

Regular School Board Meeting

Monday, August 15, 2022 5:45 PM

School District Media Center, 131 Hickory Street North, Lester Prairie, MN 55354

I. Call to Order

II. Pledge of Allegiance

III. Approval of Agenda

III.A. Approve Agenda

IV. Recognition of Communications Since Last Meeting

V. Open Dialogue

VI. Approval of Consent Agenda

VI.A. Approve Consent agenda:

Previous Board Minutes for Regular Bd Mtg July 18, 2022

Board Bills: \$156,171.41

Building Project Bills: \$60,744.61

Student Activity Bills: \$385.00

VII. Reports

VIII. New Business

VIII.A. Staff Handbook 2022-23

VIII.B. Student Handbook 2022-23

IX. Old Business

IX.A. Strategic Plan 2022-23

IX.B. City and School District Agreement

X. School Finance

X.A. Approve the following fundraisers:

8th Grade Volleyball Tournament

Baseball advertisement banners, sponsors, and raffle tickets

XI. Policy Administration

XI.A. Approve Policy 524 Internet Acceptable Use, Safety, and Data Privacy Policy to comply with the new Data Privacy Law

XII. Personnel

XII.A. Approve August personnel items

XIII. Other Items for the Board

XIV. Adjourn the Regular Board Meeting



Lester Prairie Schools

District Office
131 Hickory St. N
Lester Prairie, MN 55354

Phone: 320-395-2521
Fax: 320-395-4202
Website: www.lp.k12.mn.us/

REGULAR BOARD MEETING AGENDA
DATE: Monday, July 18, 2022
LOCATION: School Media Center
TIME: 5:45 PM

I. Call to Order

- A. Board Chair Hentges to open the Lester Prairie School District Regular Board meeting at 5:45 pm.
- B. Welcome to public and guests

II. Pledge of Allegiance

III. Approval of Agenda

Motion by _____ and seconded by _____ to approve agenda.

Voting was ____ for and ____ against

IV. Recognition of Communications Since the Last Meeting

- A. Communications received by Board Members
 - o Good News Section:
 - 1. ____
- B. Open Dialogue. (Each person in the audience will be given three (3) minutes - total time - 15 minutes.)

V. Approval of Consent Agenda

- A. **Approve Previous Minutes**
 - o Regular Board Meeting: June 20, 2022
- B. **Approve Bills** - Bills reviewed by M.Otto & R.Heimerl
 - o Board Bills: \$472,077.06
 - o Building Project Bills: \$630.00
 - o Student Activity Bills: \$0

Motion by _____ and seconded by _____ to approve consent agenda, board minutes, & payment of bills presented.

Voting was ____ for and ____ against

VI. Administrative Reports

- A. **Principal - Mike Lee**
- B. **Activities Director - Jenna Wolff**
- C. **Superintendent - Melissa Radeke**

VII. School Board Committee Reports

- A. Community Ed - Hentges, R.Heimerl
- B. PTO - Stifter-Knoll, R. Heimerl
- C. Facilities/Maintenance - Ziermann, Hentges, B.Heimerl
- D. Tech/Media - Ziermann, Stifter-Knoll
- E. Activities - Hentges, Ziermann, B.Heimerl
- F. Negotiations:
 - Certified - Ziermann, Otto, Hentges
 - Non-Certified - Otto, R.Heimerl, B.Heimerl
 - Administration - Ziermann, R.Heimerl, Stifter-Knoll
- G. Meet and Confer - Otto, Stifter-Knoll
- H. Policy - Otto, Stifter-Knoll, Hentges
- I. Legislative - Ziermann
- J. City Council - B.Heimerl, R.Heimerl

VIII. New Business

- A. Discussion: City - School District Proposal

- B. Action to approve the Chromebook/Chrome Tablet Handbook and Policy Manual for the 2022-23 school year.

Motion by _____ and seconded by _____ to approve handbook and policy manual as presented.

Voting was _____ for and _____ against.

- C. Action to approve the MSHSL Application for Cooperative Sponsorship for Boys Soccer.

Motion by _____ and seconded by _____ to approve application for cooperative sponsorship for Boys Soccer as presented.

Voting was _____ for and _____ against.

IX. Old Business

- A. None

X. School Finance

- A. Action to approve Resolution Adopting ISD #424 FY 24 Long-Term Facilities Maintenance Ten-Year Plan.

Motion by _____ and seconded by _____ to approve FY 24 Long-Term Facilities Maintenance Ten-Year Plan as presented.

Voting was _____ for and _____ against.

- B. Action to approve the following fundraiser for the 2022-23 school year:

o Volleyball: Sponsor a Player

Motion by _____ and seconded by _____ to approve fundraiser as presented.

Voting was _____ for and _____ against.

XI. Policy Administration

A. None

XII. Personnel

A. Action to approve the following contracts:

- o Ashley Alberts - Kids Depot Worker
- o Kim Shauer - Kids Depot Worker
- o Taylor Bayerl - Kids Depot Worker
- o Peighton Ruzicka - Kids Depot Worker

Motion by _____ and seconded by _____ to approve contracts as presented.

Voting was _____ for and _____ against.

B. Action to approve Morgan Hughes as Elementary Teacher with assigned duties for the 2022-23 school year.

Motion by _____ and seconded by _____ to approve contract as presented.

Voting was _____ for and _____ against.

C. Action to approve revised contract for Cheryl Bayerl as Data and Systems Coordinator for the 2022-23 school year.

Motion by _____ and seconded by _____ to approve revised contract as presented.

Voting was _____ for and _____ against

D. Action to approve Cristy Medina Mendoza as Bi-Lingual Paraprofessional with assigned duties for the 2022-23 school year.

Motion by _____ and seconded by _____ to approve contract as presented.

Voting was _____ for and _____ against

E. Action to approve contract for Mary Otto as B-Squad Volleyball Coach for the 2022-23 school year.

Motion by _____ and seconded by _____ to approve contract as presented.

Voting was _____ for and _____ against

XIII. Other Items for the Board

XIV. Adjourn the Regular Board meeting at _____

SCHOOL BOARD WORK SESSION

XV. Call to Order

A. Board Chair Hentges to open the Lester Prairie School District Work Session at _____pm.

XVI. Approval of Agenda

Motion by _____ and seconded by _____ to approve agenda.

Voting was _____ for and _____ against.

XVII. Review and Discuss Strategic Plan

XVIII. Superintendent End of Year Performance Review

XIX. Board Book Practice

XX. Other Items for the Board

XXI. Adjourn the School Board Work Session at _____pm.

UPCOMING DATES and NOTES:

- A. August 1st - MDE Back to School Conference
- B. August 15th, 2022 - 5:45pm Regular School Board Meeting
- C. August 18th - Paraprofessional Training Day at MCCRAY
- D. August 23rd - Data Mine in Willmar
- E. August 29th - New Teacher Workshop
- F. August 30th - Sept 1: Teacher Inservice Days
- G. August 31st - Open House 4pm-7pm



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III. Approval of Agenda

Motion by _____ and seconded by _____ to approve agenda.

Voting was ____ for and ____ against

IV. Recognition of Communications Since the Last Meeting

- A. Communications received by Board Members
 - o Good News Section:
 - 1. ____
- B. Open Dialogue. (Each person in the audience will be given three (3) minutes - total time - 15 minutes.)

V. Approval of Consent Agenda

- A. **Approve Previous Minutes**
 - o Regular Board Meeting: July 18, 2022
- B. **Approve Bills** - Bills reviewed by M.Otto & Stifter-Knoll
 - o Board Bills: \$156,171.41
 - o Building Project Bills: \$60,744.61
 - o Student Activity Bills: \$385.00

Motion by _____ and seconded by _____ to approve consent agenda, board minutes, & payment of bills presented.

Voting was ____ for and ____ against

VI. Administrative Reports

- A. **Principal - Mike Lee**
- B. **Activities Director - Jenna Wolff**
- C. **Superintendent - Melissa Radeke**

VII. School Board Committee Reports

- A. Community Ed - Hentges, R.Heimerl
- B. PTO - Stifter-Knoll, R. Heimerl
- C. Facilities/Maintenance - Ziermann, Hentges, B.Heimerl
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 - Administration - Ziermann, R.Heimerl, Stifter-Knoll
- G. Meet and Confer - Otto, Stifter-Knoll
- H. Policy - Otto, Stifter-Knoll, Hentges
- I. Legislative - Ziermann
- J. City Council - B.Heimerl, R.Heimerl

VIII. New Business

- A. Action to approve the following handbooks for the 2022-23 school year:

- o Staff Handbook 2022-23
- o Student Handbook 2022-23

Motion by _____ and seconded by _____ to approve handbooks as presented.

Voting was _____ for and _____ against.

IX. Old Business

- A. Action to approve Lester Prairie School District Strategic Plan for the 2022-23 school year.

Motion by _____ and seconded by _____ to approve Lester Prairie School District Strategic Plan as presented.

Voting was _____ for and _____ against.

- B. Action to approve Lester Prairie City - School District Agreement.

Motion by _____ and seconded by _____ to approve agreement as presented.

Voting was _____ for and _____ against.

X. School Finance

- A. Action to approve the following fundraisers for the 2022-23 school year:

- o Volleyball: 8th Grade Volleyball Tournament
- o Baseball: Advertisement banners and sponsors; Raffle Tickets

Motion by _____ and seconded by _____ to approve fundraisers as presented.

Voting was _____ for and _____ against.

XI. Policy Administration

- A. Action to approve Policy 524 - Internet Acceptable Use, Safety, and Data Privacy Policy to comply with new Data Privacy Law.

Motion by _____ and seconded by _____ to approve policy as presented.

Voting was _____ for and _____ against.

XII. Personnel

- A. Action to approve the following contracts:
- o **Cheryl Bayerl** - HS Student Council Advisor
 - o **Terri Schuft-Helland** - Elem/HS Band Performance
 - o **Maria Willkom** - Assistant Cross Country Coach
 - o **Tammy Serum** - SPED Paraprofessional with assigned duties
 - o **Tabatha Ainsworth** - SPED Paraprofessional with assigned duties

Motion by _____ and seconded by _____ to approve contracts as presented.

