and Intermediate staff welcome new hires to our district family. Welcome to Maranda Ruppert, district social worker, and Kayli Zezulka, Elementary Intervention and Online teacher. We also welcome Ms. Berndt to her position of district curriculum coordinator.

The following table shows the grade level homeroom teachers for the 2021-2022 school year:

Kdgn.	1st	2nd	3rd	4th	5th	6th
Ms. O'Duggan	Ms. Reszka	Ms. Heftman	Ms. Daley	Mr. Buringa	Ms. Burfeind	Mr. Hanson
Ms. Pilger	Ms. Weaver	Ms. Schulz	Mr. Schmaltz	Ms. Kennedy	Mr. Stokke	Mr. Olson

- **JMC student information system training**

District office staff and administration took part in a training day on Aug. 5th to highlight and learn the new and improved components of our online student information system. Staff from all three buildings took part.

GOAL 3: THE DISTRICT WILL STRIVE TO MAINTAIN A POSITIVE EMOTIONAL AND SAFE CLIMATE FOR LEARNERS AND STAFF.

- **Summer staff appreciation**

An appreciation lunch was offered to our district custodial, office and Cardinal Club staff who are working this summer. Thanks goes out to Dr. Hanson for organizing.

- **2021-2022 School Year Parent Survey**

A survey was sent to Elementary and Intermediate School parents with three prompts concerning the upcoming school year. Results will be shared at the board meeting. Information may be used for planning and preparations.

- **Second Annual Family-Teacher Meet and Greet conferences**

Similar to last school year, the Elementary and Intermediate School families will utilize the first two days of school to participate in a scheduled Family and Teacher conference. Families will be able to meet teachers, drop off school supplies, fill out paperwork, set up accounts and build on the excitement of the new school year. These days are scheduled for Sept. 7-8th with the first day of in-person school for K-6 on Sept. 9th.

GOAL 4: THE DISTRICT WILL STRIVE TO MAINTAIN AND IMPROVE THE DISTRICT'S INFRASTRUCTURE.

- **Summer Cleaning accomplished**

The Elementary and Intermediate Schools were first on the list to have rooms cleaned by the custodial staff. Carpet cleaning and misc. projects were accomplished throughout our rooms. Thank you custodial crew for your efforts!



Independent School Dist. No. 857

100 County Road 25

Lewiston, MN 55952

(507) 523-2191

Gwen Carman, Superintendent

Dave Riebel, Elementary and Intermediate Principal

Cory Hanson, High School Principal

Goal 1: The District will strive to provide the best possible educational programs.

- We will be offering some new courses this school year including: Concurrent Enrollment College Writing, Film Studies, and Introduction to Spanish Cultures.
- We will be offering three credit recovery opportunities this year:
 - After School – Two days a week from 3:15 to 5:15 (any student that qualified by reaching 40-59%)
 - During the School day – A class period where students who are behind 2.5 or more credits can work on retaking course material to earn more than .5 credits in a semester.
 - Summer Credit Recover – Two weeks in July from 8:15 to 2:45
- We will be working on implementation of Ruben badges for soft skills in homeroom and some specific classes for students.
- Thank you to all of our summer volunteer staff that offered programming to students across activities and the weight room.

Goal 2: The District will strive to hire, develop, and maintain the best possible staff.

- A team of teachers and administration will attend the Redefining Ready training and commit to a two year implementation program with SSC. Thank you to the teachers that are participating.
- Welcome to Amanda Koelln (office), Maranda Ruppert (Social Worker), Alberto Centeno (ELL and Credit Recovery), MaKayla Zeller (EA), and Suzanne Strelow (EA).
- We held a summer staff appreciation lunch on July 22 for maintenance, summer school, and cardinal club staff.

Goal 3: The District will strive to maintain a positive emotional and safe climate for learners and staff.

- Thank you to maintenance for all their work getting the school cleaned and ready for the upcoming school year. We are not quite done, but we have made a great deal of progress with completing classrooms, cleaning lockers, and getting hallways ready.

Goal 4: The District will strive to maintain and improve the district infrastructure.

- Thank you to Mary Beth Magyar, Brian Menk, Madison Church, Jenna Brugger, Elliana Nelson, Sierra Kreidermacher, Ayla Wicklow, Anna Hennessy, Lewiston-Altura Crafty Cardinals, Sam Bronk, and others that helped complete our Paint the Town Grant.



Upcoming Events:

- August 10 – Impact Testing and Sports Meeting
- August 31 – New Student Orientation / Technology Checkout

MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
ISD #857
July 12, 2021

A regular meeting of the School Board of Independent School District #857 was held on July 12, 2021. The Board members met in the High School Library and the public was able to be present or access the meeting via ZOOM due to COVID-19 Pandemic restrictions. Members Brummer, Koverman, Pringle, Maki, Meyer, and Sommer were present.

Brummer called the meeting to order at 6:00pm. The Pledge of Allegiance was recited.

Motion by Meyer, seconded by Koverman to approve the meeting agenda. MCU.

Motion by Sommer, seconded by Koverman to approve the Consent Agenda. MCU.

Motion by Meyer and seconded by Maki to approve policies 410 Family and Medical Leave; 413 Harassment and Violence; 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 415 Mandated Reporting of Maltreatment of Vulnerable Adults; 514 Bullying Prohibition. MCU.

Motion by Pringle and seconded by Sommer to approve transfer of \$26,020.35 in FY21 from Fund 01 (General Fund) to Fund 02 (Food Service) to address findings from USDA Child Nutrition Program FY20 Resource Management Administrative Review.

Reports were presented by Superintendent Carman and Board members.

Motion by Meyer, seconded by Pringle to adjourn the meeting at 6:11pm. MCU.

Melissa Meisch, Clerk

Lewiston-Altura Public Schools July Misc Checks

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P20169	61483	70864	Check	1	6737	A-1 Mobile Storage Service		Yes	Yes	No	07/15/2021	232.00
001	P20169	61471	70865	Check	1	2183	B & S Rentals Inc.		Yes	Yes	No	07/15/2021	390.00
001	P20169	61477	70866	Check	1	3301	Bond Trust Services Corp.		Yes	Yes	No	07/15/2021	475.00
001	P20169	61479	70867	Check	1	4459	CHILEDA INSTITUTE, INC.		Yes	Yes	No	07/15/2021	1,535.10
001	P20169	61482	70868	Check	1	6496	EDUCATORS BENEFIT CONSULTANTS		Yes	Yes	No	07/15/2021	115.07
001	P20169	61475	70869	Check	1	3174	Excel Images Inc.		Yes	Yes	No	07/15/2021	96.00
001	P20169	61469	70870	Check	1	10141	KWIK TRIP		Yes	Yes	No	07/15/2021	650.63
001	P20169	61474	70871	Check	1	3038	Lewiston Hardware, LLC		Yes	Yes	No	07/15/2021	558.88
001	P20169	61480	70872	Check	1	5865	Loffler Companies -- 131511		Yes	Yes	No	07/15/2021	513.68
001	P20169	61481	70873	Check	1	5956	MiEnergy Cooperative		Yes	Yes	No	07/15/2021	18,179.82
001	P20169	61472	70874	Check	1	2447	MINNESOTA COMPUTERS FOR SCHOC		Yes	Yes	No	07/15/2021	2,700.00
001	P20169	61478	70875	Check	1	3571	MINNESOTA ENERGY RESOURCES		Yes	Yes	No	07/15/2021	726.40
001	P20169	61473	70876	Check	1	2995	NWEA		Yes	Yes	No	07/15/2021	850.00
001	P20169	61485	70877	Check	1	6826	OutFront Minnesota Community Services		Yes	No	No	07/15/2021	635.52
001	P20169	61470	70878	Check	1	17077	REGION V COMPUTER SERVICES		Yes	Yes	No	07/15/2021	3,561.25
001	P20169	61476	70879	Check	1	3184	Rochester Telecom Systems, Inc		Yes	Yes	No	07/15/2021	4.85
001	P20169	61484	70880	Check	1	6796	Woods Psychological Services LLC		Yes	Yes	No	07/15/2021	1,950.00
001	P20169	61496	70881	Check	1	5594	ALTRA FEDERAL CREDIT UNION		Yes	Yes	No	07/19/2021	130.00
001	P20169	61499	70882	Check	1	6406	Ameritas Life Insurance Corp		Yes	No	No	07/19/2021	93.36
001	P20169	61495	70883	Check	1	4951	Bremer Bank		Yes	Yes	No	07/19/2021	300.00
001	P20169	61497	70884	Check	1	6265	HOME FEDERAL SAVINGS BANK		Yes	Yes	No	07/19/2021	42.50
001	P20169	61500	70885	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	Yes	No	07/19/2021	1,402.56
001	P20169	61492	70886	Check	1	17090	MADISON NATIONAL LIFE		Yes	Yes	No	07/19/2021	541.62
001	P20169	61494	70887	Check	1	4786	Merchants Bank		Yes	Yes	No	07/19/2021	1,525.00
001	P20169	61498	70888	Check	1	6283	MinnWest Bank Group		Yes	Yes	No	07/19/2021	263.00
001	P20169	61493	70889	Check	1	3545	Winona National Bank		Yes	Yes	No	07/19/2021	50.00
001	P20169	61506	70890	Check	1	2671	CDW-Government		Yes	Yes	No	07/22/2021	184.95
001	P20169	61507	70891	Check	1	2707	City of Lewiston		Yes	No	No	07/22/2021	1,300.05
001	P20169	61514	70892	Check	1	4322	COMPanion Corporation		Yes	Yes	No	07/22/2021	3,321.00
001	P20169	61503	70893	Check	1	1366	CUSTOM ALARM		Yes	Yes	No	07/22/2021	278.64
001	P20169	61523	70894	Check	1	6691	Elba Cooperative Creamery		Yes	Yes	No	07/22/2021	2,058.48
001	P20169	61510	70895	Check	1	3174	Excel Images Inc.		Yes	Yes	No	07/22/2021	381.28
001	P20169	61515	70896	Check	1	4341	HILDI INC		Yes	No	No	07/22/2021	995.00
001	P20169	61509	70897	Check	1	3172	Hy-Vee Accounts Receivable		Yes	Yes	No	07/22/2021	658.62
001	P20169	61513	70898	Check	1	4085	IEA, INC		Yes	Yes	No	07/22/2021	1,875.16
001	P20169	61518	70899	Check	1	4872	JACOBS, HOLLY		Yes	No	No	07/22/2021	5.00
001	P20169	61522	70900	Check	1	6226	Kaczorowski, Charles	Ind/Sole Proprietor	Yes	Yes	No	07/22/2021	160.00
001	P20169	61525	70901	Check	1	6827	Kennedy, Rylee		Yes	No	No	07/22/2021	266.75
001	P20169	61526	70902	Check	1	6828	Knabel, Keira		Yes	Yes	No	07/22/2021	144.00

Lewiston-Altura Public Schools July Misc Checks

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P20169	61521	70903	Check	1 6138		Menk, Thomas		Yes	No	No	07/22/2021	228.87
001	P20169	61505	70904	Check	1 1631		Minnesota Association of Agricultural Educ		Yes	No	No	07/22/2021	262.00
001	P20169	61512	70905	Check	1 3659		Minnesota Department of Health		Yes	No	No	07/22/2021	180.00
001	P20169	61519	70906	Check	1 4877		MINNESOTA Public Employees Insurance		Yes	Yes	No	07/22/2021	34,232.06
001	P20169	61501	70907	Check	1 12540		MISSISSIPPI WELDERS SUPPLY COMP,		Yes	Yes	No	07/22/2021	185.94
001	P20169	61502	70908	Check	1 12630		MOTOR PARTS & EQUIP		Yes	Yes	No	07/22/2021	333.42
001	P20169	61527	70909	Check	1 6829		Nelson, Elliana		Yes	Yes	No	07/22/2021	267.50
001	P20169	61511	70910	Check	1 3263		North Central Truck Equipment		Yes	Yes	No	07/22/2021	325.57
001	P20169	61520	70911	Check	1 6108		Oevinger, Olivia Carleen		Yes	No	No	07/22/2021	280.62
001	P20169	61524	70912	Check	1 6720		Oslie, Madison		Yes	No	No	07/22/2021	350.62
001	P20169	61504	70913	Check	1 1553		SEESAW		Yes	No	No	07/22/2021	1,925.00
001	P20169	61508	70914	Check	1 3025		Sim Sound & Video, Inc		Yes	Yes	No	07/22/2021	5,500.37
001	P20169	61528	70915	Check	1 6830		Sommer, Owen		Yes	No	No	07/22/2021	197.99
001	P20169	61517	70916	Check	1 4519		TELIN TRANSPORTATION GROUP		Yes	Yes	No	07/22/2021	331.98
001	P20169	61530	70917	Check	1 6832		Tiedmann, Kaitlyn		Yes	Yes	No	07/22/2021	331.37
001	P20169	61516	70918	Check	1 4448		VERIZON WIRELESS		Yes	Yes	No	07/22/2021	321.40
001	P20169	61529	70919	Check	1 6831		Verthein, Kylie		Yes	No	No	07/22/2021	176.25
001	P20169	61545	70920	Check	1 5594		ALTRA FEDERAL CREDIT UNION		Yes	No	No	07/31/2021	130.00
001	P20169	61548	70921	Check	1 6406		Ameritas Life Insurance Corp		Yes	No	No	07/31/2021	93.36
001	P20169	61544	70922	Check	1 4951		Bremer Bank		Yes	No	No	07/31/2021	300.00
001	P20169	61546	70923	Check	1 6265		HOME FEDERAL SAVINGS BANK		Yes	No	No	07/31/2021	42.50
001	P20169	61549	70924	Check	1 6461		ISD 857 - Flex Plan Checking		Yes	No	No	07/31/2021	1,402.56
001	P20169	61541	70925	Check	1 17090		MADISON NATIONAL LIFE		Yes	No	No	07/31/2021	541.62
001	P20169	61543	70926	Check	1 4786	R1	Merchants Bank		Yes	No	No	07/31/2021	525.00
001	P20169	61547	70927	Check	1 6283		MinnWest Bank Group		Yes	No	No	07/31/2021	30.00
001	P20169	61542	70928	Check	1 3545		Winona National Bank		Yes	No	No	07/31/2021	50.00