Voting was _____ for and _____ against.

- B. Action to approve **April Lee** as Special Education Teacher with assigned duties for the 2022-23 school year.

Motion by _____ and seconded by _____ to approve contract as presented.

Voting was _____ for and _____ against.

- C. Action to approve resignation of **Ross Scheevel** as JV Girls Basketball Coach.

Motion by _____ and seconded by _____ to approve resignation as presented.

Voting was _____ for and _____ against.

XIII. Other Items for the Board

XIV. Adjourn the Regular Board meeting at _____

UPCOMING DATES and NOTES:

- A. August 18th - Paraprofessional Training Day at MACCRAY
- B. August 23rd - Accountability Data Mine in Willmar
- C. August 29th - New Teacher Workshop
- D. August 30th - Sept 1: Teacher Inservice Days
- E. August 31st - Open House 4pm-7pm
- F. September 19th - Regular School Board Meeting 5:45pm

Approval of Consent Agenda

A. Approve Previous Minutes

- o Regular Board Meeting: June 20, 2022

B. Approve Bills - Bills reviewed by M.Otto & R.Heimerl

- o Board Bills: \$472,077.06
- o Building Project Bills: \$630.00
- o Student Activity Bills: \$0

Motion by _____ and seconded by _____ to approve consent agenda, board minutes, & payment of bills presented.

Voting was _____ for and _____ against

Lester Prairie Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print Recon	Void	Date	Pay/Void	Amount
SA		38510	21841	Check	1		NASSP		Yes	No	08/15/2022		385.00
Bank Total:												\$385.00	
Report Total:												\$385.00	

Lester Prairie Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
100		38512	51165	Check	1 2269		Advanced Health, Safety and Security		Yes	No	No	08/15/2022	2,383.10
100		38513	51166	Check	1 2697		Behning, David		Yes	No	No	08/15/2022	1,345.00
100		38511	51167	Check	1 1304		CR Electric		Yes	No	No	08/15/2022	2,950.00
100		38515	51168	Check	1 3079		Graham Mowing		Yes	No	No	08/15/2022	255.00
100		38516	51169	Check	1 3216		Holton Electric Contractors		Yes	No	No	08/15/2022	366.06
100		38514	51170	Check	1 3009		JT Electric Service, Inc.		Yes	No	No	08/15/2022	53,445.45
Bank Total:												\$60,744.61	
Report Total:												\$60,744.61	

Lester Prairie Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
100		38483	51108	Check	1245		Amazon.com		Yes	No	No	08/15/2022	2,997.07
100		38495	51109	Check	2633		American Express		Yes	No	No	08/15/2022	830.88
100		38456	51110	Check	00169		American Time & Signal Co		Yes	No	No	08/15/2022	209.75
100		38505	51111	Check	3226		Ampion PBC C/o Department 850		Yes	No	No	08/15/2022	16.77
100		38490	51112	Check	2225		Andy's Lawn & Snow LLC		Yes	No	No	08/15/2022	968.50
100		38497	51113	Check	2697		Behning, David		Yes	No	No	08/15/2022	630.00
100		38459	51114	Check	00343		Big Don's Cathedral		Yes	No	No	08/15/2022	199.26
100		38507	51115	Check	3254		Blum of Minnesota, LLC		Yes	No	No	08/15/2022	942.00
100		38455	51116	Check	00126		CenterPoint Energy		Yes	No	No	08/15/2022	418.39
100		38474	51117	Check	01342		Cheer Zone		Yes	No	No	08/15/2022	285.15
100		38453	51118	Check	00061		CITY OF LESTER PRAIRIE		Yes	No	No	08/15/2022	315.60
100		38492	51119	Check	2505		Corner Stone Hardware & Mercantile		Yes	No	No	08/15/2022	51.61
100		38509	51120	Check	3263		Cranks-N-Cutters		Yes	No	No	08/15/2022	200.00
100		38477	51121	Check	01694		CULLIGAN-METRO		Yes	No	No	08/15/2022	215.25
100		38496	51122	Check	2644		Daikin Applied		Yes	No	No	08/15/2022	638.00
100		38494	51123	Check	2624		Dalco		Yes	No	No	08/15/2022	1,952.93
100		38476	51124	Check	01469		Educators Benefit Consultants		Yes	No	No	08/15/2022	59.36
100		38508	51125	Check	3262		ERA Structural Engineering		Yes	No	No	08/15/2022	1,183.00
100		38467	51126	Check	00789		GEYER INSTRUCTIONAL AIDS CO		Yes	No	No	08/15/2022	48.90
100		38454	51127	Check	00075		GOPHER SPORT		Yes	No	No	08/15/2022	1,091.43
100		38460	51128	Check	00358		GUARDIAN PEST SOLUTIONS INC		Yes	No	No	08/15/2022	86.45
100		38502	51129	Check	3022		H&B Specialized Products, Inc.		Yes	No	No	08/15/2022	3,141.00
100		38473	51130	Check	01306		Herald Journal Publishing		Yes	No	No	08/15/2022	699.20
100		38475	51131	Check	01364		Herc-U-Lift		Yes	No	No	08/15/2022	642.36
100		38469	51132	Check	01202		Hillyard/Hutchinson		Yes	No	No	08/15/2022	25.12
100		38504	51133	Check	3143		HLS Outdoor		Yes	No	No	08/15/2022	133.48
100		38481	51134	Check	1134		Innovative Office Solutions		Yes	No	No	08/15/2022	1,734.68
100		38465	51135	Check	00568		ISD #424 Lester Prairie School		Yes	No	No	08/15/2022	50.00
100		38461	51136	Check	00419		JK Sports Inc		Yes	No	No	08/15/2022	2,023.00
100		38503	51137	Check	3114		Johnson Control Fire Protection		Yes	No	No	08/15/2022	618.00
100		38498	51138	Check	2762		Kunkel Electrical Inc		Yes	No	No	08/15/2022	1,500.00
100		38471	51139	Check	01273		Lakeshore Learning Materials		Yes	No	No	08/15/2022	371.06
100		38464	51140	Check	00550		Laraway Roofing, Inc.		Yes	No	No	08/15/2022	19,539.67
100		38470	51141	Check	01205		Little Crow Telemedia Network		Yes	No	No	08/15/2022	32,258.00
100		38487	51142	Check	2002		Mac Gill		Yes	No	No	08/15/2022	408.41
100		38489	51143	Check	2059		McDowell Company		Yes	No	No	08/15/2022	828.37
100		38463	51144	Check	00535		Menards-Hutchinson		Yes	No	No	08/15/2022	1,562.92
100		38480	51145	Check	1075		MHSCA		Yes	No	No	08/15/2022	225.00
100		38501	51146	Check	2888		PTO		Yes	No	No	08/15/2022	31.03

Lester Prairie Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
100		38466	51147	Check	00596		Really Good Stuff, Inc		Yes	No	No	08/15/2022	286.70
100		38499	51148	Check	2763		Region 1		Yes	No	No	08/15/2022	5,207.22
100		38484	51149	Check	1460		Rochester Telecom Systems Inc		Yes	No	No	08/15/2022	19.96
100		38488	51150	Check	2021		Rupp, Anderson, Squires & Waldspurger P		Yes	No	No	08/15/2022	478.50
100		38482	51151	Check	1216		School Mate		Yes	No	No	08/15/2022	763.75
100		38472	51152	Check	01283		SCHOOL SPECIALTY INC		Yes	No	No	08/15/2022	164.75
100		38493	51153	Check	2620		Schoolfix Catalog		Yes	No	No	08/15/2022	176.25
100		38485	51154	Check	1744		Shred Right		Yes	No	No	08/15/2022	40.00
100		38457	51155	Check	00249		SUPREME SCHOOL SUPPLY CO.		Yes	No	No	08/15/2022	281.52
100		38458	51156	Check	00272		SW/WC SERVICE COOPERATIVES		Yes	No	No	08/15/2022	52,464.95
100		38491	51157	Check	2239		Sysco Western Minnesota		Yes	No	No	08/15/2022	764.96
100		38486	51158	Check	1909		TEK Mechanical Service, Inc.		Yes	No	No	08/15/2022	5,483.00
100		38506	51159	Check	3241		Top 20 training		Yes	No	No	08/15/2022	3,848.00
100		38479	51160	Check	03302		Universal Athletic Service		Yes	No	No	08/15/2022	1,643.70
100		38468	51161	Check	01150		Verified Credentials		Yes	No	No	08/15/2022	66.50
100		38478	51162	Check	03218		WAL-MART Community		Yes	No	No	08/15/2022	207.09
100		38462	51163	Check	00524		Waste Management-T C West		Yes	No	No	08/15/2022	404.21
100		38500	51164	Check	2786		Xcel Energy Solutions		Yes	No	No	08/15/2022	4,736.75

Bank Total: \$156,171.41

Report Total: \$156,171.41

Dashir Management Services, Inc.

E8723A County Road H ~ Wisconsin Dells, WI 53965

Phone (608) 253-2000 Fax (608) 253-2000

www.dashirmanagement.com

Lester Prairie School District

August 2022

Custodial / Maintenance Report

Personnel Information

We are currently fully staffed.

Inspections

Custodial audits were conducted and results were shared with each individual custodian.

Training Conducted

The OSHA required safety training on Back Injury and Lifting was conducted on July 7.

Progress on Projects

- Ramp wall to the south gym has been repaired and we will be repainting the wall before school starts.
- High school hallways have been stripped to remove deep scratches from damage during the school year.
- Replaced leaking faucets in elementary classrooms.
- The rooftop unit for the AHU#1 has been finalized and ordered.
- We should be finished painting the elementary side by the August 19.
- Structural engineer came to verify that the roof area where the new rooftop unit will be placed is sound and will not need to be reinforced.
- We continue working on replacing old and leaking piping on urinals and toilets throughout the school.