Bank Total: \$97,697.17

Report Total: \$97,697.17

Lewiston-Altura Public Schools July Wires

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P20169	61486		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	Yes	No	07/19/2021	7,231.53
001	P20169	61487		Wire	1 1054		FEDERAL TAXES		No	Yes	No	07/19/2021	46,436.53
001	P20169	61488		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	Yes	No	07/19/2021	26,630.25
001	P20169	61489		Wire	1 18610		PERA / Public Employers Retirement Assor		No	Yes	No	07/19/2021	6,799.69
001	P20169	61490		Wire	1 4373		ING		No	Yes	No	07/19/2021	2,507.88
001	P20169	61491		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	07/19/2021	8,477.71
001	P20169	61531		Wire	1 3153		Merchants Bank - Fees		No	Yes	No	07/31/2021	96.20
001	P20169	61532		Wire	1 4834		MERCHANT PROCESSING CENTER		No	Yes	No	07/31/2021	184.59
001	P20169	61533		Wire	1 4866		BLUECROSS BLUESHIELD OF MN & BL		No	Yes	No	07/31/2021	19,209.00
001	P20169	61534		Wire	1 6283		MinnWest Bank Group		No	Yes	No	07/31/2021	50.00
001	P20169	61535		Wire	1 1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	07/31/2021	7,560.77
001	P20169	61536		Wire	1 1054		FEDERAL TAXES		No	No	No	07/31/2021	48,293.92
001	P20169	61537		Wire	1 18600		MINNESOTA TEACHERS RETIREMENT.		No	No	No	07/31/2021	27,894.49
001	P20169	61538		Wire	1 18610		PERA / Public Employers Retirement Assor		No	No	No	07/31/2021	6,821.42
001	P20169	61539		Wire	1 4373		ING		No	No	No	07/31/2021	2,507.88
001	P20169	61540		Wire	1 6496		EDUCATORS BENEFIT CONSULTANTS		No	No	No	07/31/2021	8,402.71

Bank Total: \$219,104.57

Report Total: \$219,104.57

Treasury Report

July 2021 Bank Reconciliation

FUNDS	BALANCE BEGINNING OF MONTH	RECEIPTS	DISBURSEMENTS	BALANCE END OF MONTH	ENDING BALANCE 2020-2021
GENERAL FUND	1,307,657.08	858,276.27	(916,027.25)	1,249,906.10	1,284,442.19
FOOD SERVICE FUND	47,326.71	107,877.17	(35,524.17)	119,679.71	36,358.18
COMMUNITY ED	221,239.77	22,874.77	(37,439.50)	206,675.04	269,150.25
BUILDING CONSTRUCTION	607,154.26	0.00	0.00	607,154.26	0.00
DEBT REDEMPTION	332,239.55	39,578.89	(83,862.50)	287,955.94	798,519.99
TRUST FUND	0.00	0.00	0.00	0.00	(750.00)
STUDENT FUNDRAISED FUND	112,545.03	23,090.97	(2,058.48)	133,577.52	64,397.37
TOTALS	2,628,162.40	1,051,698.07	(1,074,911.90)	2,604,948.57	2,452,117.98

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK

DESCRIPTION	BALANCE PER BANK STATEMENT	OUTSTANDING CHECKS	DEPOSITS NOT SHOWN ON BANK STATEMENT	OTHER RECONCILING ITEMS	BALANCE PER TREASURER'S BOOKS
General Fund Checking	301,185.59	(138,789.26)	0.00	(5,969.64)	156,426.69
Activity Checking	77,104.57	0.00	0.00	0.00	77,104.57
Savings	477,593.28	0.00	0.00	0.00	477,593.28
Merchants Bank	19,236.38	0.00	0.00	0.00	19,236.38
MSDLAF	1,824,470.81	0.00	0.00	0.00	1,824,470.81
CD-investments	50,116.84	0.00	0.00	0.00	50,116.84

TREASURER'S BALANCE

2,604,948.57

Lewiston-Altura Public Schools August Board Bills

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P20231	61556	70929	Check	1	1277	A-1 GLASS CO, INC.		Yes	No	No	08/09/2021	150.00
001	P20231	61569	70930	Check	1	3128	Amazon Capital Services		Yes	No	No	08/09/2021	2,755.09
001	P20231	61581	70931	Check	1	5142	Bill's Welding and Machine		Yes	No	No	08/09/2021	531.00
001	P20231	61582	70932	Check	1	5631	BSN Sports, LLC		Yes	No	No	08/09/2021	6,699.44
001	P20231	61566	70933	Check	1	2671	CDW-Government		Yes	No	No	08/09/2021	2,500.00
001	P20231	61553	70934	Check	1	1114	Century Link		Yes	No	No	08/09/2021	219.64
001	P20231	61586	70935	Check	1	6168	Cintas		Yes	No	No	08/09/2021	251.56
001	P20231	61592	70936	Check	1	6412	CipaFilter		Yes	No	No	08/09/2021	6,290.58
001	P20231	61567	70937	Check	1	2707	City of Lewiston		Yes	No	No	08/09/2021	4.39
001	P20231	61552	70938	Check	1	11065	CLIFTON LARSON ALLEN LLP		Yes	No	No	08/09/2021	2,100.00
001	P20231	61589	70939	Check	1	6392	CXTEC		Yes	No	No	08/09/2021	158.14
001	P20231	61565	70940	Check	1	2549	DECKER EQUIPMENT		Yes	No	No	08/09/2021	54.45
001	P20231	61579	70941	Check	1	5100	Delta Dental		Yes	No	No	08/09/2021	2,122.00
001	P20231	61550	70942	Check	1	03124	DISCOUNT SCHOOL SUPPLY		Yes	No	No	08/09/2021	136.84
001	P20231	61585	70943	Check	1	5900	Dollar General - Regions 410526		Yes	No	No	08/09/2021	220.10
001	P20231	61588	70944	Check	1	6376	Ed Midwest LLC		Yes	No	No	08/09/2021	4,900.00
001	P20231	61593	70945	Check	1	6496	EDUCATORS BENEFIT CONSULTANTS		Yes	No	No	08/09/2021	115.07
001	P20231	61594	70946	Check	1	6816	Georgia Stage, LLC		Yes	No	No	08/09/2021	465.50
001	P20231	61564	70947	Check	1	2524	GRAINGER		Yes	No	No	08/09/2021	184.82
001	P20231	61575	70948	Check	1	3737	Hiawatha Valley Ed District		Yes	No	No	08/09/2021	3,560.80
001	P20231	61578	70949	Check	1	5090	HUDL		Yes	No	No	08/09/2021	7,800.00
001	P20231	61590	70950	Check	1	6398	Illuminate Education		Yes	No	No	08/09/2021	390.00
001	P20231	61573	70951	Check	1	3267	INNOVATIVE OFFICE SOLUTIONS, LLC		Yes	No	No	08/09/2021	20.80
001	P20231	61551	70952	Check	1	10141	KWIK TRIP		Yes	No	No	08/09/2021	15,947.50
001	P20231	61571	70953	Check	1	3191	LACKORE ELECTRIC MOTOR REPAIR		Yes	No	No	08/09/2021	51.54
001	P20231	61584	70954	Check	1	5865	Loffler Companies -- 131511		Yes	No	No	08/09/2021	227.86
001	P20231	61580	70955	Check	1	5125	Mackin		Yes	No	No	08/09/2021	799.00
001	P20231	61583	70956	Check	1	5801	Midwest Bus Parts, Inc.		Yes	No	No	08/09/2021	859.85
001	P20231	61574	70957	Check	1	3571	MINNESOTA ENERGY RESOURCES		Yes	No	No	08/09/2021	621.51
001	P20231	61554	70958	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	No	No	08/09/2021	131.75
001	P20231	61555	70959	Check	1	12630	MOTOR PARTS & EQUIP		Yes	No	No	08/09/2021	200.63
001	P20231	61557	70960	Check	1	13415	NORTHWESTERN MUTUAL		Yes	No	No	08/09/2021	168.00
001	P20231	61568	70961	Check	1	2995	NWEA		Yes	No	No	08/09/2021	2,750.00
001	P20231	61595	70962	Check	1	6819	Podiums Direct Corporation		Yes	No	No	08/09/2021	2,270.00
001	P20231	61596	70963	Check	1	6836	Quality Bus & Truck Parts		Yes	No	No	08/09/2021	500.00
001	P20231	61558	70964	Check	1	17058	Read Naturally Inc.		Yes	No	No	08/09/2021	1,288.00
001	P20231	61570	70965	Check	1	3184	Rochester Telecom Systems, Inc		Yes	No	No	08/09/2021	4.92
001	P20231	61559	70966	Check	1	18080	SCHILLING SUPPLY COMPANY		Yes	No	No	08/09/2021	953.68
001	P20231	61572	70967	Check	1	3265	SCHOLASTIC EQUIPMENT CO LLC		Yes	No	No	08/09/2021	8,397.00

Lewiston-Altura Public Schools August Board Bills

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P20231	61560	70968	Check	1	18110	SCHOLASTIC News		Yes	No	No	08/09/2021	425.43
001	P20231	61591	70969	Check	1	6404	Simply Good Food LLC		Yes	No	No	08/09/2021	3,295.00
001	P20231	61561	70970	Check	1	18397	SOUTHEAST SERVICE COOPERATIVE		Yes	No	No	08/09/2021	1,010.00
001	P20231	61577	70971	Check	1	4519	TELIN TRANSPORTATION GROUP		Yes	No	No	08/09/2021	268.19
001	P20231	61587	70972	Check	1	6367	TriState Tournaments		Yes	No	No	08/09/2021	144.00
001	P20231	61576	70973	Check	1	4448	VERIZON WIRELESS		Yes	No	No	08/09/2021	159.97
001	P20231	61562	70974	Check	1	1883	XCEL ENERGY		Yes	No	No	08/09/2021	1,240.51
001	P20231	61563	70975	Check	1	25014	ZIEBELL'S HIAWATHA FOODS, INC.		Yes	No	No	08/09/2021	2,308.23

Bank Total: \$85,652.79

Report Total: \$85,652.79



**LEWISTON – ALTURA
SCHOOL DISTRICT
EMPLOYEE HANDBOOK**

www.lewalt.k12.mn.us

2021-2022

Approved by the Lewiston – Altura School Board

August 9, 2021

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2021-2022 SCHOOL CALENDAR
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WELCOME!

Welcome to the Lewiston - Altura School District and Home of the Cardinals! We are excited to have you as a part of our team. Every employee in our school district serves an important role. Our priority is to insure every student receives a quality education in an environment that assures their physical and emotional safety and prepares them for success.

The purpose of this handbook is to provide you with general information and guidelines about your employment. It is not intended to be comprehensive, and it does not confer any contractual rights, either expressed or implied. It is your responsibility to read this handbook and understand its contents. Any questions should be addressed to your supervisor or the District Office.

Although every effort will be made to update the handbook on a timely basis, the Lewiston - Altura School Board reserves the right, and has the discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the discretion, to modify or change any portion of this handbook at any time. Any changes will be immediately communicated with staff.