Comments

Summer cleaning is almost complete. We are now focusing on hallways and other repairs and projects. My staff has been working hard to make sure we will be ready for the new school year.

Respectfully Submitted,

Lisa Hins

Facility Manager

STAFF HANDBOOK

Lester Prairie School District



131 Hickory St N
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Ph: 320-395-2521
Fax: 320-395-4204
www.lp.k12.mn.us

"To develop every learner to the learner's maximum potential
to succeed and continue to learn in a changing world."

Lester Prairie ISD #424 is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, and disability or veteran status.

Revised 8/11/22

Lester Prairie School Administration

Superintendent	Dr. Melissa Radeke
K-12 Principal	Mr. Michael Lee
Dean of Students/Activities Director	Ms. Jenna Wolff
Counselor	Mrs. Christine Mattson
Business Manager	Mrs. Alice Daak
Payroll/Clerk	Ms. Kelly Elling
Secretary	Mrs. Kathy Fiecke
Data and Systems Coordinator	Mrs. Cheryl Bayerl

Board of Education

Chairman	Mrs. Corbey Hentges
Vice Chairman	Mrs. Rebecca Heimerl
Clerk	Mr. Steve Ziermann
Treasurer	Mrs. Mary Otto
Board Member	Mrs. Meganne Stifter-Knoll
Board Member	Mr. Brian Heimerl

School Web Page

<http://www.lp.k12.mn.us>

Mission Statement:

"To develop every learner to the learner's maximum potential,
to succeed and continue to learn in a changing world."

PHILOSOPHY OF EDUCATION #424

It is our purpose to lead the youth of the community in developing rich and balanced personalities through carefully selected experiences incorporating thoughts, ideals, attitudes, skills and knowledge. We believe the result of this education will be an improved democratic society.

SECONDARY FACULTY

Angelica Biondo - Art

Michael Bjork - Science
Lyndsey Grand - ELL
Katelyn Gosh - Health
Wes Kapping - 9-12 SPED
Jon Koehler - English
April Lee - 5-8 SPED
Julie Malady - Math
Ben Machemehl - Social Studies
Matt Meyer - REACH
Terri Schuft-Helland - Band
David Rue - HS Choir
Ross Scheevel - Social Studies
Joy Schrupp- Health Office
Joe Scoblic - Technology Ed
Amy Smith - Math
Jennifer Smith - English
Rachel Stender - SS, Business
Blaine Walstrom - Science
Matt Thode - Physical Education
Marc Wawrzyniak - Tech/Math
Amanda Wood - Spanish

ELEMENTARY FACULTY

Chris Bayerl - Grade 2
Angelica Biondo - Art
Hannah Boger - Grade 3
Jennifer Brandel - Grade 1
Katherine Carmine - Grade 5
Whitney Dhoore - Grade 1
Lyndsey Grand - ELL
Katelyn Gosh - Physical Education
Morgan Hughes - Grade 6
Kelly Kramer - Grade 2
April Lee - 5-8 SPED
Helen Lester - PreSchool/ECFE
Derek Litzau - Title I
Brian Malady - K-4 SPED
Emma McCleary - Grade 3
Jacob Oie - Grade 4
Jay Rogotzke - Grade 6
David Rue - Elem. Music
Jan Smith - Kindergarten
Anna Soupir - Grade 5

PARA-PROFESSIONALS

Tabatha Ainsworth
Ashley Albert

Alyssa Ebert
Lisa Feltmann
Cristy Medina Mendoza
Matt Meyer
Ashley Ostlie
Sara Ross
Kim Schauer
Tammy Serum
Lauren Trittabaugh
Janina Wall

Southwest West Central Special Education Cooperative

Heidi van der Hagen - Director of Special Education
Anthony Frank - Speech/Language Pathologist
Dana Hamilton - Physical Therapist
Kim Sobeich - Occupational Therapist
Ingrid Mellow - ECSE Teacher (partially remote)
Karen Pauly - School Psychologist (fully remote)
Regina Magendanz - Due Process Specialist

Greater Minnesota Family Services

Melissa Morales - Mental Health Counselor

Food Service

Lori Bebo - Supervisor
Linda Detlefsen - Cook
Vicky Fasching - Cook
Lynette Rosenau - Cook
Dede Breimhorst- Computer Operator/Library Para

Custodians - Employee of Dashir

Todd Nelson - Building Manager (offsite)
Lisa Hins - Building Supervisor
Aaron Ender - Custodian
Jim Klaustermeier - Custodian
Sue Calvin - Custodian
Izabella Lindorff - Custodian

The purpose of this handbook is to provide staff members of Lester Prairie School with all pertinent policies and procedures, which will assist in the effective operation of the school. It is hoped that the instructions and procedures outlined in this manual will be helpful in attaining our goal.

No manual can contain all of the information that a teacher may need for any given situation; however, this manual along with the accompanying documentation will allow you to answer most questions.

Lester Prairie Public Schools
District 424
131 Hickory St N
Lester Prairie, MN 55354
Phone (320) 395-2521
Fax #(320) 395-4204

The following information is necessary for your office file:

1. Teaching license
2. W-4 Form/ and I-9 form
3. Address during the school year
4. Summer address
5. Emergency information sheet

Assembly Supervision

It is the responsibility of EVERY teacher to attend school assemblies. *Teachers will sit with the students (class advisors sit with respective grade) to provide proper supervision.* Teachers are expected to attend unless they have the permission of the Principal.

Building Security/Keys

The building has security cameras recording 24 hours a day 7 days a week. Teachers/Staff will be given a fob (keyless entry device) for exterior doors and other keys necessary for their position.

- Teachers/Staff are expected to ensure the doors are locked and the building secure if they enter or leave the building after school hours.
 - If you unlock a door, close, and lock the door when you leave.
 - The use of fobs are recorded. Fobs can be individually identified.
 - If you lose the fob, immediately report it to the office so it can be deactivated - a replacement fee will be required to receive a new fob.
 - Building and storage keys/fobs are not to be loaned to anyone.

Cell Phones

Teachers/Staff *are not to use cell phones to conduct personal business* during their class and supervision periods, except in the case of an emergency.

Class Information

For each class you teach, the following information must be turned into the Principal before the first day of the class.

A syllabus contains:

1. Name of the course
2. Instructor's name
3. Grading information

4. Class information (Content, Required or elective, grade level, etc.)
5. Length of class
6. Class policies
7. Any special rules/policies

Class/Field Trips

Field trips are defined as any time a teacher/advisor takes a student or group of students outside the building. A Field Trip Approval form must be submitted no less than 4 weeks prior to departure, and must be approved and signed by the Principal. In cases concerning scheduled athletic events, etc., the Activities Director is granted the authority to sign the approval. A Transportation Request form must be submitted with the Field Trip Approval form if utilizing busses.

Conferences

Fall conferences

Thursday, October 11th and Monday, October 17th from 3:30-7:30

Spring conferences

Thursday, February 23rd and Monday, February 27th from 3:30-7:30

Corporal Punishment

Corporal punishment including any type of physical abuse of children, by teachers or paraprofessionals, will not be tolerated and may be grounds for dismissal.

Coursework/Lane Change

If you plan to use any coursework for a lane change, you must have the course approved in advance by the Superintendent. When you complete the class, get the Lane Change Request form from the secretary, fill it out, and return it to the Superintendent by the appropriate deadline.

Curriculum

Each department/teacher is responsible for the planning, evaluating, and reporting of their respective areas to school administration. All curriculum is expected to be based on MN State Standards. Before a teacher makes any changes in their class curriculum, they must get the approval of the Principal.

Custodial Work Requests

Custodial requests forms can be found on the school website or on the link below. If it is an urgent item such as a student vomiting or something that would cause an immediate health and safety issue, contact the office immediately.

[Custodial Request Form](#)

Daily Announcement/Bulletin

The daily announcements will be broadcast over the PA system at the beginning of 1st hour.

- The bulletin will be posted daily on the bulletin board in the junior high hallway.
- Announcements for the bulletin should be given to the secretary the day before it is expected to be posted.

Dress Code for Teachers/Staff

Dress should be appropriate for the profession. Jeans, t-shirts and sweatshirts are appropriate for certain special activities. Professional dress on M-Th. Wear school colors on Fridays to help promote BULLDOG pride.

Duties (Before and/or After School)

Teachers may be assigned before or after school duties to ensure the safety of the arrival and dismissal of students. If you are unable to make your assigned duty you must find a replacement to fill in for you.

EMERGENCY PROCEDURES

Crisis Management Protocols

Students must follow the fire and tornado procedures and route directions posted in each room. Fire and tornado drills shall be conducted periodically as prescribed by law. Teachers/Staff will be requested to set the alarms off or make an announcement over the intercom system to initiate the drills.

Fire Drill Procedure:

Fire drills are to be conducted in an orderly manner. Fire drills are held so that staff are prepared in advance of what to do in a real emergency. The teachers are to have the fire drill map and directions placed in a prominent place near the exit of each room.

When a fire alarm sounds, the following actions are to take place:

All personnel in the building are to exit the building according to the fire plan only if:

- Pre-planned Drill
- See or smell smoke and/or fire
- Announcement over PA prompting an evacuation.

Building Evacuation Procedure:

- Teachers should direct one or more students to close all windows as the rest of the class lines up.
- First person to the door is to hold the door open.
- Walk.
- Go single file.
- Never cross a line.
- Wait for the group ahead of you.
- Leave books and other belongings in the classroom.
- Last person out of the classroom will turn off lights and close door.
- In case of a **BLOCKED EXIT**--the **FIRST STUDENT** in line turns to the center of the hallway and leads the line to the nearest exit.

- Teachers will follow their class out of the building, take attendance and report to the Office.