Respectfully,



Gwen Carman
Superintendent

LEWISTON-ALTURA ISD #657

2021-22 School Calendar - Board Approved March 8 2021

July							1st Quarter							January - 19 Days								
S	M	T	W	Th	F	S	Aug. 30 - Sept. 1 Teacher Workshop	S	M	T	W	Th	F	S	Aug. 31 LAHS Orientation 4:00-7:00	S	M	T	W	Th	F	S
				1	2	3	Aug. 31						1	2	3	4	5	6	7	8		
4	5	6	7	8	9	10	Sep. 6 Labor Day-No School							9	10	11	12	13	14	15		
11	12	13	14	15	16	17	Sep. 20 2 Hour Late Start							16	17	18	19	20	21	22		
18	19	20	21	22	23	24	Oct. 11 3 Hour Late Start							23	24		26	27	28	29		
25	26	27	28	29	30	31	Oct. 11 LAHS Open Conferences 4-7							30	31							
August							2nd Quarter							February - 19 Days								
S	M	T	W	Th	F	S	Nov. 12 2 Hour Late Start	S	M	T	W	Th	F	S	Oct. 21/22 No School MEA Break	S	M	T	W	Th	F	S
1	2	3	4	5	6	7	Nov. 16 LAHS Scheduled Conferences 6-7 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Nov. 4 Last Day of Quarter 1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>							Nov. 4 Last Day of Quarter 1								
8	9	10	11	12	13	14	Nov. 16 LAHS Scheduled Conferences 6-7 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Nov. 5 No School Staff Development</td> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td>							Nov. 5 No School Staff Development			1	2	3	4	5	
15	16	17	18	19	20	21	Nov. 16 LAHS Scheduled Conferences 6-7 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>41 Student Days</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td>							41 Student Days	6	7	8	9	10	11	12	
22	23	24	25	26	27	28	Nov. 16 LAHS Scheduled Conferences 6-7 <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>41.4 Elem. 44.2 Sec. Teacher Days</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td>							41.4 Elem. 44.2 Sec. Teacher Days	13	14	15	16	17	18	19	
29	30	31					2nd Quarter							20	21	22	23	24	25	26		
							Nov. 18 2 Hour Late Start							27	28							
September - 18 Days							3rd Quarter							March - 21 Days								
S	M	T	W	Th	F	S	Dec. 10 LAHS Scheduled Conferences 6-7	S	M	T	W	Th	F	S	Nov. 24-25 No School Thanksgiving	S	M	T	W	Th	F	S
				1	2	3	Dec. 14 2 Hour Late Start							Nov. 24-25 No School Thanksgiving			1	2	3	4	5	
4	5	6	7	8	9	10	Dec. 14 2 Hour Late Start							Dec. 13 2 Hour Late Start	6	7	8	9	10	11	12	
11	12	13	14	15	16	17	Dec. 14 2 Hour Late Start							Dec. 23 - Jan. 2 No School Winter Break	13	14	15	16	17	18	19	
18	19	20	21	22	23	24	Dec. 14 2 Hour Late Start							Jan. 10 2 Hour Late Start	20	21	22	23	24	25	26	
25	26	27	28	29	30		Jan. 17 No School MLK Day							Jan. 17 No School MLK Day	27	28	29	30	31			
							Jan. 21 Last Day of Semester 1							Jan. 21 Last Day of Semester 1								
October - 19 Days							4th Quarter							April - 18 Days								
S	M	T	W	Th	F	S	Feb. 14 LAHS Scheduled Conferences 4-7 <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> <th>Jan. 24 No School Staff Development <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </th>	S	M	T	W	Th	F	S	Jan. 24 No School Staff Development <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th>	S	M	T	W	Th	F	S
					1	2	Feb. 21 No School President's Day							Jan. 24 No School Staff Development								
3	4	5	6	7	8	9	March 11-14 No School - Spring Break							44 Student Days	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	March 21 2 Hour Late Start							45.8 Elem. 50.4 Sec. 45.4 Teacher Days	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	March 31 Last Day of 3rd Quarter							3rd Quarter	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	April 1 No School Staff Development Day							4th Quarter	24	25	26	27	28	29	30	
31							41 Student Days							April 2 2 Hour Late Start								
November - 18 Days / R							5th Quarter							May - 21 Days								
S	M	T	W	Th	F	S	Apr. 15-18 No School Easter Break <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> <th>Jan. 30 2 Hour Late Start <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </th>	S	M	T	W	Th	F	S	Jan. 30 2 Hour Late Start <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th>	S	M	T	W	Th	F	S
							LAHS Registration and Scheduled Conferences 4-7							Jan. 30 2 Hour Late Start								
1	2	3	4	5	6	7	LAHS Registration and Scheduled Conferences 4-7							Feb. 2 2 Hour Late Start	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	LAHS Registration and Scheduled Conferences 4-7							Feb. 2 2 Hour Late Start	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	LAHS Registration and Scheduled Conferences 4-7							May 30 No School - Memorial Day	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	LAHS Registration and Scheduled Conferences 4-7							June 9 Last Day of School	22	23	24	25	26	27	28	
29	30						LAHS Registration and Scheduled Conferences 4-7							June 10 No School Staff Development	29	30	31					
							LAHS Registration and Scheduled Conferences 4-7							June 10 LAHS Graduation 7 PM								
December - 16 Days							6th Quarter							June - 7 Days								
S	M	T	W	Th	F	S	41 Student Days <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th> <th>Apr. 28 LAHS Registration and Scheduled Conferences 4-7</th> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>Th</th> <th>F</th> <th>S</th>	S	M	T	W	Th	F	S	Apr. 28 LAHS Registration and Scheduled Conferences 4-7	S	M	T	W	Th	F	S
			1	2	3	4	41.4 Elem. 45.4 Secondary Teacher Days							Apr. 28 LAHS Registration and Scheduled Conferences 4-7								
5	6	7	8	9	10	11	Total: 178 Student Days-183 Teacher Days							Apr. 28 LAHS Registration and Scheduled Conferences 4-7	5	6	7	8	9	10	11	
12	13	14	15	16	17	18								Apr. 28 LAHS Registration and Scheduled Conferences 4-7	12	13	14	15	16	17	18	
19	20	21	22	23	24	25								Apr. 28 LAHS Registration and Scheduled Conferences 4-7	19	20	21	22	23	24	25	
26	27	28	29	30	31									Apr. 28 LAHS Registration and Scheduled Conferences 4-7	26	27	28	29	30			

K-6 PT Conferences/Open House
 No School-Teacher Workshop
 Student Late Start 10:00 AM
 7-12 P/T Conferences/Open House
 No School for Students and/or Staff
 Last Day of Qtr./Last Student Day
 First Day of Qtr./First Student Day
 Graduation

Snow Days 1-3 will not be rescheduled
 Make-up Days for Snow Days 4 / 5: March 11 and April 18

 7 Teacher Workshop Days
 4 Elementary Conferences and 1 Orientation Day
 4 High School Conferences and 1 Orientation Day

GENERAL INFORMATION

STATEMENT OF NON-DISCRIMINATION

It is the policy of the ISD 857 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible. *The full text of Board Policies 402, 521, 522 are available on the school website.*

TEAMWORK

Providing a quality education for students and a quality work experience for all staff involves teamwork between you and your colleagues. Teamwork is demonstrated by showing respect, cooperation and professionalism at all times. Serving as an effective member of your team is key to accomplishing the school district's mission. This is essential within and with all employee groups and all school buildings.

CODE OF ETHICS

When working, attending meetings, in individual staff conversations or when participating in any district activity, we:

1. Strive for a positive attitude.
2. Strive for respectful communication.
3. Always honor the confidentiality of student, family and staff information.
4. Understand the success of every student is paramount to our purpose and responsibility.
5. Are honest, open, respectful and focus on problem solving.
6. Respect each other's differences (Listen objectively).
7. Support the consensus arrived by the group or the decisions of administration and move forward together.
8. Strive to do our fair share of what needs to be done for school and student success.
9. Support regular evaluation and reflection of our performance.

PLEDGE OF ALLEGIANCE

Minnesota Statutes 121A.11 mandates the Pledge of Allegiance be recited at least once a week in public schools. "Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students and staff must respect another person's right to make that choice.

EMPLOYEE EXPECTATIONS

BUILDING ACCESS FOBs and KEYS

Digital FOB sensors to access your assigned school and keys are issued through the Facility Director as appropriate and necessary for your assigned duties. You will be required to sign out your keys. Under no circumstances, should you allow others to access the building using your FOB or keys. Should your employment with the District end, you are required to return all keys and FOBs to the District Office. You must notify the School Office immediately if you lose your FOB or school keys.

CLASSROOM, WORK SPACE AND OFFICE ORGANIZATION: FIRE MARSHALL REQUIREMENTS

All spaces need to be neat, orderly, and professional and have an ease of access.

- Clearance from the ceilings should be 18-24 inches

- All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in sanitary conditions.
- Electrical panels should be locked.
- Artwork and teaching material shall be permitted to be attached directly to walls but shall not exceed 20 percent of the wall area.
- Objects cannot be hung from ceilings.
- There should not be an excessive amount of plants. Plants can cause mold/dust which can cause allergies and sickness.
- Space heaters are not allowed.
- Microwaves, coffee pots, refrigerators, etc. are not permitted in classrooms. Three prong appliances are allowed in kitchens and designated staff break rooms.
- Hazardous chemicals that are in secondary containers need proper labeling. The identity of hazardous chemicals, the appropriate hazard warning and the chemical manufacturer, along with other forms of warning, material safety data sheets, and employee information and trainings must be provided.

COMMITTEES

The School District has a variety of committees that meet on a regular basis. Employee and community members are often part of these committees to enable the administration and school board to receive valuable input to guide decision making. If you would be interested in serving on a committee, please talk with a principal or the superintendent.

COVID-19 POLICIES AND PROTOCOLS

The ongoing pandemic requires the school district to continue to implement enhanced safety and health policies and protocols to protect students and staff. These policies and protocols will be done in accordance with recommendations and/or requirements from county, state and federal authorities. All staff are expected to adhere to the specific policy and practice protocols as directed by the administration and school board. These policies and protocols are continuously subject to change as the pandemic situation evolves. Any employee who intentionally and/or repeatedly violates COVID-19 policies or protocols may be subject to discipline.

DOOR SECURITY

Doors to enter the school facilities are generally locked during the school day. Teachers with exterior doors in their classrooms must keep those doors locked and closed also. If the access doors are locked, visitors and students must request entrance to the building by utilizing the video/speaker system at the designated doors. It is extremely important that staff and students NOT open doors for visitors or students. Office staff need to know who has entered the building. Staff should model and enforce this expectation with students.

DRESS CODE

Employees are expected to project a professional image that sets positive dress and grooming examples for students. Employees must adhere to standards of dress and appearance that are compatible with an effective and professional learning environment and job duties. The building administrator may designate days when reasonable modifications to this policy may be made such as 'spirit days.'

The following attire is prohibited:

- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, signs, words, objects or pictures on clothing communicating a message that is racist, sexist or otherwise derogatory.

EMERGENCY PLANS/PROCEDURES

All staff must be familiar with the Crisis Management Plan and actively adhere to all procedures in drills or in the case of an actual incident. Your adherence to the procedures for all types of drill is essential to helping assure the safety of students and staff. If there are any questions about Emergency Plans/Procedures, talk to your supervisor.

EMAIL COMMUNICATION AND INTERNET USE

Employees of the school district are assigned a school email address and access to the school network at the time of their hire. Employees are expected to use their school assigned email address for work related

communications. Employees are expected to check their school email at appropriate times during the work day to obtain communications from their supervisors or other district employees. If an email includes a specific question or concern, employees are expected to respond within 24 hours. Teachers and administration must respond to a parent/guardian question or concern within 24 hours.

School emails and an employee's use of the internet via the school network or any district owned device are not private and may be accessed by supervisors if there is a concern of inappropriate email or internet use

EMPLOYEE ATTENDANCE

Employees are expected to report to their assigned work location on time each scheduled workday. Regular attendance is an essential duty of all positions. If you are unable to come to work, you must notify your supervisor as soon as possible.

If you want to request an absence in advance from your position, you need to fill out an Advanced Leave Request form OR request an absence through the online Frontline (AESOP) system. Upon hire, consult with your supervisor which method is used for your position. Each employee is responsible for knowing if s/he has the relevant leave (e.g., medical, personal, etc.) available when requesting a leave from work. This information is available on the online SmartER system. Absences within past 4 weeks may not yet be inputted into SmartER. If there are any questions about leave availability, contact the District Office. If an employee is absent from work and does not have the necessary leave available, there will be a payroll deduction or your request for leave may be denied.

The Leave Request process is necessary as well for professional leaves such as attending out of district workshops on student contact days, full day field trips or extra or co-curricular activities.

Talk with your supervisor regarding the expectation/process for communicating unplanned absences. Leaves without prior notice still require the use of Leave Request Forms upon return to work.

EMPLOYEE GROUPS AND WORK AGREEMENTS

All school district staff have a collectively bargained Agreement, a Wage and Benefit Handbook or an individual contract. All staff are expected to follow district policies, procedures, federal and state laws. The school district's Board approved policies are on the school website. Refer to the school website www.lewalt.k12.mn.us under Staff Resources for employee forms and other benefit information.

FOOD ACCOUNTS FOR EMPLOYEES

Employees are allowed to have a food service account through the food service program. Charges should not exceed a \$5.00 deficit. Charges must be paid in full by the end of the school year or the school district may withhold the balance against compensation.

GRANTS

Employees are encouraged to pursue grant funding to support programming and activities not funded by the District. Grant applications must be pre-approved by the building principal or superintendent. A copy of grants submitted must also be given to the Business Manager.

LICENSURE / CERTIFICATION

Each employee who works in a position that requires licensure or certification must maintain a current license or certificate. Employees are responsible for maintaining their license (s) and ensuring validity at all times. Employee should provide the District Office copies of updated or renewed licenses.

PARKING

All employees must park in the designated parking area as determined by the administration.

PHONE USAGE

All staff must model appropriate cell phone use and only use phones for personal use during designated break times. Use of classroom phones should be limited during class times. School phones cannot be used for personal long distant phone calls.

Staff must not communicate with students via texting from the staff member's personal cell phone or through use of personal email accounts. Messages to students from school staff should be done via official school tools such as Schoology, JMC or school district email accounts. Phone numbers separate from a personal phone number may be set up through Google Voice. Be aware that any written/digital communications with students or parents may be subject to public data requests or administrator's request.

PHOTO IDENTIFICATION BADGE

All employees must have their photo taken when the school photographer is at the school. Each employee is then issued a photo identification badge. Employee identification badges are an important part of providing a secure environment for our students and employees. Badges should be worn while on District property and should be worn in a visible spot on your body. Should your employment with the District end, you are required to return your photo identification badge to your supervisor.

PURCHASING / REIMBURSEMENT (Teachers and Department Heads)

Staff may request the use of school funds to purchase materials to support the education of students or to support the work the employee is required to perform. Items that need to be purchased need to be pre-approved by your supervisor. This is done through an online submission of a purchase requisition through the SMART system. If you have questions about this process, talk with your supervisor. Funding approval will be dependent upon need and budget availability.

It is important to allow at least a one-week lead time for the purchasing approval and ordering process to be completed. Delivery time will vary depending on the vendor. This one week lead time also applies to written checks that may be needed for field trips, band contests, athletic events, etc.

Any requisitions for general classroom or curriculum materials for the current school year must be given to the principal by **April 15th**. Current year budgets are intended to be used in the current school year. Exceptions to this (e.g., year end needs) must be discussed with the Principal. If you have questions about the availability of funds consult with your principal or the Finance Assistant at ext. 3405.

Employee requests for reimbursement of purchases made by the employee are not guaranteed and must be preapproved by your supervisor. It is preferred that all purchases be made by the district directly. The district is unable to reimburse for any taxes that were paid at the time of purchase. Employees may get a Tax Exempt form from the Business Office for the business prior to making the purchases with pre-approval by the Principal.

SCHOOL/WORK RELATED TRAVEL

Requests to attend out of district workshops or work related trainings or meetings must be pre-approved by the supervisor, principal or superintendent and the building or district staff development committee. Staff development request forms are available, and all anticipated costs should be completed on the form.

It is important to remember that the approval of a staff development request does not automatically assure registrations and hotel reservations are in place. These expenses should be put on a requisition form. The staff member must also request the leave through the appropriate process to assure plans are in place to cover your duties.

Requests for reimbursement for meals and mileage need to be submitted within 1 week of return. Receipts must be detailed, showing items purchased and not just credit card receipts. The forms for reimbursement are in the school staff rooms and on the website. The district does not reimburse for alcohol, taxes paid or tips greater than 18%.

SOCIAL MEDIA

All staff are strongly urged to be extremely thoughtful with any public posts on Facebook, Twitter, Instagram, etc. If posting regarding a school activity, be thoughtful of student privacy and all posts should reflect students, staff and the district in a positive and respectful tone.

All staff must also be mindful of any personal posts that may reflect negatively on students, staff, parents, administration, community, the district or the School Board. Individual staff are often perceived to represent the 'entire district.' If an employee has frustrations, concerns or disagreements with a decision, a district practice, or a district-related situation, s/he is strongly asked to talk directly with her/his supervisor or other school personnel involved in the situation.

(NOTE: In 2021-22, the district will be initiating plans to have all school related Facebook pages 'moved' to be under a 'District Facebook Account.' Through this, specific staff would then be assigned to control/manage individual district related Facebook pages. This would enable district related Facebook pages to not be tied to personal accounts and would provide a much higher level of security for the individual staff member and the district.)

STAFF ATTENDANCE AT HOME EXTRACURRICULAR ACTIVITIES

All staff are strongly encouraged to attend as many extra-curricular activities and events (athletic events, band concerts, theater performances, etc.) as possible to support our students and schools. Staff presence at these events is very important to students, parents/guardians and the community. If an event has an admission fee (not including tournaments), **staff members can get in free to home events IF you are wearing your school ID badge.** You are representing the district at these events and excellent sportsmanship is expected. Please also be available if game supervisors or administration need assistance in responding to a major situation at the event- e.g., serious injury, significant student or adult conflicts, building evacuation if the fire alarm goes off, etc.

YEAR END RESPONSIBILITIES

Teachers and office staff are expected to complete all clean up and organization as part of the end of year procedures. This includes, but not limited to, putting all materials on shelves in boxes. There should not be any loose materials on desks. Teachers are expected to continue to work full days until all check out procedures are completed and approved by the principal.

PAYROLL

SMARTer SYSTEM

Employees can access their personal account information and your wage statement through the SMARTer system. You can access your account through the website at:

<https://www.regionv.k12.mn.us/smarter/Login.aspx?ReturnUrl=%2fsmarter%3fdn%3d0865&dn=0857>

This direct link is available on the school district webpage under Staff Resources. If you don't know your login information, please contact the District Office for full instructions and access information.

It is important that accurate, up-to-date information is kept on file for you in the District Office. If you have an address change, you can update it through our SmartER system. Please inform the district office and your primary school office if you have a change in your personal phone number.

If you change your name, then you must provide a copy of your new social security card to the District Office. Name changes will not be made in the district's payroll system until that process has been completed.

PAY DATES

Employees are paid on the fifteenth day and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or a holiday, the payday will be the preceding business day. Employees wishing to change their withholding allowances or marital status should modify that information in SmartER.

DIRECT DEPOSIT

Direct deposit is required for all employees. Your paycheck is directly deposited into an account of your choosing on payday. Account changes can be made by contacting the District Office. Consult the district office if you have any questions about your pay deposit or other relevant information.

TEACHERS RETIREMENT ASSOCIATION (TRA) / PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA)

When you begin your employment with Lewiston - Altura School District, you also begin contributing to your future retirement as a member of either the Teachers Retirement Association (TRA) or the Public Employees Retirement Association (PERA). Each pay period your contribution to TRA or PERA is deducted from your paycheck. The District, as your employer, also contributes to TRA or PERA on your behalf. Both employee and employer contributions are mandated by Minnesota law. Exceptions to mandatory TRA or PERA contributions exist for very part-time staff, students and single-season coaches.

If you are interested in obtaining more information about your retirement account, then please use the following contact information:

Teacher Retirement Association

651.269.2409

800.657.3669

Fax: 651.297.5999

www.minnesotatra.org

60 Empire Drive, Suite 400

Saint Paul, MN 55103

Public Employees Retirement Association

651.296.7460

800.652.9026

Fax: 651.297.2547

www.mnpera.org

60 Empire Drive, Suite 200

St. Paul, MN 55103-2088

EMPLOYEE BENEFITS

BENEFITS INTRODUCTION

Eligibility and the school district's contribution toward these benefit plans are based on your specific employee wage Agreement. The Lewiston - Altura School District provides an array of healthcare benefits to eligible employees including health, dental, life and long-term disability insurance, and medical and daycare flexible spending accounts. If you have any questions, please contact the District Office.

FLEXIBLE SPENDING ACCOUNTS (MEDICAL AND DEPENDENT CARE)

The school district currently offers both medical and dependent care flexible spending accounts to eligible employees. Eligible employees can elect to participate in these plans by setting aside money from their paychecks on a pre-tax basis to pay for certain eligible health care and dependent care expenses.

403 (b) PLAN/TAX SHELTERED (TSA) PLAN

A 403 (b) plan allows an employee to make pre-tax contributions from his/her paycheck into an account. You do not pay income tax on allowable contributions until you make withdrawals from the plan, which usually occurs when you retire. Penalties for early withdrawal typically occur if funds are withdrawn prior to the time allowed by the IRS.

Employees have the opportunity to enroll in the Lewiston - Altura School District 403 (b) Plan if stated in their current work agreement. Matching contributions are available for some employees based on position and years of service. Match contribution details can be found in the applicable employee work agreement. Information about the school district's approved vendors and financial advisors is available on the school website.

EMPLOYEE ASSISTANCE PROGRAM

Full and part time employees are eligible to participate in an Employee Assistance Program that is available at <https://www.workhealthlife.com/> . When you go to the website, search for our workplace under "Lewiston Altura ISD 857". This is only available for our employees and not other family members.

This is a great resource that includes 1:1 confidential counseling as well as a wide variety of resources on many work, health and life topics such as nutrition, finances, stress, trauma and more. There is also a virtual fitness program.

Be assured that our office does not receive any information about who or how many staff access or utilize the site's resources.

FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act of 1993 (FMLA) requires the District to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family or medical reasons. Employees are eligible if they have worked for the District for at least 12 months and have worked a minimum of 1,250 hours during the 12 months prior to the requested leave.

The full text of Board Policy 410 is available on the school website.

CONTINUATION OF BENEFITS: COBRA RIGHTS

The Consolidated Omnibus Budget Reconciliation (COBRA) provides employees and their dependents with the right to continue group insurance benefits provided under the employer's group health plan for limited periods of time under certain circumstances such as voluntary or involuntary employment loss.

SCHOOL DISTRICT NOTICES

HIPAA NOTICE

This notice describes how medical information about you might be used and disclosed and how you can get access to this information. Please review it carefully.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by Lewiston - Altura School District in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act give you significant rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, Lewiston - Altura School District has prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and disclose our medical records only for each of the following purposes:

- Treatment – Providing coordinating, or managing health care and related services by one or more health care providers. An example of this would include case management.
- Payment – Such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be adjudicating a claim and reimbursing a provider for an office visit.

Health care operations – This includes business aspects of running our health plan, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example of this would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing, and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You may have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Business Manager:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any person identified by you. We are, however, not required to agree to requested restrictions. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable request to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive and accounting of non-routine disclosures of protected health information.

Lewiston - Altura School District has the obligation to provide and you have the right to obtain a paper copy of this notice from us every three (3) years.

Lewiston - Altura School District is required by law to maintain the privacy of your protected health information and to provide you with a notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of August 30, 2021 and we are required to abide by the terms of the Notice of HIPAA Privacy Rights currently in effect. We reserve the right to change the terms of the Notice of HIPAA Privacy Rights and make the new notice provisions effective for all protected health information we maintain. We will post and you may request a written copy of a revised Notice of HIPAA Privacy Rights from the District Office.

You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with Lewiston - Altura School District at the address below, or with the Department of Health & Human Services, Office of Civils Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

For more information, contact:

Gwen Carman, Superintendent
Lewiston - Altura School District
100 County Road 23
Lewiston, MN 55952
507-522-3401

For more information about HIPAA or to file a complaint, contact:

U.S. Department of Health & Human Services
Office of Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
1-877-696-6775

WORKING ENVIRONMENT

JOB SAFETY

Safety is important to all of us. Help prevent injury to yourself and others by observing general safety rules, removing hazards from your workspace, and immediately reporting unsafe conditions to your supervisor. The District is committed to developing and maintaining a safe working environment.

It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety suggestions. This is not an exhaustive list, but it provides some ideas for ways to help keep you safe:

- Know the locations of exits, fire extinguishers, and alarms in your work area.
- Seek information or training from the appropriate person if you are required to operate any equipment or handle any type of chemical.
- Do not attempt to lift or carry an object that is too heavy for you to handle. Seek help from another employee.
- Know the nearest location of First Aid materials.
- Immediately report any safety hazards to your supervisor.
- Be aware of your surroundings.

WORKER'S COMPENSATION / REPORTING ACCIDENTS

Worker's Compensation benefits, which are specified by law, are provided to protect employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work.

In order to avoid possible delays in processing worker's compensation claims, it is very important that all work-related injuries are reported immediately.

In the event of an injury, you should immediately first contact your supervisor and then Teresa Grossell, Business Manager, in the District Office. To be most beneficial, the call should be made as soon as the injury occurs.

For more information about this process, please contact Teresa Grossell, Business Manager (507-522-3402) in the District Office.

SEXUAL, RACIAL, RELIGIOUS HARASSMENT AND VIOLENCE POLICY

Everyone at ISD 857 has a right to feel respected and emotionally safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability:

1. Name calling, jokes or rumors
2. Pulling on clothing
3. Graffiti
4. Notes or cartoons
5. Unwelcome touching of a person or clothing
6. Offensive or graphic posters or book covers; or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the human rights officer, Gwen Carman, Superintendent.

You may also make a written report. It should be given to the principal or the human rights officer.

Your right to privacy will be respected as much as possible.

We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.

The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT, VIOLENCE AND DISCRIMINATION ARE AGAINST THE LAW.

Human Rights Officer
Gwen Carman
Superintendent

504 Coordinator
Dave Riebel
PK-6 Principal

Title IX Coordinator
Cory Hanson
High School (7-12) Principal

The full text of Board Policies 413, 522 are available on the school website.

SCHOOL BOARD POLICIES

This Employee Handbook does not and is not intended to cover all rules and policies staff are required to adhere to. Complete versions of School Board policies can be accessed on the school district's website, www.lewalt.k12.mn.us (Our District/Our Policies). School Board policies and procedures are subject to change at any time. Staff are expected to be familiar with and adhere to all ISD #857 School Board policies.

Staff should be particularly aware of:

#406 PUBLIC AND PRIVATE PERSONNEL DATA

414: MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE.

416: DRUG AND ALCOHOL TESTING

#418: DRUG AND ALCOHOL FREE WORKPLACE

#419: TOBACCO-FREE ENVIRONMENT

#423 EMPLOYEE-STUDENT RELATIONSHIPS

#501: SCHOOL WEAPONS POLICY

#514: BULLYING PROHIBITION

#522: STUDENT SEX NONDISCRIMINATION (Title IX)

#524: INTERNET AND TECHNOLOGY ACCEPTABLE USE

#526: HAZING PROHIBITION

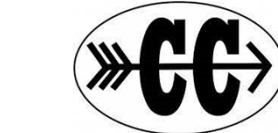
#515: PROTECTION AND PRIVACY OF PUPIL RECORDS

LEWISTON/ALTURA HIGH SCHOOL COACHES' AND ADVISORS' HANDBOOK

Approved March 9, 2021
Revised August 9, 2021



Girls Basketball



LARP Cross Country



Volleyball



Boys Basketball



DANCE



TRACK & FIELD



Lewiston-Altura Baseball



Lewiston-Altura Softball



LARP Golf

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PURPOSE OF THE HANDBOOK

The purpose of the District 857 Coaches and Advisors Handbook is to develop an awareness of the policies and procedures of the extra-curricular and co-curricular activities.

All coaches and advisors should familiarize themselves with the content of the handbook and carry out their responsibilities to ensure a positive working relationship within the extra-curricular and co-curricular activities program.

We are committed to education, of the complete student and we believe that a well-structured program will be beneficial to all concerned.