Fire Evacuation Doors

Door A: Rooms: 100, 100A, 100B, 100C, 100D, 100E, 177, 178, 179, 181, 183, 184, Commons/Cafeteria

Door B: Rooms: 102, 105, Locker rooms 107 & 109, South Gym 180, 111, 112, 113, 114, 115, 116, 117, 162, 2nd Floor Music Room 208

Door C: Rooms: 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 133

Door G or H: Rooms: 130, 130A, 131, 132, 132A, 138, 138A, 138B, 232, 238

Door I: Rooms: 134, 135, 136, 137, 139, 139A, 140, 140A

Door K: Rooms: 141, 142, 143, 144, 145, 146, 147, 148

Door L: Rooms: 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 163, 164, 165

Door M: Rooms: 166, 167, 168, 169, 176, Stage

Door N: Rooms: 170, 171

Door O: Rooms: 172, 173, 174

Door P: Room: North Gym 175

Safe Location/Evacuation Area

Door A, B, O, & P - North end of the parking lot (Office radio)

Door C, G, H, & I - South of school garage - stay on school property (Scoblic radio)

Door K - Cross the street (Brandel radio)

Door L, M, & N - Cross the street at corner of 2nd Avenue North and Fir St. (Rogotzke radio)

Severe Weather Evacuation Rooms

Elementary Classroom Area

Room 168 & 169 to **166**

Room 165 & 167 to **164**

Room 155, 156, 157 to **163**

Room 160 & 161 to **162**

Room 153 to **Boy's Restroom 159**

Room 154 to **Girl's Restroom 158**

Room 151 & 152 to **Girl's Restroom 143**

Room 141, 149 & 150 to **Boy's Restroom 142**

Room 145, 146, and 148 to **144**

Room 139 to **140**

High School Classroom Area

Music Room to **Girl's Locker room 109**

Room 112 & 114 to **111**

Room 116 to **113**

Room 115 & 119 to **117**

Room 118 to **121**

Room 120 to **125 Boy's Restroom**

Room 122, 123 & 124 to **Hallway outside of 123 (east/west hallway)**

Room 126 to **129 Girl's Restroom**

Room 128, 130 & 133 to **134 or Hallway outside of 134**

Room 131, 132, 132A, & 138 to **138A or 138B**

Room 135 & 136 to **135A**

Main Office Area

Room 100, 100B, 100D, 100E & 100F to **100B restroom or 100C**

Cafeteria, Room 183 & 184 to **107 Boys Locker room, Women's Restroom 177, 178 Family Restroom, Men's Restroom 179 & Kitchen**

South Gym to **109 Girls Locker room**

North Gym and Fitness Room to **Men's Locker room 173 or Women's Locker room 172**

Playground to **Men's Locker room 173 or Women's Locker room 172**

Safe rooms to stay in: 100C, 107 Boys Locker room, 109 Girls Locker room, 111, 113, 115A, 117, 117A, 119A, 134, 135A, 138A, 138B, 140 (wall must be closed to 138), 144, 157, 162, 163, 166, 171, 172 Women's Locker room, 173 Men's Locker room, 176, Restrooms 108, 110, 121, 125, 129, 138B, 140B, 142, 143, 144A, 145A, 158, 159, 161A, 164, 177, 178, 179.

Use your common sense! There are multiple safe areas near your location, if a line to a shelter area is long move them to the nearest line available immediately, hallways that are indicated in green on the map are safe areas (close fire doors in the hallways if you are in one of the designated hallways). All students and staff should remain in their designated shelter area until the "all clear" has been given by administration.

eLEARNING DAYS:

In the event of a school closure due to inclement weather or other emergency, learning expectations for all students will continue via an eLearning Day. While eLearning Days cannot replace the face-to-face time students have with their teachers, they can provide continuous learning when school is cancelled. On an eLearning Day, all teachers will share assignments and hold email office hours in which they are available to provide learning support and guidance to students. eLearning Days are considered student contact days and therefore eliminate the need for makeup days at the end of the school year, helping families plan summer activities. Districts are allowed up to five eLearning Days per year.

Communication:

Families will receive notification via School Messenger regarding the eLearning Day. The eLearning Day will also be communicated on the District Facebook, Twitter, and website; television stations WCCO, KSTP, KARE, and FOX; and KDUZ/KARP radio stations.

Attendance:

Attendance will be taken on eLearning Days.

PreK-2 students will be marked present by completing the assigned Choice Boards located in Google Classroom or their Take Home folder sent home prior to the event. Teacher office hours will be 8:30-12:00 and 12:30-2:00.

Grades 3-6 students will be marked present by attending classes virtually through Google Meets and completing assigned work.

8:30-9:00 Morning Meeting
9:30-11:00 Math
11:00-12:00 Office Hours
12:00-12:30 Lunch
12:30-2:00 English Language Arts

Grades 7-12 students will be marked present by attending classes through Google Meets. Attendance will be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just as if they were not present for an on-campus class.

1st period: 8:15-9:05
2nd period: 9:10-10:00
3rd period: 10:05-10:55
4th period: 11:00-11:50
Lunch: 11:50-12:20
5th period 12:20-1:10
6th period 1:15-2:05
7th period 2:10-3:00

Students that do not have internet access, must have their parents call in and notify the school before 8:15am. It will be considered an excused absence and the assignment or an alternative assignment will be given to the student the next day the student is in the building. The student will have 3 days to complete the assignment and be counted as in attendance for the eLearning Day. The absence will be unexcused if the assignment is not turned in within 3 days.

Staff Expectations:

PreK-12 teachers will share assignments and hold email office hours in which they are available to provide teaching, learning support, and guidance to students.

Case Managers/Title/EL staff will work virtually with students and will direct the work of paraprofessionals with students.

Paraprofessionals will work virtually with students following IEP goals as directed by Case Managers.

Human Resource Staff, School Nurse and School Counselor will work virtually. Task report will be completed and presented to the superintendent.

Kitchen and Office Staff will have the opportunity to log alternate hours of pay to make up for the day.

Administration will work virtually and be available via email or phone.

Dr. Radeke: 320-510-0716

Mr. Lee: 612-248-0303

Ms. Wolff: 320-510-0315

Employee Responsibility

If an employee is arrested, charged with, or convicted of a serious criminal offense (felony, criminal conduct, DWI, etc.), the employee is required per policy to notify HR within 10 days of the arrest.

Facility Use

To use any area of the school, outside of the time you are assigned to an area, you must fill out a facility use form. Form is located on the school website.

- Return the request to the Activities Director for approval.

Faculty Meetings

The Elementary and Secondary faculty will meet separately at least monthly at 7:35am during the school year. The Principal may schedule an additional faculty meeting when necessary. **Attendance at all faculty meetings is mandatory.** If attendance is not possible, make arrangements prior to the meeting with the Principal.

Meeting Schedule

Elementary	Secondary
<p>Staff Meeting Every 1st and 3rd Thursday of every month at 7:35-8:00</p> <p>PLC Meetings Every 2nd and 4th Thursday at 7:35-8:00 (Academic or Behavior)</p>	<p>Staff Meeting Every 1st and 3rd Friday of every month at 7:35-8:00</p> <p>PLC Meetings Every 2nd and 4th Thursday at 7:35-8:00 (Academic or Behavior)</p>

PLC Teams:

preK-1	2-3	4-6	7-8 Student Behavior	9-12 Student Behavior
Lester	Bayerl	Oie	Bjork	Biondo
Dhoore	Kramer	Carmine	Helland	J. Malady
Smith	Boger	Soupir	Koehler	Gosh
Brandel	McCleary	Hughes	Machemehl	Scheevel
		Rogotzke	Rue	Scoblic
			A. Smith	J. Smith
			Thode	Stender
				Walstrom
				Wawrzyniak
				Wood

Grand and Litzau member of all K-6 PLC teams

HS Academic

Math, Science, Tech
SS, English, Spanish
PE, Music, Art (Elem/HS)
SPED (Elem/HS)

SPED Team

Kapping
Lee
B. Malady
Frank

E-Mail/Internet

The School District provides Internet and email access. Lester Prairie Schools use Google Mail which began in the fall of 2011. All communication on this medium is public and the school district reserves the right to all communications. The system administrator has the ability to monitor all email communications that come into or leave our system. Be aware that any personal business or internet browsing on your school owned computers can be searched by the system administrator. Passwords must be registered with the Technology Coordinator. Do not open unfamiliar e-mails and do not forward junk mail or e-mails to other staff unless they are relevant to their teaching assignments.

Fire Drills/Crisis Protocol

Follow the protocols indicated on the fire evacuation sheet for fires and practice HOLD, SECURE and LOCKDOWN, EVACUATE and SHELTER procedures.

Fund Raising

The Board of Education must approve all fundraising activities, including athletics.

Grading Policy

Each teacher is expected to have a formal, written policy on grading. It must be posted in the room and in the course syllabus. *A copy of each teacher's grading policy (within the course syllabus) must be given to the Principal before the beginning of the class.*

Teachers must make contact (a phone call must be made if there is no response from an email) with the student and parents/guardian(s) when a student is failing or close to failing the class.

Hallway supervision

Junior and Senior High School teachers are expected to be outside his/her classroom prior to the start of his/her classes and between periods to help with supervision. An added benefit to being in the hallway is greeting and connecting with each student as they enter class.

Elementary teachers are expected to supervise his/her classes whenever they are in the hallways.

2022-2023 Class Advisors

Grade	Class Meeting Room	Advisors
12 th (30)	Room 116	Ben Machemehl Amy Smith
11 th (51)	Room 111	Mike Bjork Julie Malady Blaine Walstrom Matt Meyer
10 th (40)	Room 114	Ross Scheevel Amanda Wood Wes Kapping
9 th (43)	Room 126	Terri Helland Jenn Smith Marc Wawrzyniak
8 th (38)	Room 120	Jon Koehler Joe Scoblic Angelica Biondo
7 th (38)	Room 135	Christine Mattson Matt Thode Rachel Stender

Lesson Plans

Good teaching is a result of good planning. Each teacher is expected to have written plans for each of their classes every day. Lesson plans should be done a week in advance. The objective or an “I can” statement should be visible and referred to multiple times during every lesson.