PHILOSOPHY

It is the basic educational philosophy of School District 857 to prepare our students to become productive, contributing citizens of our community and society. We believe that a comprehensive program of student activities is vital to the educational development of our students. The extra-curricular and co-curricular programs are a complete extension of this philosophy.

Within this context, it is the purpose of the school's Activities Program to foster and promote:

- A. Appropriate physical, social, intellectual and psychological development.
- B. The ideals of competition, teamwork, and sportsmanship while achieving the twin goals of success and participation.
- C. The development of self-confidence, self-discipline, organization, decision-making skills, and goal orientation.
- D. The concept of an integral relationship between a sound mind and a sound body leading to a lifetime appreciation for physical fitness and good health habits.
- E. A positive feeling of school loyalty and pride which can be shared by all participants, other students, parents, coaches and the community as a whole.
- F. The goal of interscholastic athletics is the development of self-esteem and a healthy self-concept, regardless of the role student's play on a team.
- G. The program is designed to allow for the individuals to participate at their level of readiness and be able to achieve satisfaction and enjoyment. The program shall promote fun, enjoyment, and opportunities for all students, and a strong emphasis on building of skills at all levels.

PROGRAM DESIGN

The following guidelines were developed to help students, parents, and coaches understand the objectives and guidelines of participation in athletic activities at each grade level.

A. Grade 7 & 8 Participation

1. Equal participation for equal effort.
2. Emphasis is on the fundamentals.
3. No cutting of interested players.
4. Team play is learned.

B. Grade 9 Teams

1. The program design at grade 9 will lend itself to interscholastic competition.
2. A major focus on participation will continue but equal playing time may or may not occur due to the type of positions played, number of players at that position and situational conditions.
3. The program will be designed to allow for individual differences in growth patterns. Each coach should be looking for the potential in each athlete.
4. The continued emphasis on skill development will be stressed with an introduction of more defined team concepts in all aspects of play.
5. This grade level indicates a need for coaches to communicate with athletes regarding areas for improvement and the possibility of other opportunities in the activities program.
6. The program design calls for a balance between participation and winning. The program will allow each athlete the opportunity to participate in practice and scheduled contests.
7. No cutting of interested players.

C. Junior Varsity Play

1. The program design in Junior Varsity will lend itself to interscholastic competition.
2. A major focus will be on competing to win but all considerations will be taken to play everyone that put forth 100 percent effort and dedication.
3. The program will be designed to allow for individual differences in growth patterns. Each coach should be looking for the potential in each athlete and help student to assume a role on the team.
4. The continued emphasis on skill development will be stressed with an introduction of more defined team concepts in all aspects of play.
5. This grade level indicates a need for coaches to communicate with athletes regarding areas for improvement.
6. No cutting of interested, participating players

D. Varsity Play

1. Varsity competition lends itself to an emphasis on winning. Although winning is a point of emphasis, the program should never promote winning at the expense of the rules governing play, good sportsmanship, or the welfare of the team.
2. Recognition of performance will be judged on the basis of improvement shown during the entire season.
3. Individuals should be making maximum contributions within the limits of their abilities.
4. The program continues to lend itself to participation through the establishment of well-designed junior varsity competition.
5. Our major focus continues on the teaching of basic fundamentals to further develop the skill level of each participant.
6. Tryouts will be allowed. The maximum number of participants allowed by the MSHSL rules during tournament time may determine the number of students that a coach will select. It is permissible for a coach to keep more than the maximum number during the regular season if that coach chooses to. If a student is not selected in a tryout at the beginning of the season the student will be reimbursed that season's sports fee. If a varsity coach chooses to reduce the team's roster the following will occur:
 - a. Tryout date(s) will be set by the varsity coach. Information making students aware of the tryouts needs to be posted.
 - b. Tryout information will be handed out and discussed at the preseason coach's/parent's meeting.
 - c. Tryout information will include an outline of the sport-specific skills to be observed and the grading manner that will be utilized.
 - d. Students that do not make the team will be notified privately. Students may request a meeting with the coach to get reasons why they did not make the team.

All coaches have the right to remove a student from the team if the student's attitude and actions are detrimental to the team.

PROFESSIONAL AND PERSONAL RELATIONSHIPS

Expectations of a Lewiston-Altura Coach

- A. Cooperates with the Director of Activities and building principal in regard to submitting participant lists, bus times, parent permission, and MSHSL health eligibility and health questionnaire, physical forms, year-end reports, program information relative to said sport, and coaching plan (goals) prior to the season.
- B. Follows policy in the activities handbook and meets all criteria as outlined in the job description.
- C. Provides training rules to team members in writing and follows due process procedures in dealing with infractions.

- D. Develops rapport within the activity staff, with other teachers, advisors, and administrators.
- E. Is appropriately dressed at practice and contests.
- F. Actively participates in in-service meetings and other activities to improve coaching/advising performance. Attends meetings necessary to the welfare of the Activities department.
- G. Develops sound public relations. Cooperates with media, booster clubs, parents and spectators.
- H. Understands and follows rules and regulations set forth by the Minnesota State High School League, School Board and Three Rivers Conference.
- I. Participates in the various awards programs, pep assemblies and letters to colleges regarding players.
- J. Maintains suitable sideline/bench conduct at contests toward players, officials, workers, and spectators.
- K. Supports school and district policies.
- L. Promotes all activities in the extra-curricular program attempting to bolster positive school spirit.
- M. Cooperates and communicates with parents during the entire year.
- N. Works to develop positive activities for youth in the community.
- O. Counsels students regarding activity, academic and personal concerns. Seeks additional assistance as may be needed or required.
- P. Anticipates problem areas and plans accordingly to facilitate administration of said activity.
- Q. Turns all end of year information that is needed to process for appropriate awards and certificates in to the Activities Director eight (8) days before awards and certificates are needed.

COACHING PERFORMANCE

Expectations of a Lewiston-Altura Coach

- A. Develops respect by example in appearance, manners, behavior, language and conduct during practice and contests.
- B. Provides proper supervision and administration of contest sites, practice sites, locker rooms, and team bus at both home and away settings.
- C. Is well versed and knowledgeable in matters pertaining to the activity.
- D. Establishes positive individual participant, team discipline and control.
- E. Develops a well-organized practice schedule, which utilizes any support staff (assistants, managers, trainer, etc.) to maximum potential.
- F. Establishes the fundamental philosophy, skills, and techniques to be taught by the staff.
- G. Holds periodic staff meetings to implement said philosophy, skills, and techniques.
- H. Works to develop integrity within the coaching staff and with fellow coaches and advisors.
- I. Is fair and understanding with team members, yet supports necessary rules and

- regulations.
- J. Is innovative in introducing new techniques and ideas to already proven methodologies.
 - K. Is prompt in meeting the team for practice and contests.
 - L. Shows an interest in participants as young adults in off-season activities and classroom efforts.
 - M. Provides and promotes leadership and attitudes that produce positive efforts by participants.
 - N. Knows the appropriate medical aspects of coaching the sport.
 - O. Delegates authority while maintaining accountability.
 - P. Is receptive to suggestions to improve the program
 - Q. Motivates students in a positive manner, emphasizing the value of competition, acceptable personal behavior, values and decision-making to each individual.
 - R. Utilizes technology (videotape, etc.) and provides instruction on proper care and use of same.
 - S. Utilizes practice time for both individual and team development.
 - T. Strives to bring individuals together to function as a team (where appropriate).

RELATED COACHING RESPONSIBILITIES

Expectations of a Lewiston-Altura Coach

- A. Demonstrates concern about the care, issuance, collection, inventory, repair, and storage of equipment.
- B. Is cooperative in the preparation of scheduling and officiating.
- C. Is cooperative in sharing facilities.
- D. Shows self-control and poise in areas relating to coaching responsibilities.
- E. Displays enthusiasm and exhibits an interest in coaching and advising.
- F. Keeps Director of Activities and/or Principal informed about unusual events or situations.
- G. Is cooperative in helping service clubs, booster clubs, municipal agencies and other organizations with projects, which relate to the activities program.

OBJECTIVES FOR COACHES

- A. To realize their responsibility to the total school program adhering to the objectives as stated by the total faculty.
- B. To recognize coaching as teaching in its truest form.
- C. To recognize winning as being important, but never at the expense of our total program, or the welfare of our student participants.
- D. To work towards a goal of improvement from the standpoint of the individual and the team during the course of the season.
- E. To give careful consideration to the physical condition of our participants at all times, including following up on injured students.
- F. To deal fairly with each student participants and be responsive to individual needs and concerns.

- G. To provide opportunities for each student participant to actively participate in practice sessions, whenever possible in game situations, and to strive for additional opportunities to participate through scrimmages, etc.
- H. To conduct oneself in the highest professional manner.
- I. To provide, through association, a positive role model for students.
- J. To recognize loyalty as a very important ingredient in the success of any program, and to be loyal to fellow coaches, teachers, the school, and the community.
- K. To recognize all programs as developmental activities for the individual and the team concept as well.
- L. Head coaches are responsible for the organization and implementation of their program at all levels.
- M. Regular meetings with assistants within your program are strongly recommended. It is important that head coaches and advisors, and their assistants work closely together sharing input and responsibilities. It is vital that the lines of communication be left open among all staff. This can be an important ingredient in solving problems.

PRE-SEASON

Make certain that each MSHSL participant has the following information on file in the Activities Director's office **prior to participating in practice:**

- A. A signed form that the participant has had a physical exam within the last 3 years. The form must be signed by a physician and is valid for 3 years from the date of the physical.
- B. A Minnesota State High School League eligibility/Parent Permit form, **signed by a parent or guardian and the athlete.**
- C. Any rules or regulations that a coach or advisor may impose beyond the MSHSL rules and regulations. Coaches must make sure that all participants in their program clearly understand any special rules that a coach establishes for his/her program. A copy of any special rules must be given to the Principal and the Activities Director for prior approval before implementation in any sports program.
- D. Head coaches or Advisors should inform the Director of Activities of all special site or facility needs including field markings, court markings, etc., at least two weeks in advance of first practice.
- E. Head coaches should meet with the Director before the first practice on all transportation needs for the squad during the season. This includes games, scrimmages, special trips, etc. Also, departure time should be decided during this time.
- F. Head coaches and the Director should meet before the season to determine needs and make all preparations for the season.
- G. Coaches are to have the emergency Medical Authorization Form for each participant available during practices and games and a copy is to be given to the high school secretary.

ROSTERS

Turn in final rosters to the Activities Director, of the participants competing in your activity, before the first week of practice is complete so that eligibility lists can be compiled and the payment of sports fees can be monitored. ***Be sure to make prompt notifications of participants that are to be added to these lists or those that are to be dropped from these rosters.***

PARTICIPATION FEES

- A. Participation fees are to be paid prior to competing in any interscholastic game excluding scrimmages. If there are extenuating circumstances involved, the Principal may waive this requirement.
- B. The Participation fee for the following activities will be \$75 per season for grades 7 through 12. Football, Volleyball, Basketball, Wrestling, Cross Country, Golf, Track, Softball, and Dance Line. The maximum sports fee per family will be \$250. These fees may be paid anytime prior to the first event participation and should be paid to the office. The office personnel will issue a receipt to verify payment.
- C. There will be no charge for the following activities: Band, Choir, FFA, FCCLA, Junior High Play, Knowledge Bowl, Musical, National Honor Society, One Act Play, Play 9-12, School Yearbook, Speech and Student Council.
- D. No student will be denied an opportunity to compete in activities because of financial hardship. Those students on free or reduced lunches may have their sports fee obligation waived.

FUNDRAISING

All fund-raisers must have the permission of the Building Principal and Superintendent. A request must go to the superintendent for the final approval of any fund raising project. The appropriate form can be found on the Lewiston-Altura district website and must be submitted to the office or activities director. This permission also includes approaching the Booster Club. No fund-raising activity may begin without final approval.

CORRESPONDENCE

A copy of any Letter to be sent home should be given to the AD or Principal for Review.

EVALUATION OF A SPORT

All head coaches and advisors will be evaluated at the end of each athletic season by the activities director and high school principal. In return, all head coaches along with the Activities Director will evaluate those coaches (J.V., B-squad, and C-squad coaches) working with them. Furthermore, all coaches will submit to the activities director, completed inventory, team statistics, a list of supplies, equipment, and any additional requests needed for the following year.

CODE OF ETHICS

Minnesota State High School Coaches Association

As a Professional Educator:

A. I WILL

1. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual athletes.
3. Encourage the integrity and personality of the individual athletes.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior, and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletes and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sports officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of, and continuing interest in, coaching principles and techniques through professional improvement.

B. I WILL NOT

1. I will not approve commercialism, solicitation, subsidizing, or professionalism entering into high school activities.

C. Minnesota State High School League

1. All required MSHSL materials relating to student activities are available in the activities office and on the MSHSL web site.
2. No student participant will be allowed in practice until the participant meets all necessary requirements of the MSHSL.
3. All regulations of the MSHSL are available in the Director of Activities office. All head coaches are responsible for communicating information to the assistant.

NIGHT, WEEKEND, and MORNING PRACTICE

- A. All evening practices must conclude at 9:30 p.m. with all students out of the building by 9:45 p.m.
- B. No games or practices may be held on Sundays.
- C. Wednesday practices are to be done by 6:00 PM to enable students to participate in church related activities.
- D. Saturday practices may be scheduled sparingly.
- E. Morning practices before school may be scheduled after a discussion with the activities director.
- F. All practices must be scheduled in advance through the Activity Director.

PARENT MEETING

Coaches and advisors at all levels shall communicate clearly by verbal or written communication to athletes and parents the following information.

- A. Introduction of assistants.
- B. Squad selection process.
- C. Objectives of participation.
- D. Attendance requirements.
- E. Lettering requirements.
- F. MSHSL general rules, non-school competitions and training rules, and mood altering chemical rules.
- G. District 857 policies.
- H. Risk in sport and insurance waiver.
- I. Season schedule.
- J. Practice schedule, weather cancellation procedure.
- K. Complaint procedure.
- L. Informed consent materials.
- M. Local arrangements for lodging during inclement weather.

PRACTICE SCHEDULES

- A. Practice schedules will be drawn up by the varsity coaches or advisors and the Activities Director.
- B. When practices are held in the gymnasium prior to an evening athletic contest, the practice session must be completed with all equipment vacated 30 minutes prior to any start.

BUDGET

- A. The formation of, and adherence to, a budget is one of the main responsibilities of the Director of Activities. In most cases, no matter what method of finance is utilized, the Director is required to submit an itemized list of materials and services that will be required and their cost.
- B. The School District provides the major financial support for the activities program, which indicates that they believe athletics are equal in value to other phases of our educational program. If the program is well organized, diversified, and includes as many students as possible, the activities plan will be accepted by the community.
- C. The Director of Activities will submit the proposed budget to the administration.
- D. During budget developing time, the head coach will study the inventory with the Director of Activities.
- E. The head coach will then determine the sport's needs for the next season. All desired equipment and supplies are to be included in the coach's budget to be submitted to the Activities Director at the end of the conference season. Be sure

to include the following information:

1. Number of item needed.
 2. Size.
 3. Item.
 4. Manufacturer.
 5. Catalog number.
 6. Price.
- F. Annual budget procedures
1. Varsity Coaches submit budget requests for their sports to the Director of Activities.
 2. Director of Activities, after review, submits total activities budget request to the building principal.
 3. Send out bid sheets to sporting good dealers. This will be done by the Director of Activities.
 4. The Director of Athletics will submit purchase requisitions to the high school principal.

INJURIES

- A. Any coach or advisor in charge of a given activity should take care of the injured participant to the best of that coach's ability for all participants who are injured during the activity and refer those persons to the proper medical attention.
- B. Local ambulance service will be at all varsity football games.
- C. The coach in charge of the activity must take the responsibility that a first aid kit will be available at all practice sessions and contests at all schools.
- D. Local ambulance service will be used to transport all injured athletes facing life-threatening situations to the hospital. (Call 911 immediately)
- E. Procedures to follow when a student is injured:
 1. Notify the parents of the injured immediately.
 - a. Parents should assume the responsibility of contacting the family physician for any injury.
 - b. Less serious injuries-have parents provide transportation for necessary medical attention.
 - c. In more serious injuries, not life threatening, get permission from parents to use the ambulance service.
 2. If parents are not available, use the following procedure:
 - a. Member of coaching staff accompanies the athlete to seek the necessary medical attention.
 - b. Serious injuries-call ambulance immediately.
 3. In both of the above-mentioned cases, continue to call parents to advise them of the situation.
 4. Handling athletic injuries
 - a. Make an immediate injury assessment to try to determine the severity of the injury and whether emergency help is needed.
 - b. If the injury is serious enough to require further medical assistance, the coach who is best qualified in first aid techniques should stay with the

- victim. Another coach or student should then be sent for help.
- c. Immediately notify a school administrator. If an administrator is not available, telephone 911 for ambulance assistance if the injury assessment calls for immediate medical assistance beyond what you are capable of providing. If the Principal, Activities Director, or Superintendent have not already been contacted, they should be called.
 - d. Please be aware of attempting to do more than you are qualified to do in the area of first aid treatment.
 - e. It is a good policy to have a list of parent's telephone numbers in the first aid kit to have available in an emergency.
 - f. Know where a working telephone is located.
 - g. A member of the coaching staff, designated by the Head Coach at the beginning of the season, should go to the hospital or doctor's office whenever possible, unless parents transport the athlete.
 - h. Notify parents of all noticeable injuries, illnesses, infections, and document communication. The parents should always make contact with the family physician.
 - i. When there is any question as to the seriousness or nature of injury, seek professional medical help immediately.
 - j. For all injuries that occur during any away game that would require professional medical help, the coach should do the following:
 - (1) Contact the parents.
 - (2) Secure the name and address of the attending physician.
 - (3) Secure the name and address of the hospital, if any is involved.
 - l. All coaches shall complete an injury report form on each student athlete injured during practice or during an athletic contest immediately following the injury. This form will be given to the Director of Activities.
 - m. Coaches should to contact the parents, regardless of the seriousness of the injury. Follow-up by the coach is mandatory.
 - n. The telephone numbers of the ambulance, police department, hospital and the local physicians must be posted above all telephones located nearest to the areas of activity.

INJURY INSURANCE PROTECTION

All athletes participating in the interscholastic athletic program in School District 857 must have insurance to cover injuries that might occur. The athlete must be protected by family policies or through the Student Insurance Program. All athletes must have on file in the athletic office the insurance waiver form before participation in a practice session or game.

MAINTENANCE OF FACILITIES AND GROUNDS

- A. All coaches are responsible for the care and maintenance of all athletic facilities including:
 1. Offices provided for coaches.
 2. Locker room areas.

3. Practice fields, courts, and rooms provided for practice sessions and squad meetings.
 4. Training rooms.
 5. Equipment rooms.
 6. Outdoor athletic fields, etc.
- B. All breakdowns and problems related to facility should be reported to the Director of Activities immediately.
 - C. The Director of Activities will be responsible to have necessary maintenance staff available, or on call, if we would experience an emergency breakdown of facilities during a scheduled interscholastic contest.
 - D. All other breakdowns should be reported immediately to the Director so arrangements can be made for repair.
 - E. Preseason "Work Orders" should be submitted to the Director of Activities before the start of each season for improvement of all facilities to be used. This form should be in writing and discussed with the Director, who in turn, will submit it to the Principal.
 - F. Our entire coaching staff will cooperate fully with the maintenance staff, recognizing that ultimate building and grounds maintenance responsibility rests with the custodial and maintenance staff.

LOCKER ROOM POLICIES

- A. At least one coach or teacher will be in the immediate vicinity of the locker room area at all times. Responsibility includes supervision and complete charge of this area. Coaches and teachers should demand a tidy locker room and the best conduct of our participants at all times.
- B. A tidy locker room will require each teacher-coach to teach all students to keep lockers neat and to take care of all school district as well as personal equipment. This is an essential part of a student's training.
- C. Insist that all students lock their lockers at all times when away from the locker room.
- D. Coaches-teachers are responsible for bulletin board material. Make certain all boards are meaningful and attractive.
- E. Clean speech is mandatory! No profanity, no loud or boisterous talking, and no scuffling is permitted at any time.
- F. Property and equipment must be respected - Do not mark, deface, or damage school property.
- G. Custodial staff will not open locker rooms under any circumstance, unless a coach is present to supervise activity.
- H. All locker rooms being used by visiting teams must be available at 6:00 p.m.
- I. The locker room is a focal point in athletics. It is very important that safety precautions and health measures are adhered to for the protection of students and coaches alike. Food and drink beverages are not allowed in the locker room. This needs to be enforced uniformly and not randomly by a few coaches while others look the other way.

- J. The coach or advisor will be the last one out of the locker room and should check to see that all players pick up any towels, equipment or other materials that were left on the floor. Check to see that lights are turned out and that the locker room is locked before leaving the locker room

INVENTORIES

Each coach or advisor should inventory his/her equipment and have it in storage within two weeks of the completion of his/her activity season. A copy of this inventory will be given to the Activities Director during the end-of-the-season conference.

EQUIPMENT

- A. All equipment and supplies will be issued by the head coach and designated manager.
- B. The head coach will be responsible to see that all equipment is numbered when received by the department at the start of the season.
- C. Failure to return the equipment by a student participant will result in charges being levied at replacement cost prices.
- D. The head coach or advisor must inform the Director of Activities of all equipment not returned within the end of the season inventory report.
- E. All participants receiving equipment will be responsible for the equipment issued.
- F. The head coach or advisor is responsible or the staff, to record the number of each article of equipment on the student record card. A duplicate record shall be completed and given to the Director of Activities.
- G. At the end of the season, when equipment is returned, each item must be checked against the player's equipment card by the head coach.
- H. The head coaches are responsible for the efficient management of equipment and supply rooms.
- I. Equipment is to be stored in the proper storage areas in a neat fashion.
- J. No school uniform or practice gear should be worn by a participant except at official practice sessions, scheduled contests, or game days at school.

EQUIPMENT ROOMS

Program objectives:

- A. Keep the storage areas for equipment locked at all times. Only coaches and physical education instructors should be in these areas unsupervised.
- B. Coaches should take pride in the appearance and condition of these equipment rooms. Coaches will assist in the task of keeping these rooms clean and neat during the entire year and not just at the beginning and end of their respective sports season. This will also apply to the "coaches room". We ask students to take pride in their work, so let's lead by example.

PURCHASING OF EQUIPMENT

All purchasing must be done through the Athletic Director. All effort will be made to get the best equipment for the price. **Remember:** The office is insisting that any emergency

purchases must have a purchase order number. These may be obtained from the business office.

SUPERVISION OF WORKOUTS

Participants during the season shall not work out on school property without direct supervision of a coach. For liability reasons a coach must be in the area.

TEAM CONDUCT

All coaches/advisors should try and make sure that their participants conduct themselves in a positive manner home and away. Each coach/advisor should have some type of procedure that is set up to handle all types of disciplinary problems. This should be explained to the students verbally and in writing, at the start of each season.

NEWS MEDIA – PUBLICITY

- A. All coaches and advisors should make available to the press statistical information after each interscholastic contest.
- B. Coaches and advisors should call in all scores to local media and area news media requesting our score.
- C. News releases will be issued by Activities Department to promote interest in the interscholastic programs at Lewiston-Altura High School as appropriate.
- D. Meetings shall be conducted with the news media (radio - newspaper) prior to the opening of school each year to work out arrangements for the coming year.
- E. Coaches should be very guarded in all comments to the news media. Comments should be positive.

SCHEDULING

- A. All interscholastic schedules are drawn by the Three Rivers Conference. All non-conference scheduling will be scheduled around the Three Rivers established dates.
- B. All non-conference contests, within the limits of the MSHSL regulations, will be made on the recommendations of the Head Coach or advisors in a given activity.
- C. The Activities Director is responsible for scheduling, but does appreciate recommendations from coaches.
- D. Special consideration will be given to the following factors in scheduling non-conference contests, special meets, etc.:
 - 1. Distance traveled.
 - 2. Size of school.
 - 3. Cost of event.
 - 4. Established patterns of scheduling.
- E. Postponements - Any time there is to be a postponement or cancellation, the following procedure should be used:
 - 1. A conference between the principal and Director of Activities should determine if the contest or meet should be held.

2. All rescheduling of athletic events, postponed or canceled, must be made by the Director of Activities.

SCHOOL CANCELLATION OR EARLY DISMISSAL

- A. All practices and contests are automatically postponed.
- B. On days involving MSHSL events, the following procedures will be followed:
 1. The Section or MSHSL will be contacted and informed of our situation.
 2. If the contest at this level is not being postponed, an administrative decision will be made concerning our involvement in the event.
 3. All weather and road conditions will be reviewed and will be the basis of a decision.

TRANSPORTATION TO AND FROM SCHOOL SPONSORED EVENTS

Students participating in a school-sponsored event must ride to and from that activity in a school owned vehicle. The coach or director of the activity, the principal, or the superintendent may grant exceptions for students wishing to ride home with a parent. A signed note from the parent is necessary for permission to be granted, and the parent must see the coach or director of the activity to notify the coach/director that the parent is present to take the student.

At least one coach or supervisor is required to travel to and from all athletic contests with the team. Exceptional situations must have the approval of the AD or Principal.

ELIGIBILITY LISTS

It is the responsibility of the AD and Principal to update eligibility lists and send them to the coaches. Coaches are to monitor the eligibility lists and make the appropriate adjustments.

ACADEMIC ELIGIBILITY

Students must be earning passing grades to be eligible to compete or perform in school extra curricular activities.

Extra-Curricular Activity and Minnesota State High School League Academic Eligibility

Lewiston-Altura High School sets high expectations for student academic achievement. We offer a large array of Minnesota State High School League (MSHSL) activities and Non-MSHSL opportunities for students to participate in beginning in grade 7 and going through grade 12 to support continued development of our students. All participants involved in activities are students first and activity participants second. Below is a list of current activity offerings that complement our educational course offerings. Students interested in an opportunity not listed on the charts below need to speak to the Activities Director about possibility of adding new activities.

Class I MSHSL Activities

Fall	Winter	Spring
Boys Soccer	Girls Nordic Skiing	Baseball
Girls Soccer	Boys Basketball	Boys Golf
Boys Cross Country	Girls Basketball	Girls Golf
Girls Cross Country	Dance (Jazz and High Kick)	Speech (If attending competitions)
Football	Wrestling	Softball
Girls Volleyball	One Act Play	Boys Track
		Girls Track

Class II MSHSL Activities

Fall	Winter	Spring
		Large Group Band
		Large Group Choir
		Small Group Band
		Small Group Choir

Non-MSHSL Activities

Fall	Winter	Spring
Fall Play	Junior High Play	Musical
Math League	Knowledge Bowl	Supermileage
Year round Activities: NHS, FFA, Student Council, HOSA, and Trap League		

MSHSL and LAHS Definitions of Eligibility

The Minnesota State High School League requires schools to demonstrate that as activity participants, “Students must be on track to meet the school’s graduation requirements in six years (12 consecutive semesters) beginning with the first day of attendance in the 7th grade.” (Bylaw 103.00) As a school, we believe it is important for all activity participants to be meeting academic criteria, not just those involved in MSHSL activities.