Substitutes/Lesson Plans

In the event you will not be in class, you must have the following available for your substitute:

It is a teacher’s Professional Responsibility to have quality lesson plans for the students when there is a substitute teacher.

- A detailed plan for each class activity - **NO STUDY HALL**
- Seating charts.
- Accurate class list.
- Any special instructions.

It is expected that you develop two lesson plans and keep them in your sub folder in case of an emergency.

Mailbox

Each teacher has a mailbox in the office. Correspondence, phone messages, and general mail will be put into mailboxes. It is important that mailboxes are checked at least twice during the day: once in the beginning and again at the end of the school day.

Out of class

No student should be allowed out of any supervised area without a pass. It is the teacher's responsibility for any student out of their class. Students should not be released from class unless they are called to the office over the intercom or they present a pass from the office or another staff person.

As a teacher, if you want a student to be released from another class, give the student a pass prior to the class period, whenever possible.

Teachers should never leave their class, or students under their supervision, unattended.

Only **ONE** student at a time is allowed out of your classroom. You should keep a written document on who leaves your room, when, why/where and when they return. A common avoidance tactic used by some students is to ask to use the bathroom. When a student leaves the room they need to leave their cell phone with the teacher, including students who go to the SPED room, unless accompanied by an adult.

When a teacher takes their class out of their assigned space (classroom) the teacher should leave a note on their door where they are and notify the main office. This is to help locate specific students, when needed.

Personal Leave

See the Master Agreement for specifics on leaves. To request a leave, fill out for personal leave on Frontline Absence Management. It is important to complete the form so that administration is notified as soon as possible. Once a request has been received, administration will give notification if the request has been approved. Administration will not approve more than two personal leave requests on a given day until substitutes are in place.

Phone Calls

Telephones are in every classroom. When calls are made to the school for individual teachers, the office staff will forward the call or a message to the teacher. Parents will have the ability to call and/or leave a message directly to the teachers phone. Notification will be sent to the teacher's email when a message is left. **Teacher's must check their email and phone message before dismissing from their last period class.** Personal calls should only be made before school, after school, or during a preparation hour. Each teacher has a long distance access code. Teachers who do not want a long distance access code should inform the superintendent in writing.

Record Keeping

Teachers must record all grades in the SYNERGY Student Management System. The grade book must also contain all attendance information, including absences and tardiness. Teachers should backup grades with a printed copy. **Grades are expected to be updated weekly.**

Requisitions/Purchases

No purchases will be allowed without a requisition or purchase order signed by the Principal.

The proper procedure for the use of requisitions is as follows:

1. Completely fill out the requisition form.
2. The principal will review the requisition and then decide to approve or disapprove the items. If the principal approves the requisition, it will be sent to the Superintendent for final approval.
3. A copy of the requisition will be returned to the teacher whether it has been approved or not.
4. Now the items may be ordered if the requisition was approved.

The School District will not be responsible for items ordered without proper authorization.

Snow Days and E-Learning Days

In the event that school is canceled or late due to the weather, listen to WCCO or KDUZ for updates and reports. You can also watch KSTP-TV5, FOX 9, WCCO-TV4, and KARE-11. In addition, we will use School Messenger to communicate to families and staff.

Student Attendance

For information on the attendance policy for students, please refer to the Student Handbook.

- 7-12 grade teachers are required to record attendance each hour.
 - After the **third unexcused** absence, the respective teacher will send a Progress Report to the parent/guardian.
 - On the **fifth day of absence** from any class, the instructor will send a Progress Report to parents stating that the student has missed five days of class.
 - The Principal or Dean of Students will include with the Progress Report a letter informing parents about the district's Attendance Policy. *The letter will also include a warning that continued absence may result in loss of credit for the grading period. Students who miss more than five classes in one class will be required to do all make-up work and to make up the time missed on an hour-for-hour basis in order to achieve a passing grade.*
 - After the **3rd** unexcused absence, the administration will request a conference with the student and parent/guardians regarding the student's absences, academic progress, and potential disciplinary action.
 - After the **5th** unexcused absence, the administration will request a 2nd conference with the student and parents/guardians, regarding the student's absences, academic progress, and potential disciplinary action. The county of residence Truancy Office will be informed of the continued truancy.
 - After the 7 unexcused absence during the semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. Prior to loss of credit, an administrative conference must be held among the principal, student and parent/guardian.
 - After 7 cumulative unexcused absences during the school year, administration shall refer a habitual truant child and the child's parent/guardian to appropriate service in the county of residence.

This policy will be modified as needed by a student's IEP/504 Team for students with disabilities.

Student Maltreatment

School District Policy #414

What Qualifies as Maltreatment- Information about what constitutes maltreatment.

Maltreatment of students includes physical abuse, sexual abuse and neglect.

- Physical abuse: A report should be made in any case involving physical injury or threatened injury that is not inflicted by accidental means. Egregious and documented mental injury is also included in the definition of physical abuse.
- Sexual abuse: A report should be made in any case that involves illegal sexual contact. This does not include verbal sexual harassment.
- Neglect: A report should be made in any case involving failure to provide required care for a child, failure to protect a child from endangerment, or failure to provide appropriate supervision.
- Mental injury: A report should be made in any case involving injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

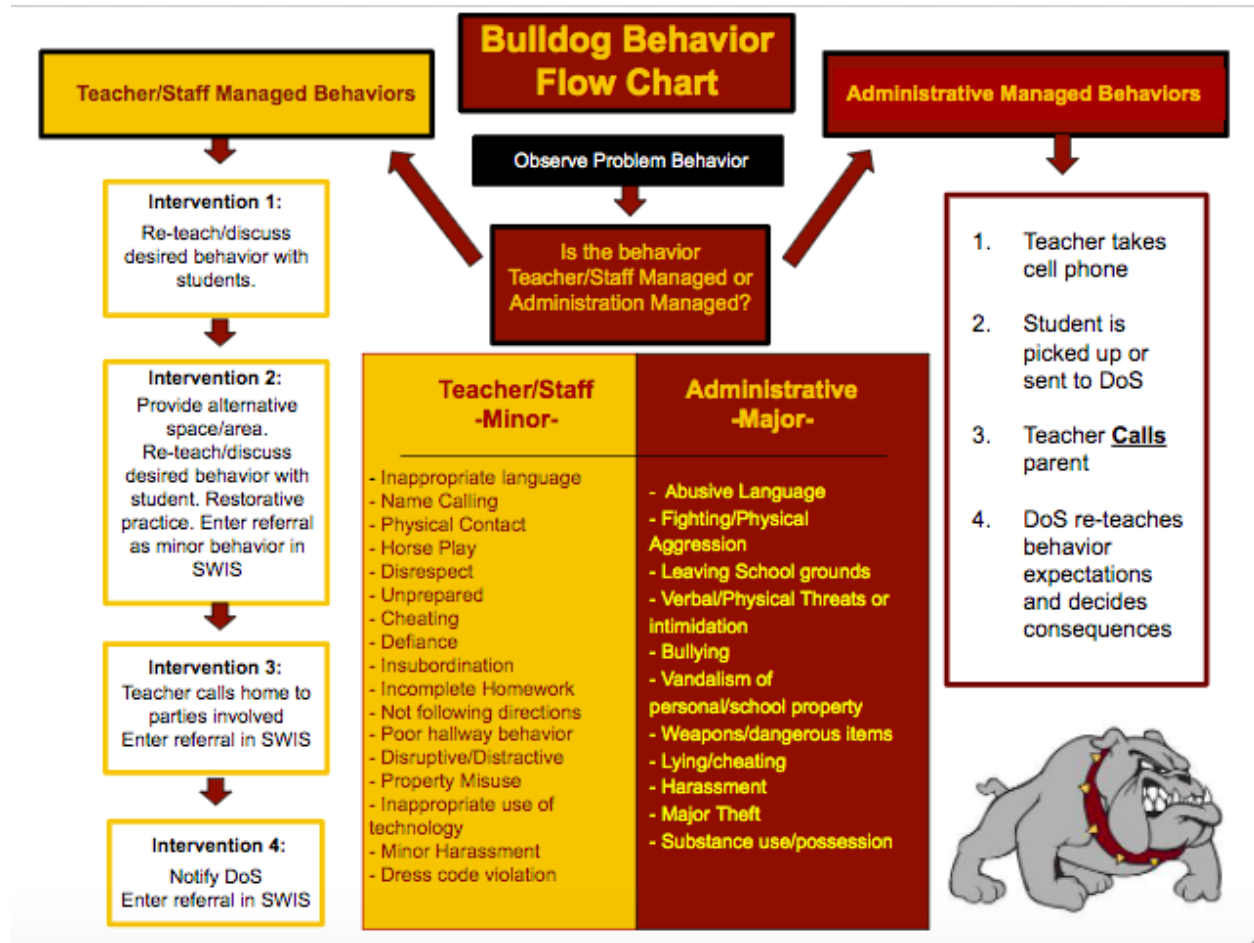
How to make a report: Information on reporting requirements.

- Report within 24 hours via a phone call.
- Report to local authorities (police or social services). Please contact the principal as well to notify him/her of the report.
- Reports should include the identity of the child, the identity of the alleged offender, the nature of the abuse or neglect, and the name, address, and telephone number of the reporter.
- A written report should follow within 72 hours.
- School employees and other mandated reporters must make their report to MN Department of Health and Human Services and McLeod County Welfare Agency or to law enforcement immediately, which state law defines as no later than 24 hours after learning of the alleged maltreatment.
- Anyone who knows or has reason to believe that a student is being neglected or physically or sexually abused within the preceding three years by a Minnesota school district employee must report the information immediately to local law enforcement.
- If a child is in imminent risk of abuse, neglect, or harm notify local law enforcement or call 911.
- Mandated reporters include teachers, administrators, and other school personnel. They are required by law to report maltreatment of students.
- Parents and others can make a report voluntarily.
- All cases of alleged maltreatment of students by school employees must be reported by the school to MDE and local law enforcement.