Lewiston-Altura High School will define on track to graduate for all MSHSL and Non-MSHSL activities in two ways: initial eligibility and continuing eligibility.

Initial Eligibility for all MSHSL and Non-MSHSL Activities (9th - 12th Only) - (Since the policy will be new for the 2021-22 school year, the first period of ineligibility will occur at the end of 1st semester of the 2021-22 school year.)

For 9th - 12th grade students to meet initial eligibility criteria, students must obtain minimum credit requirements to be on track to graduate. Graduation requirements will be reviewed prior to the start of each school year (all 9th grade students will be eligible for fall participation) and at the end of first semester. The chart below provides a summary of initial eligibility criteria for activity participation based upon the board approved graduation requirement of 30 credits.

	Credits to Begin the Year	Credits after First Semester
9th	0	2
10th	6	10
11th	14	18
12th	22	26

Students that fall below the credit requirements are not eligible to participate in an activity until they obtain the minimum credit requirement. Students who are not meeting eligibility criteria can become eligible through completion of credit recovery contracts by attending after school, during school or summer school credit recovery opportunities. Students that are behind on credits will not be allowed to practice, attend games, or participate in an activity in any capacity until they have reached the required number of credits for their grade and grading period.

*Note- MSHSL requires students to be enrolled no later than the 4th Monday of the start of the activity to be eligible to play in the post-season.

*Note – Students that do not meet minimum credit requirements will not be eligible to hold royalty positions for Homecoming, SnoBall, and/or Prom.

Continuing Eligibility- Class I MSHSL and Non-MSHSL Activities (Since the policy will be new for the 2021-22 school year, the first period of suspension will occur at the end of the 1st quarter of the 2021-22 school year.)

Grades 9-12: Students in grades 9-12 that fail one or more classes at the quarter mark will serve a suspension from all activities. One week of suspension will occur for each F on the quarter report card related to a period class or two weeks for a block course. No suspension will exceed two weeks. Students are required to attend all practices and games for activities they are registered for during the suspension or attend credit recovery with their advisor’s permission, but are not allowed to practice or participate in competitions with the activity during the suspension. Suspensions from all Class I and Non-MSHSL will begin the first day of the new quarter and run for 7 consecutive calendar days per F, not to exceed 14 days of suspension. Students and advisors will be notified of suspensions on the first day of the new quarter after all grades have been posted.

Quarter 1 grades may impact participation in fall postseason participation and/or initial participation in winter sports.

Quarter 2 grades may impact winter activity participation.

Quarter 3 grades may impact winter activity participation and/or initial spring activity participation.

Quarter 4 grades may impact spring activity postseason participation and/or fall activity participation the next school year.

Grades 7 and 8: Students in grade 7 or 8 that fail one or more classes at the quarter mark will serve a one week suspension from all activities. Students are required to attend all practices and games for activities they are registered for during the suspension, but are not allowed to practice or participate in competitions with the activity during the suspension. Suspensions from all Class I and Non-MSHSL will begin the first day of the new quarter and run for 7 days consecutive calendar days. Students and advisors will be notified of suspensions on the first day of the new quarter after all grades have been posted.

Quarter 1 grades will impact participation in winter activities.

Quarter 2 grades will impact participation in winter activities.

Quarter 3 grades will impact participation in spring activities.

Quarter 4 grades will impact participation in fall activities for students going into 8th grade.

*Note – Homeschool, parochial, PSEO and online students will need to verify their initial and continual eligibility with the activities director at the appropriate intervals. PSEO students will need to provide current course grades for Quarter 1 and 3.

*Note – Students that submit completed credit recovery contracts from summer school will be eligible for activities through submission of contracts that would help them reach the required minimum credits. If the student does not earn a passing score on the contract, then they will become ineligible for participation.

*Note – Student transfer credits will need to be received and approved by the counselor or building administrator prior to determining eligibility.

*Note – Suspensions will only be applied as listed above. Students will not serve suspensions for previous quarter at a later date than identified above.

SUPERVISION

The coach must supervise his/her athletes at all times. If he/she is to be gone on a date when a practice or event is to be held, he/she must make arrangements with the Athletic Director and Principal to cover his/her responsibilities. It is also required for the coaches/supervisors on arriving home from an event to have at least one supervisor/coach stay and supervise until the last child has gone. This does not apply if there is another contest going on in the building and a child chooses to stay and watch that contest/game. It is also reasonable for a supervisor/coach to assume that a child will be picked up in a timely manner. If a child repeatedly causes a supervisor/ coach to wait unduly, steps may be taken to have that child only play in home events.

OUT OF TOWN TRIPS

- A. Participants should be neatly dressed and coaches should monitor the clothes of the athlete.
- B. Check the locker room or facility that you use prior to your participants using the facility to assess any damage that may exist prior to your use. Be the last one to

depart the room at the end of the event and once again do an assessment of conditions to determine if anything was damaged. Leave the room as clean or cleaner than when you first entered it.

- C. Check the bus you are using before your participants board it and be sure to check the interior prior to leaving the bus. It is not the bus driver's job to clean up a mess made by participants using the bus for a trip.

CLINICS

All extra curricular activities coaches, directors, and advisors may attend clinics in the activity they coach, direct, or advise. Each activity may be allocated up to \$300 for clinic expenses except for football, volleyball, boys' basketball, and girls' basketball, which will be allotted up to \$400 for clinic expenses. Each activity will be granted two professional days to be used throughout the program. Requests to attend clinics must be submitted to the employee's building principal. Upon the principal's approval of hiring a substitute, the building principal will forward the request to the High School Staff Development Committee for approval of the financial request. If a substitute is hired, the funds will be taken from the High School Staff Development budget.

REIMBURSEMENT

Receipts are to be provided whenever reimbursement is requested. Forms are available from the office for this procedure. All requests must receive administrative pre-approval.

RECORDS

Season records, statistics, and special awards are to be turned into the Activities Director and to the supervisor of the school annual by coaches and advisors upon completion of his/her season. Please make this information easy to understand and neatly compiled.

PARENTS NIGHTS

Coaches are to have parents' nights for their sports. A form letter should be used to notify parents of this special night. Coaches should develop scripts for introductions.

COACHES LETTERING POLICIES

- A. Coaches may establish their own lettering policy. However, a copy of this policy must be provided to the Activities Director for approval.
- B. A copy of the coaches lettering policy must be on file in the Athletic Director's office.
- C. All participants will receive a copy of the policies prior to the beginning of the season.
- D. Examples of lettering policies that may be used: Athletic Awards Policy
 - 1. Varsity Letter Requirements: The varsity award shall be presented to an athlete who satisfied the participation requirements as listed below, completes all team obligations, and receives the recommendation of the coach. (The coach may recommend a waiver of these requirements under an unusual circumstance.)
 - a. Specific sport requirements

- (1) Baseball/softball:
 - a) Play in one half of all innings played.
 - b) Pinch hit or pinch run in three-fourths of the games played.
 - c) Pitch in four starts or six game appearances.
 - (2) Basketball: (boys/girls) participate in fifty percent of regular season games.
 - (3) Cheerleaders: meet ninety percent of contest and practice requirements.
 - (4) Cross Country: (boys/girls) place seventh or better in one-half of the dual meets or in the top 10 in conference meet or top 15 in regional or state.
 - (5) Football: participate in fifty percent of quarters played or play a specialist position, e.g., punter, kick-off squad, return man, extra-punt kicker in fifty percent of regular season contests.
 - (6) Golf: (boys/girls) participate on the varsity team in at least fifty percent of the matches.
 - (7) Track: (boys/girls)
 - a) Earn a total of 20 points.
 - b) One participation point for finishing in top four in a meet plus actual points won in a meet. Points will be tripled in large meets with eight or more teams.
 - (8) Volleyball: participation in fifty percent of scheduled games.
 - (9) Wrestling: participation in fifty percent of matches or earn 50 wrestling points: fall-6; technical fall-5; decision-3,4.
 - a) Season is defined as that period of time from the first practice to the awards program.
 - b) Manager's award will parallel the regular awards system if they manage for the entire season.
 - c) Statistician award: Satisfactorily compile statistics for the entire season.
- b. Criteria That Pertain to All Sports
- (1) An athlete who moves from one level of competition to another will letter at the level of the highest competition provided the athlete has met combined requirements.
 - (2) A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
 - (3) Injury Rule: Any athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter, if in the coach's judgment; he would have met the lettering requirements.
 - (4) In a sport where state tournament play is sponsored, athletes may letter if they have become a starter and play 75% percent of the quarters, innings, matches, or score team points in individual competition in tournament play regardless of other lettering criteria.
 - (5) Complete the season in good standing with the school and coach.

- c. Varsity awards
 - (1) 1st-year award: Chenille award letter with gold pin with insert signifying the sport and certificate. (Note: Should the athlete letter in another sport, he/she will not receive a second chenille letter.)
 - (2) A service bar is given the second and each succeeding time an athlete serves as a captain in a varsity sport.
 - (3) A captain insert is awarded each time an athlete serves as a captain in a varsity sport.
 - (4) A non-letter certificate or participation certificate is awarded to each participant in a sport who does not qualify for a letter award.
 - (5) A senior letter award is given to each senior that has lettered in a varsity sport during his/her career.
- d. Non-letter awards: All members of a varsity athletic squad who successfully complete an athletic season for a particular sport, but who have not earned ample points for a varsity letter, are to be awarded a varsity participation certificate.
- e. Senior Award: All senior athletes will receive a senior athletic award certificate showing the varsity letter he or she has earned during their career at Lewiston Altura high School.
- f. Lewiston-Altura High School Outstanding Student Athlete Award
 - (1) Any student who meets the following criteria will receive this award.
 - a) Senior,
 - b) High School Grade Point Average of 3.0 or higher,
 - c) Earned 4 letters in at least 2 sport,
 - d) Named All Conference in at least on sport,
 - e) Had no Hhgh School League Rule Violations, and
 - f) Demonstrated outstanding leadership and citizenship.

AWARDS BANQUETS

Head coaches are responsible for organizing awards banquets for their athletes. They set up the format for such a function and submit it to the Activities Director. Again, a form letter to notify parents should be sent out to all parents by the coaches to all parents.

- A. Each coach is responsible for determining awards received by athletes in his/her program. The criteria for these awards should be pre-determined in advance of the season. A copy of these criteria should be filed with the Athletic Director.
- B. The school has a policy for special awards that limit the amount spent for an individual award to \$20. The total amount spent per sport per season may not exceed \$150. The awards cost will come out of the activities supply budget
- C. Awards such as chenille letters, letter award certificates, participation certificates, and metal inserts are available through the Activities Director.

PARENT PASSES

Passes are available for purchase at the high school office.

STATE TOURNAMENT ATTENDANCE

Head Coaches and Assistants will be able to observe the state tournament in their sport. The Head Coach will be able to use one professional day; Assistant Coaches will be able to use personal leave. The school will not reimburse for room, board, or transportation.

TOURNAMENT MEALS AND LODGING

- A. No lodging expense will be provided below the state level of competition unless cleared by the Superintendent in advance.
- B. Meals will be provided at the state level of competition. The rate of \$30 for each day of competition.

FACILITIES

- A. Suggestions for improvement of facilities should be made in writing to the Director of Activities. These recommendations will be discussed with the coach or taken before the Council Coaches and then submitted to the building principal.
- B. The Director to the building principal before each sport season will submit Work orders. Coaches and advisors should turn their requests in to the Director at least one month before the opening of the sport season.
 - 1. Activities assigned to practice and game facilities involving the elementary building will secure all necessary keys from the building principal.
- C. Keys will be issued each coach at the start of the sport season for the athletic facilities, and should be returned to the Director of Activities at the conclusion of the school year.
- D. "Open gym time" requests are to be scheduled through Community Ed
- E. Weight Room
 - 1. Program Objectives:
 - a. To properly utilize a weight training facility in the best interest of all students.
 - b. To provide adequate coaching technique in weight training.
 - c. To provide program alternatives for achieving specific results.
 - d. To insure that the proper safety measures is being employed during all training sessions.
 - e. To provide responsibility in the proper care of equipment.
 - f. To allow for weight training consultation for all athletic squads and physical education instructors.
 - g. To make available opportunities for students to enjoy the benefits derived from a sound weight-training program on a year-round basis.
 - h. To attempt to reduce sport connected injuries through well-developed conditioning.
 - i. To present a program for self-improvement that is open to all students regardless of athletic affiliation.
 - 2. Weight Room Rules:
 - a. Shirt and shoes are required at all times.

- b. NOBODY in the weight room alone.
 - c. All students must be under the supervision or instructor
 - d. Lifters must work with a partner.
 - e. Replace all weights on racks immediately following use. Know your limits!!! Work with the instructor in determining your limits
 - f. Do the lifts CORRECTLY. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
 - g. Warm-up with proper stretching exercises.
 - h. Remember strength training is not only a supplement to other athletic programs, but also a highly skilled activity itself.
- F. Gymnasium - All students are requested to stay off the gymnasium floor with any type of street shoes. This rule must be enforced by all physical education teachers and activities coaches. Exceptions will be assemblies and dances.
- G. Use of facilities - Request for use of school facilities by outside groups must be made through the office of the Director of Activities.
- H. All athletic facilities will be scheduled on request of the coach by the Director.
- 1. A facilities schedule will be kept by the Director.
 - 2. Head coaches and advisors in each sport season will meet with the Director prior to the season for the purpose of scheduling facilities.
- I. The Director of Activities is responsible to schedule the use of district facilities by district-associated groups, non-district associated groups, and other community groups in cooperation with building designees. This responsibility includes activities outside the regular school days.
- J. Recognizing the demand for usage of specialized athletic facilities, the following priority list has been established.
- 1. District student associated groups.
 - a. Scheduled academic activities.
 - b. Scheduled activities contests and performances.
 - c. Scheduled athletic practices.
 - d. Scheduled school related activities and recognized school groups.
 - 2. District associated adult groups.
 - a. Scheduled Community Education activities
 - b. Athletic boosters, band boosters, PTA's, etc.
 - 3. Non-district student groups with reciprocal agreements.
 - 4. District employee associated groups
 - a. District 857 approved "wellness" program activities
 - b. Employee requested "wellness" opportunities
 - 5. Other educational institutions in the community
 - 6. School athletic facilities will be available to other community groups during evening and other times when the activities listed in Categories 1-5 will not be hindered.

MIDDLE SCHOOL ATHLETIC PARTICIPATION REQUIREMENTS FOR PARTICIPATING IN VARSITY ATHLETICS

If a 7th or 8th grade athlete can contribute at the varsity level. The coach, parent, and athletic director must have a meeting prior to the athletic contest. Parents must give

written statement that the student can participate at the varsity level.

PROGRAM DESIGN

The head coach shall be responsible to develop a system of responsibility in the activity he/she is directly responsible to within the activities department.

- A. Philosophy and objective of the program.
- B. Staff responsibilities.
- C. Recommendations.
- D. For development of feeder system.

SCRIMMAGES

- A. Scrimmage (inter-school) are arranged by the head coach with the approval of the Director of Activities.
- B. Scrimmages are to be scheduled with no loss of school time.
- C. All scrimmages must be approved by the Director of Activities and be included within the approved activities budget for the year.
- D. Junior varsity, sophomore, and grade nine scrimmages can be arranged (inter-school) if it involves no added expense.
- E. MSHSL regulations concerning scrimmages must be followed by all coaches conducting inter-school scrimmages.

SPECIAL PUBLICITY PROMOTION

- A. Staff members of the activities department will be encouraged to meet the public by giving speeches, etc., explaining our program.
- B. Special clinics designed for young participants in Lewiston-Altura will be encouraged by all head coaches.
- C. Coaches should give full cooperation to all members of the news media.

STUDENT MANAGERS

- A. Student managers are responsible to the head coach in each activity.
- B. Head coaches should supervise managers, and work out a plan for efficient service.
- C. Managers are subject to the same eligibility and scholastic rules as members of the team they manage.
- D. Coaches should be highly selective in appointing student managers.

SUPERVISION OF PRACTICE SESSIONS

Coaches or advisors must be present at all practice and workout sessions. No participant is to be given permission to use any facilities, unless a coach or advisor is present at all times.

THREE RIVERS CONFERENCE POLICY

A Three Rivers Conference policy handbook will be provided for all coaches. It is very important to read this handbook and be aware of any conference modifications of rules pertaining to your sport.

RULES AND REGULATIONS

- A. All Three Rivers Conference and M. S. H. S. L. rules will govern the interscholastic athletic program.
- B. All coaches must keep abreast of rule changes.
- C. All coaches are required to attend MSHSL Rules Interpretation meetings.

STUDENT ABSENCE

Students who are absent for any part of the school day must present an excusable reason for missing school or they will not be allowed to practice that day or participate in the extra curricular activity that day.

- A. Students who are absent for any part of the school day due to illness may or may not be allowed to play or practice in extracurricular activities. This decision to not allow student to participate will be based on case-by-case situational occurrence.

TEAM ROSTERS

Each coach should turn in to the Director of Activities a list of all squad members (alphabetical order) with the following information:

- A. Name.
- B. Height.
- C. Year in School.
- D. Position.
- E. Captain.
- F. Letter Winners Designated.
- G. Uniform number. Include support personnel such as manager, etc.

END OF SEASON REQUIREMENTS

Inventory:

- A. An itemized inventory of the equipment and supplies on hand, together with the condition of each, is the responsibility of the Activities Advisor and head coach for each interscholastic sport.
- B. This inventory should be taken at the conclusion of each season..
- C. The head coach, with the Director of Activities, will examine end-of-season inventory to determine what items need to be repaired or replaced and what new equipment and supplies need to be purchased.
- D. Inventory forms are available in the Director's Office.
- E. Store all equipment in the areas assigned by the Director.
- F. Assess and collect the necessary fines (lost items) and file a list with the Activities Director.

- G. Compile and submit to the Director an initial equipment needs list.
- H. Compile statistics for all contests as many as may be appropriate. The summary should include wins and losses, number of participants, outstanding accomplishments, and recommendations for next year.
- I. Coaches will not be paid their remaining coaches salary until inventory is collected.

END OF SPORT SEASON EVALUATION

- A. The head coach at the high school level will conduct a meeting of all coaches, supervisors, etc., in the sport in grades 7-12 to assess the program at the conclusion of the season.
- B. The head coach of each interscholastic sport and the Director of Activities will evaluate the entire athletic program for that sport at the conclusion of the season.
- C. Recommendations, etc. will be made in written form to be on file in the Director's office and presented to the administration by the Director at the appropriate time.
- D. An invitation to attend these meetings shall be given to the Director of Activities.

PRINTED FORMS

All requests for printed forms relating to the interscholastic athletic program should be given to the Director of Activities at least four weeks in advance of the date needed.

PROBLEMS THAT OCCUR

Any problems related to athletics should immediately be drawn to the attention of the Director of Activities. Head coaches and advisors should attempt to handle all problems within their own department.

RELEASE FROM CLASS

- A. All interscholastic athletic contests should be scheduled so that students miss a minimum number of classes for travel to the "away" games.
- B. Head coaches and Advisors should make arrangements with the Director of Activities to have students excused from class when absolutely necessary because of travel requirements.
- C. Lists must be submitted and approved by the principal one day in advance of the scheduled event.
- D. It is the responsibility of the participant to see his teacher the day before the class he is to miss because of an activities contest. All work shall be made up at the convenience of the teacher. Students are encouraged to attend the class at another hour on the same day they are to miss the class, if possible, and if it is convenient for the teacher.
- E. All coaches shall submit 3 days in advance a list of all squad members, managers, etc., to be excused.

REPAIR

Coaches and advisors receiving athletic equipment that has been repaired must keep

invoices, packing slips, etc. These should be given to the Director of Activities immediately.

VACATION PRACTICE SESSIONS

Vacation practice schedules must be submitted in writing to the Director of Activities and principal. This should be done two weeks in advance of the vacation period for approval, allowing families to plan accordingly.

VIDEO TAPE MACHINE

A coach desiring use of this machine should present to the media office a master schedule, listing all practice and game/meet contests to be video taped.

ACTIVITY BUS

~~The bus will pick up sports participants after practice and take them home at 6:00 p.m. The sign-up for the sports bus must occur by 1:00 p.m. each day. The bus is not used after games.~~

ELIGIBILITY OF ELEMENTARY STUDENTS

Students enrolled at the elementary school (grade K-6) are ineligible to compete on varsity teams.



Independent School Dist. No. 857
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(507) 523-2191

Gwen Carman, Superintendent
Cory Hanson, High School Principal • Dave Riebel, Elementary/Intermediate Principal

Superintendent's Report to the School Board
Respectfully Submitted by Gwen Carman
August 9, 2021

Meeting Agenda Item Notes

Principal Reports at Beginning (Duplication of Good Things Happening): The principals' reports will be near the beginning of the agenda, and I am removing 'Good Things Happening.' The reason for this is that there is often duplication in their reports and the 'happening' items. The principals and I will be diligent about including 'Good Things' in our reports.

Return to School Safe Learning Plan I will have a presentation, followed by Public Comment. The Plan will also be on the agenda for you to discuss and then vote to support or modify it. I want to assure you developing the recommendations has been difficult and I have wavered back and forth because no matter what is decided, some staff and parents will not support it. In the end, I hope any decisions can be based on the goals/priorities I outlined. I also want to assure you I will fully support and implement whatever is decided.

Student Activity Accounts Now Part of Treasury Report: The Student Activity Accounts are now part of the General Fund bank account and so are now documented in report differently. Let me know if you have questions about this.

2021-22 Handbooks: This agenda includes recommendations to approve two handbooks. The Employee Handbook is a 'new' handbook that consolidates many provisions that apply to all staff, regardless of their employee group. It is my hope that will provide current and new employees a single location to learn about common practices, procedures and policies.

Activities Director Menk is also submitting a 2021-22 Coaches Handbook. The major change in this handbook is that the criteria/process for determining eligibility is modified. This change was recommended by Mr. Menk, Principal Hanson and I to the Activities Steering Committee who supported these changes. The 'balance' in this is adhering to MSHSL requirements, holding students accountable and assuring they are on track to graduate, while also assuring we are promoting activities involvement and not 'penalizing' excessively the students who choose to be in these activities.

I am asking the Board to have a Special Meeting on August 23rd at 6:00pm do the Support Staff Wages and Benefits Handbook, At-Will Contracts, the Elementary/Intermediate Staff Handbook and the High School Student and Staff Handbook can be reviewed and approved. The delay is necessary because of the significant changes to the support staff handbook and needing time to talk individually with the staff impacted by those changes, and the principals need to incorporate the Safe Learning Plan information into their handbooks.

Fixed Asset Capitalization Threshold Board policy requires the District Office to maintain a capital items inventory. Past practice has been to use a \$1000.00 value minimum threshold for this. Our Auditors support increasing this to \$5000 with Board approval.

Admission Prices to Home Varsity Games The changes on the agenda were again recommended by administration and are supported by the Activities Steering Committee. The ultimate goal is to enable more students to attend games, and to make sure the ‘season passes’ are truly ‘saving admission fees’ for those who purchase them, while also not being an excessively undercharged. We are committing to having athletic trainers at more (not all) events this year, and this will be a way to help fund those increased costs.

Community Education Transfer The recommended transfer will establish our School Readiness program with a ‘\$0.00’ fund balance at the end of FY21. School Readiness has operated at a significant deficit budget the past two years. This transfer will still leave the General Community Education Fund Balance at \$94,344.48. This year we will do in-depth analysis to determine what changes we may need to implement to avoid the ongoing School Readiness deficits.

High School Faculty Overloads: To better accommodate student schedules and class sizes, Dr. Hanson is recommending that three high school teachers be assigned an ‘overload’ pending Board approval. This means these teachers would not be assigned a ‘prep period’ but would instead teach during their prep period. Our intent is to establish a consistent payrate for overload teaching as part of the ongoing EdMN/L-A Master Agreement negotiations.

Additional Updates

Online Learning Application: Principal Riebel and I have been working with MDE to get approval as a K-6 Online Learning Provider. This would be using Edgenuity coursework with a L-A teacher as the daily contact.

MDE is now also encouraging districts to apply for provisional K-12 approval in the case of an extended situation that would require all students to stay home and receive online instruction from our L-A teachers. This application is due August 27th. I will be working with the principals on this process in the upcoming days.

“News from the Nest” Newsletter – Edition 1, August 2021 I am super excited that we are putting together a Back to School quality printed newsletter with information from all departments and grade levels. Our intent is to improve communication with our families AND to serve as a communication tool with community members. We are not planning to do a districtwide mailing with this newsletter but will assess that option for future newsletters (hopefully December and April). It will be distributed digitally as well as many printed copies for us to handout.

August 30th Board members are invited to attend our all staff breakfast and workshop trainings on Monday, August 30th. Breakfast will begin at 7:30am in the high school cafeteria. The workshop will begin at 8:00am in the gym. This will include a ‘Welcome Back & Updates’ from me, a few annual/required annual trainings and an informational training for all staff by Dan Buck from OutFront Minnesota. Mr. Buck’s training will provide staff basic information/definitions of LGBTQ (Lesbian, Gay, Bi-Sexual, Transgender, Queer) and how we can be sure we are providing a school environment that assures all students and staff feel welcomed, respected and emotionally safe.

InGensa Workshop Session August 11th The 5:30pm Workshop Session (less formal, no action taken) is going to provide you LOTS of information about the Facilities Assessment process so far. This will include identified needs and priorities with estimated costs, current school property tax information including comparisons to area school districts, property tax impacts of various amounts of dollars. Please plan to listen and learn! 😊

MSBA Workshops: MSBA is offering:

- Phase III: Building a High-Performance School Board Team (focuses on methods of decision-making, stages of board development, navigating board dynamics, small-group interactions with school board video scenarios, and the MSBA School Board Self-Evaluation) .
 - Part A — 9 a.m. to noon Thursday, September 9, 2021 (virtual)
 - Part B — 9 a.m. to noon Thursday, September 16, 2021 (virtual)

- Phase IV: Representing Your Community Through Policy and Engagement (focuses on in-depth discussions and examples of a board member's role as a policymaker and interactive small-group sessions that walk through an actual community engagement activity. This workshop will also have a segment on dealing with the media and public forums.)
 - Part A — 9 a.m. to noon Thursday, September 23, 2021 (virtual)
 - Part B — 9 a.m. to noon Thursday, September 30, 2021 (virtual)

You do not need to attend Phase III before Phase IV. Let me know if you would like to attend and I will get you registered (and maybe attend with you).