Student Management

When a student is removed from class, the teacher is expected to **CALL (not email)** the parent(s) to inform the parent(s) of the student's inappropriate behavior. The teacher must submit a discipline report to Synergy.

Under no circumstances should a teacher tell a student that they are removed from class permanently. Only the Principal can remove a student permanently from class.



Study Halls

Study Hall is an assigned duty. Besides supervision, this duty is to help students with questions they may have on their work and check to see if they are passing their classes. Teachers should complete a weekly grade check for each student. **Chromebooks are not to be used for gaming during school hours.**

Teacher Attendance/Sick Days

For information on sick or disability days, please refer to the current Master Agreement.

- In the event of an illness, teachers must enter the absence into the Aesop website.

- If it is an emergency during the school day, please notify administration or Kelly Elling for approval and coverage.
- Workshop and personal days must be requested at least 1 week in advance when possible.

Transportation Requests

Anytime a bus is needed to transport students, a transportation request form must be filled out. Turn the completed form into the Principal and the request will be forwarded to the proper officials. Athletic or extracurricular transportation requests go to the Activities Director. A copy of the approved form will be returned to the teacher. Make requests at least two weeks in advance.

Videos

All videos shown in the classroom need to be approved by the Principal at least one day in advance. A video with an audience age rating higher than the age of the students should not be shown. Also, rated "R" videos are not to be shown without administrative and parent/guardian approval.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator

Mrs. Christine Mattson
131 Hickory Street North
320-395-2521
mattson@lp.k12.mn.us

Title IX Coordinator

Ms. Jenna Wolff
131 Hickory Street
320-395-2521
wolff@lp.k12.mn.us

Human Rights Officer

Dr. Melissa Radeke
131 Hickory Street North
320-395-2521
radeke@lp.k12.mn.us

Lester Prairie School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities.



STUDENT HANDBOOK

Lester Prairie School District

131 Hickory St N
Lester Prairie, MN 55354
Ph: 320-395-2521
Fax: 320-395-4204
www.lp.k12.mn.us

"It is the mission of ISD 424 to develop
every learner to the learner's maximum potential
to succeed and continue to learn in a changing world."

Lester Prairie ISD #424 is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, and disability or veteran status.

Revised 8/5/22

Lester Prairie School Administration

Superintendent
K-12 Principal
Dean of Students/Activities Director
Counselor
Business Manager
Payroll/Clerk
Secretary
Data and Systems Coordinator

Dr. Melissa Radeke
Mr. Michael Lee
Ms. Jenna Wolff
Mrs. Christine Mattson
Mrs. Alice Daak
Ms. Kelly Elling
Mrs. Kathy Fiecke
Mrs. Cheryl Bayerl

Board of Education

Chairman
Vice Chairman
Clerk
Treasurer
Board Member
Board Member

Mrs. Corbey Hentges
Mrs. Rebecca Heimerl
Mr. Steve Ziermann
Mrs. Mary Otto
Mrs. Meganne Stifter-Knoll
Mr. Brian Heimerl

School Web Page

<http://www.lp.k12.mn.us>

Mission Statement:

"To develop every learner to the learner's maximum potential,
to succeed and continue to learn in a changing world."

PHILOSOPHY OF EDUCATION #424

It is our purpose to lead the youth of the community in developing rich and balanced personalities through carefully selected experiences incorporating thoughts, ideals, attitudes, skills and knowledge. We believe the result of this education will be an improved democratic society.

SECONDARY FACULTY

Angelica Biondo - Art
Michael Bjork - Science
Lyndsey Grand - ELL

Katelyn Gosh - Health
Wes Kapping - 9-12 SPED
Jon Koehler - English
April Lee - 5-8 SPED
Julie Malady - Math
Ben Machemehl - Social Studies
Matt Meyer - REACH
Terri Schuft-Helland - Band
David Rue - HS Choir
Ross Scheevel - Social Studies
Joy Schrupp- Health Office
Joe Scoblic - Technology Ed
Amy Smith - Math
Jennifer Smith - English
Rachel Stender - SS, Business
Blaine Walstrom - Science
Matt Thode - Physical Education
Marc Wawrzyniak - Tech/Math
Amanda Wood - Spanish

ELEMENTARY FACULTY

Chris Bayerl - Grade 2
Angelica Biondo - Art
Hannah Boger - Grade 3
Jennifer Brandel - Grade 1
Katherine Carmine - Grade 5
Whitney Dhoore - Grade 1
Lyndsey Grand - ELL
Katelyn Gosh - Physical Education
Morgan Hughes - Grade 6
Kelly Kramer - Grade 2
April Lee - 5-8 SPED
Helen Lester - PreSchool/ECFE
Derek Litzau - Title I
Brian Malady - K-4 SPED
Emma McCleary - Grade 3
Jacob Oie - Grade 4
Jay Rogotzke - Grade 6
David Rue - Elem. Music
Jan Smith - Kindergarten
Anna Soupir - Grade 5

PARA-PROFESSIONALS

Tabatha Ainsworth
Ashley Alberts
Alyssa Ebert
Lisa Feltmann

Cristy Medina Mendoza
Matt Meyer
Ashley Ostlie
Sara Ross
Kim Schauer
Tammy Serum
Lauren Trittabaugh
Janina Wall

Southwest West Central Special Education Cooperative

Heidi van der Hagen - Director of Special Education
Anthony Frank - Speech/Language Pathologist
Dana Hamilton - Physical Therapist
Kim Sobeich - Occupational Therapist
Ingrid Mellow - ECSE Teacher (partially remote)
Karen Pauly - School Psychologist (fully remote)
Regina Magendanz - Due Process Specialist

Greater Minnesota Family Services

Melissa Morales - Mental Health Counselor

Food Service

Lori Bebo - Supervisor
Linda Detlefsen - Cook
Vicky Fasching - Cook
Lynette Rosenau - Cook
Dede Breimhorst- Computer Operator/Library Para

Custodians - Employee of Dashir

Todd Nelson - Building Manager (offsite)
Lisa Hins - Building Supervisor
Aaron Ender - Custodian
Jim Klaustermeier - Custodian
Sue Calvin - Custodian
Izabella Lindorff - Custodian

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All School Policies are available on the District's web page

Welcome To Lester Prairie Schools

ABSENTEEISM (Extra-Curricular Activities)

Students in grades 7-12 absent from any 3rd-7th period(s) due to illness, injury or physical disability will be prohibited from participation and/or involvement in school activities, programs, events, interscholastic athletics, etc., held by the school during the remaining portion of that date unless prior approval is granted by the Principal and/or the Activities Director. Student managers, scorers, etc. shall be considered team members. For other unnamed activities, the

student will abide by the decision of the school administrator and/or the Activities Director.

ABSENTEEISM (from building)

Students must sign out in the office at any time of leaving and must sign in if he/she returns to the building during the school day. Students must also sign in if they arrive late for school. Failure to sign out/in will result in disciplinary action. You must have your written note or telephone authorization verified BEFORE you sign out of school.

ACTIVITY SUPERVISION

There will be no practices, weightlifting, running in the hallways, etc. unless the coach/director who authorizes these activities, or their designee, is physically present to supervise. A coach/supervisor in the classroom, outside, etc. who is not in sight of the activity is not acceptable as being considered supervising the activity.

ADD/DROP OF CLASSES

Students should add or drop classes within one week at the start of a semester. To drop a class, the student needs parental and school permission. If a student is failing a class after three weeks (fifteen school days) and withdraws from the class, a Withdraw Failing (WF) will be credited to the student's record and the student will be carried as an "F" for the remainder of the grading period and the student will be ineligible for extra-curricular activities. Since there are no regular study halls, a student must have a replacement class when they want to drop a class.

ADVISORY TIME - WEDNESDAY

Every Wednesday from 11:27-11:52 the 7th-12th grade students will have an assigned advisory time with their specific advisory teacher. The Advisory Class will be covering a variety of Social Emotional Learning topics and will be discussing academics with the students.

AGE 18 AND OVER

Chapter 529 (amend Minnesota Statute 120.06, Sub. 1) effective August 1, 1974 reads in part as follows: "Notwithstanding the provisions of any law to the contrary, the conduct of all students 21 years of age and under attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education." Therefore, it is understood that all rules and regulations established for Lester Prairie High School are in effect for all students enrolled, regardless of age.

Animals on School Property

Animals brought to school need pre-approval from administration and should be clean and free of external parasites such as fleas, ticks, and mites, along with up to date vaccinations. Information and permission form to bring a pet to school can be found on the school website under Parents - Forms and Documents.

ATTENDANCE POLICY (Policy #503)

Minnesota law recognizes the importance of school attendance and requires all children between ages 7-17 to attend school. Children under age 7 who are enrolled in school are also subject to Minnesota's compulsory attendance law. It is a parent's legal responsibility to enroll their children in school in accordance with Minnesota law. For children under the age of 12,

parents are legally charged with making sure that their children attend school unless lawfully excused.

Examples of excused absences include:

- Sickness
- Medical or Mental Health Appointments
- Religious Holidays
- Extreme Family Emergency

Examples of unexcused absences include:

- Missing the bus
- Oversleeping
- Cold Weather
- Babysitting
- Need to sleep or work

ATTENDANCE - In Person School

7-12 attendance will be taken each hour in all classes. K-6 **attendance will be taken at 8:15 each morning**. When possible, parents/guardians of absent students will be telephoned via School Messenger. A written or phone call excuse will be required before an absence will be excused. Any questionable absence should be cleared with the Principal in advance.

Frequent absences from class(es) may cause loss of credit for the class(es). The teacher(s) and Principal will determine if the student can reasonably make up work due to excessive absences. Under any circumstances, an alternative education plan may be instituted by the Principal in such cases.

I. MAXIMUM ABSENCE RULE

All absences will be counted in the accumulation of **the maximum number of 10 total absences or 5 unexcused absences per semester** except those absences which result from participation in school authorized activities; religious holidays; certain prearranged absences; a death in the family; or in cases of chronic or long-term illness verified with specific dates by a licensed physician.

II. ABSENCE AND EXTRA CURRICULAR ACTIVITIES

Students who exceed 10 total absences or 5 unexcused absences during a semester will be ineligible to participate in extracurricular activities for the remainder of the semester.

Administration may alter the number of days absent before being ineligible, but not lessen the severity of the policy guidelines. One example of when the number of days may be altered is during a longer illness.

III. CLASSIFICATION OF ABSENCES

School Authorized Absences: These need to be verified **before the absences** and are not counted in the ten per semester maximum absence rule. Make-up work is required.

- Field trips
- Musical festivals/contests

- Inter-scholastic meets/events
- Ceremony in which the student is being honored or presented with an award
- School support groups or counseling sessions.

Students involved are to attend class on the days that support groups or counseling sessions are conducted if a test is given in that class period. All assignments are to be turned in on the due dates. These meetings/sessions should be coordinated with the classroom teachers in advance.

Religious Holidays: Religious ceremonies/holidays conducted when school is in session.

Death in the family.

Pre-arranged absences of 3 or more consecutive days such as travel with family. This pre-arranged travel/vacation must include accompaniment of his/her parent or legal guardian. Notice must be given at least one calendar week in advance, and a pre-approved absence sheet must be signed by all teachers. *All assignments should be completed before the absence.* In cases of **chronic or long-term illness** of 3 or more days, verified with specific dates by a licensed physician or personally by a parent.

IV. EXCUSED ABSENCES

These need to be verified **before** the absence or at the time of **return to school** and **are** counted in the 10 per semester maximum absence rule. Make-up work is required.

- Illness (not long-term or chronic) - After the 7th absence of a semester due to illness, only a licensed physician's note will be accepted for an excused absence.
- Family emergency
- Medical/dental appointments that cannot be made outside of school time
- Court ordered appearances

V. UNEXCUSED ABSENCES

All absences **not** school authorized and **not** known by the parents/guardians are considered unexcused.

VI. PENALTIES

- After the **3rd** unexcused absence, the administration will request a conference with the student and parent/guardians regarding the student's absences, academic progress, and potential disciplinary action.
After the **5th** unexcused absence, the administration will request a 2nd conference with the student and parents/guardians, regarding the student's absences, academic progress, and potential disciplinary action. The county of residence Truancy Office will be informed of the continued truancy.
- After the 7 unexcused absence during the semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent.

Prior to loss of credit, an administrative conference must be held among the principal, student and parent/guardian.

- After 7 cumulative unexcused absences during the school year, administration shall refer a habitual truant child and the child's parent/guardian to appropriate service in the county of residence.

Truancy: The District will enforce Minnesota laws on truancy. In grades 7-12 you are considered to be truant if you miss 3 class periods that are unexcused during the whole school year. You are habitually truant if you miss 7 class periods unexcused.

Truancy Procedure: Once you have missed 5 periods unexcused, a letter will be sent to the County Attorney's office by the Principal or Counselor. A meeting will then be set up between the school, local law enforcement, the student and the parents. At that meeting the parents and the student will be informed that the County Truancy Department was notified. If after the meeting the student continues to miss school unexcused, the matter may fall under the jurisdiction of the court system.

VII. PROCEDURES

Absences will be checked daily by school personnel. Students will have up to **1 school day** to excuse absences. After this one school day, the absence will be counted as unexcused.

VIII. MAKE-UP POLICY

Absences will require a student to make up work missed in order to receive class credit for the class missed. Work missed must be made up upon the student's return to school in order to receive credit for the missed classes. The student is responsible to request from the teachers make-up work. Previously announced projects or tests are due immediately upon return to school.

All students returning to school will have 3 school days to make up the schoolwork missed. (Exceptions will be handled on a case-by case basis by the administration.) You will be able to earn class credit missed with an excused absence, but you may not be given credit for work missed during an unexcused absence. Admit slips will be issued in the office before school starts or upon arrival to school during the school day. Admit slips are a prerequisite for getting back in the classroom following an absence, and these admit slips must be written in ink, not pencil.

IX. APPEALS PROCESS

If a student feels that the Maximum Absence Rule needs to be varied or amended for him/her because of individual personal circumstances, he/she **and** a parent/guardian may request the Principal to set up an appointment for an appeal meeting. Consequences and penalties the student earned will be postponed until after the meeting/decision. **Note:** All absences must be verified as being beyond the student's control.

Lester Prairie School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. This policy will be modified as needed by a student's IEP/504 Team for students with disabilities.

X. LATE ARRIVALS AND TARDINESS

It is expected that all students will make necessary arrangements to arrive on time to school. Any time a student arrives at school after Period 1 has started, he/she is required to stop and sign in at the Office. Missing the school bus, over-sleeping, or repeated car problems will be classified as an unexcused tardy. **Three unexcused tardies will equal one unexcused absence, and will count toward the total absences.**

Students are expected to be on time for every class period. A 1-hour after school detention will be assigned for every 3 tardies the student receives. If a student has outstanding detention(s), the student will be ineligible for extra-curricular activities and/or any school sponsored events.

BACKPACKS

Backpacks/book bags/purses/any handbag will only be allowed to carry items to and from school. They are to remain in the student's locker during the school day.

BELL SCHEDULE

Monday, Tuesday, Thursday, Friday

8:15-9:07	1st hour
9:10-10:02	2nd hour
10:05-10:57	3rd hour
11:00-11:52	4th hour
11:52-12:17	Lunch (Grades 10-12)
11:55-12:47	5th hour (Grades 7-9)
12:20-1:12	5th hour (Grades 10-12)
12:47-1:12	Lunch (Grades 7-9)
1:15-2:06	6th hour
2:09-3:00	7th hour

Wednesday (Advisory Day)

8:15-9:00	1st hour
9:03-9:48	2nd hour
9:51-10:36	3rd hour
10:39-11:24	4th hour

11:27-11:52	Advisory
11:52-12:17	Lunch (Grades 10-12)
11:55-12:47	5th hour (Grades 7-9)
12:20-1:12	5th hour (Grades 10-12)
12:47-1:12	Lunch (Grades 7-9)
1:15-2:06	6th hour
2:09-3:00	7th hour

BUILDING REGULATIONS

No student should be inside the school building unless under supervision of staff members. All activities involving high school students, or building usage by community members, must be scheduled through the Activities or Community Education office.

BULLYING PROHIBITION (Policy #514)

Bullying means repeated intimidating, threatening, abusive, or harming conduct that is objectively offensive and materially and substantially interferes with a student’s educational opportunities, performance, or ability to participate in school activities or receive school benefits, services, or privileges. Including, but not limited to, conduct by a student against another student that harms the student, damages a student’s property, places a student in fear, or creates a hostile educational environment. The term, *bullying*, specifically includes cyber-bullying.

Cyber-bullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on or at: school premises, district property, school functions or activities, school transportation, or school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

Lester Prairie Schools Bullying Report Form

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator

Christine Mattson
 131 Hickory Street North
 320-395-2521
 Mattson@lp.k12.mn.us

Title IX Coordinator

Ms. Jenna Wolff
 131 Hickory Street
 320-395-2521
 wolff@lp.k12.mn.us

Human Rights Officer

Dr. Melissa Radeke
131 Hickory Street North
320-395-2521
radeke@lp.k12.mn.us

Lester Prairie School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities.

CANCELLATION OF SCHOOL

All announcements regarding school cancellations will be made over KDUZ-AM 1260; FM 106.9; KSTP-TV 5; WCCO-TV 4; FOX KMSP 9; and KARE-11 TV. Lester Prairie also utilizes the School Messenger communication system.

CELL PHONES OR OTHER PERSONAL ELECTRONIC DEVICES:

The intent of this policy is to support student academic achievement by removing a major temptation and distraction and promoting face to face interaction and connection.

- Cell phone(s), personal electronic devices, and earbuds are **NOT allowed** to be used by students in classrooms.
- Occasionally, teachers may request students use their device for **educational purposes only!**
- The devices can be kept in the students' lockers or set in a designated area in the teacher's room. Devices should be shut off or put on airplane mode when in class or in lockers.
- Devices that disrupt the class will be given to the Dean of Students until the end of the day.
- Phones, personal electronic devices, and earbuds may be used during passing time and lunchtime.

1st offense

- Lose phone(s) or device (i.e. earbuds, smartwatches, etc) for the day.
- Pick up the phone or device from the Dean of Students at the end of the school day after filling out a form letter informing his/her parents he/she was inappropriately using his/her phone or device during the school day.
- The parent(s) must sign the letter to acknowledge the violation of the school rules. If the student does not return the signed letter he/she will be asked to leave his/her phone/device with the Dean of Students everyday until he/she returns the signed letter.

2nd offense

- Lose phone(s)/device (i.e. earbuds, smartwatches, etc) for the day.
- Parent(s) will be called.
- Parent(s) may pick-up the phone after school between 3:00-4:00 pm.

3rd offense

- Lose phone(s)/device (i.e. earbuds, smartwatches, etc) for the day.
- Parent(s) may pick-up the phone(s)/device after school between 3:00-4:00 pm.
- Student must turn in their phone(s)/device before 8:10 am to the Dean of Students for the next 10 school days.
- Student may pick-up phone(s)/device at the end of each school day.

If a student refuses to surrender his/her phone(s)/device to the staff member requesting, the Dean of Students or Principal will be called and the incident will be handled as insubordination.

COMPUTER/INTERNET USAGE/CHROMEBOOK/CHROME TABLET

Students will receive a copy of the district’s computer and internet usage policy. Student and parent or guardian signatures will acknowledge that they know, understand, and will follow the policy. In addition, the school district provides a resource in which internet content is monitored and filtered in school. The school district cannot guarantee that all inappropriate material will be filtered and stress the importance of parental guidance when students are online. The distribution of Chromebooks/Chrome Tablets to students is to serve as an extension of the classroom. In order to issue a Chromebook, Lester Prairie Schools requires that a signed copy of both the student-parent agreement and a required payment of the User Insurance Fee be on file with the district before taking possession of the property. Parents and students must comply at all times with the Lester Prairie Student Handbook, the Chromebook/Chrome Tablet Handbook, and the Internet and Acceptable Use Policy. Failure to comply may cause the termination of student’s rights of possession immediately, and Lester Prairie Schools may repossess the loaned property.

Loss or Damage: If the Chromebook/Chrome Tablet is damaged, lost, or stolen, you are required to report the incident as soon as possible. You will be responsible for any deductible repair fee as required by the Chromebook/Chrome Tablet User Agreement. It is the responsibility of the student and family to recover or replace the lost or stolen Chromebook/Chrome Tablet. If necessary, the District will involve the police to assist in the recovery through the use of tracking systems designed to locate the property.

CHURCH NIGHT

Wednesday night is designated as "church night." Whenever possible school-related activities will not be scheduled after 6 p.m.

CLASS ADVISORS/MEETINGS

2022-2023 Class Advisors

Grade	Class Meeting Room	Advisors
12th	Room 116	Ben Machemehl Amy Smith
11th	Room 111	Mike Bjork Julie Malady Blaine Walstrom Matt Meyer
10th	Room 114	Ross Scheevel Amanda Wood

9 th	Room 126	Wes Kapping Terri Helland Jenn Smith
8 th	Room 120	Marc Wawrzyniak Jon Koehler Joe Scoblic
7 th	Room 135	Angelica Biondo Christine Mattson Matt Thode Rachel Stender

Every Wednesday from 11:27-11:52 the 7th-12th grade students will have an assigned advisory time with their specific advisory teacher. The Advisory Class will be covering a variety of Social Emotional Learning topics and will be discussing academics with the students.

CLASS OFFICERS/ACTIVITIES

Each class may elect the following at a general class meeting: president, vice-president, secretary, treasurer and two student council representatives.

Record keeping: Classes must keep the following records:

Ledger of income and expenditures

Record of students owing dues and being assessed fines, and

Minutes of the meetings including main points discussed and decisions made

Dues: Dues charged to students must not exceed the following without specific permission from the administration:

Grade 7-9 \$ 5.00

Grades 10-12 \$10.00

There will be no fines for late dues. Class advisors may assess students a fair amount for failing to meet their work responsibilities. Students are not required to pay dues/fines, but must pay before participating in class activities. These class activities include, but are not limited to the following: senior class trip, nomination to homecoming royalty, nomination to Sno-Fest royalty, prom, senior class trip, etc.

Supervisor/Advisor: Each class activity must have a minimum of one teacher supervisor. Any parent supervisor for the concession stand must have a background check on file.

Fundraising Activities: Fundraising activities involving soliciting must have advance approval by the School Board with a recommendation from the Principal and Superintendent per Policy 500.1.E.1.

Transportation: Costs for transportation to any activity is the responsibility of the class involved. Students using school transportation must go to and return on the same mode of transportation unless they have specific permission to do otherwise.

Specific Class Activities: The advisors responsible for each activity may establish rules regarding their activity.

Concessions: Concessions for all athletic activities are the responsibility of the junior class with all proceeds going to the junior class.

Prom: The Prom arrangements and expenses are the responsibility of the junior class.

Homecoming and Sno-Fest: Homecoming and Sno-Fest activities are the responsibility of the various classes under the guidance of the student council. Homecoming coronation is the responsibility of the junior class. Sno-Fest coronation is the responsibility of the sophomore class.

Parties/Dances: Classes may organize parties/dances under the following conditions:

- Hours for parties/dances sponsored by the senior high classes (9-12) will end on or before 11:30 p.m.
- Hours for parties/dances sponsored by the junior high classes (7-8) will end on or before 11:00 p.m.
- Students must not leave and re-enter the building during the party/dance unless given specific permission by the supervisor.
- A school employee supervisor must be present at all times.
- Parties/dances shall be for Lester Prairie students in grades 7-12 unless given specific permission by the administration to do otherwise.
- An Out of School Guest Permission Form must be completed for any student who attends a dance that does not attend Lester Prairie Schools and turned into administration at least 3 days prior to the dance. The Form can be found on the Lester Prairie School District Website under Student: Out of School Guest Permission Form

Senior Trip: The Board of Education may authorize a senior class trip. Chaperones must be approved by the Board of Education.

Student will be allowed to go on the class trip if he/she:

1. Has paid all fees/dues/fines/student bills/assessments.
2. Is a senior/foreign exchange senior.
3. Attendance – must be in compliance with school board policies.
4. Must be passing all classes (no F's) & on track to graduate in the spring of senior year.
5. Senior/junior LA Research Paper must be completed and accepted by the teacher and administration.

Students that choose not to attend school-sponsored activities during the school day must report to the Principal prior to the day of the activity for a substitute assignment, which will

take place at/in school.

6. Students who do not meet the criteria listed above will result in the loss of their senior trip deposit.

COLLEGE/SERVICE/TECH COLLEGE REPS

Periodically throughout the school year, representatives from the various colleges, services, and AVTI's will be visiting LPHS in order to speak with students seeking post-secondary opportunities. Usually, the school is given advance notice; this notice will be published in the daily bulletin for your information. Students need to get a pass from the guidance office to meet with these representatives.

COLLEGE VISITS

All college visits will be arranged through the guidance office at least two days in advance of the visit. College visits will be limited to 3 for seniors, 2 for juniors. Any other visits will be chargeable absences. The College Fair counts for one visit if attended during school hours. College visit slips must be signed by parents, and students will list work they are responsible for on the slip. The College Visit slip will be stamped or signed by the college official conducting the tour and returned to the office the following day.

COMMONS AREA

In order to maintain a clean and pleasant atmosphere in the commons area, your help and cooperation is needed. A few simple rules are listed here for you to follow. If you break any commons rules or fail to cooperate with the supervisors, you will be subject to detention, clean-up detail, assigned a seat, or be removed from the Commons.

You are expected to help by:

1. Walking to the Commons and lining up in the order you arrive (no line-jumping allowed).
2. Not throwing food (if you do, you will be required to clean up the mess). If you are with a group that throws food, the group will be required to clean up the mess.
3. Depositing all lunch litter in wastebaskets and keeping the Commons Area clean.
4. Bringing your tray and utensils to the dishwashing window and stacking neatly.
5. Leaving the table and floor area where you sat, clean for others.
6. Not leaving the commons without permission from the supervisors.
7. Leaving chairs and tables as they were arranged.
8. Students are allowed to pick their chair/table, unless assigned. Students are not to wander from table to table.

COPY MACHINE

All copies to be made on the copy machines in the office will be by the classroom teachers only for school-related materials. Non-school related copies must be cleared by the office, and these copies will cost 10 cents each.

COURSE REQUIREMENTS

There are certain required courses for each grade level in grades 7-12. When registering for classes each year, these required courses will be contained in the Registration Guide. Any questions concerning your course load, check with the guidance counselor or the Principal for clarification. (See Graduation Requirements,)

DETENTION POLICY

Detention for violation of school policy will be assigned by the Dean of Students/Principal. Failure to serve detention will result in further action by the Dean of Students/Principal, including suspension. **DETENTIONS MUST BE SERVED AND WILL HAVE PRECEDENCE OVER EXTRA-CURRICULAR ACTIVITIES INCLUDING ACTIVITY PRACTICES/GAMES.**

Detentions will be served in accordance with the detention schedule by the date set to be served by. If a student has outstanding detention(s), the student will be ineligible for extra-curricular activities and/or any school sponsored events. If detention is not served, an additional detention, Saturday school, or In School Suspension may be assigned.

The Principal/Dean of Students will be responsible for the records of all detentions. Normally, detentions should be issued after corrective action has failed to correct a minor situation or a single "common sense" offense deserving of a detention. A copy of detention notices will be sent to parents via the student.

DISCIPLINE (TEACHER/STAFF ASSIGNED)

Teachers or other staff may administer appropriate disciplinary action. If deemed necessary by the teacher or staff member, behavior reports will be issued on an "as needed basis" and reported to the Dean of Students. Students who fail to report to teacher/staff assigned time will be referred to the Dean of Students/Principal for further disciplinary action.

DISCIPLINE POLICY (Policy #506)

The Board of Education and Administration of ISD #424 recognizes that the rights of all students must be respected. Along with these rights, there is a corresponding responsibility for students to follow school rules and regulations. Therefore, students in ISD #424 who fail to abide by the established rules and regulations shall be handled as outlined in this policy.

Disciplinary Investigations: Students must cooperate fully with investigations. Failure to do so, and/or giving false information will result in additional disciplinary action for the student.

DUE PROCESS

All students will be afforded due process when involved in the discipline process.

Suspension/Expulsion: A student may be dismissed on the following grounds:

- Conduct which disrupts a student's own right or other students' rights to an education
- Physical behavior which endangers the student or anyone else or property of the school

The Pupil Fair Dismissal Act:

This act was passed by the Minnesota Legislature permitting school boards to dismiss disruptive students from its schools. The Act provides for alternatives and calls for due process in proceedings leading to suspension, expulsion, or exclusion (MS 121A.40 to 121A.56).

DEFINITION OF TERMS

Insubordination: A defiance of authority; refusal to obey orders/requests. Authority within the school is any adult employed by the school district.

Teacher/Student Disciplinary Agreement: A mutually agreed upon agreement usually prior to the issuing of a detention.

Removal from Classroom: Student is sent to office/out of classroom for the remainder of the period. *Teacher must notify the office.*

Detention: An action taken by the school administration requiring students to make up time outside of normal school hours.

Saturday School: An action taken by the school administration requiring students to make up time outside of normal school hours. (between 8:00 AM -12:00 PM on a Saturday morning)

Financial Retribution: Payment of damages for lost, destroyed, damaged, etc., of personal or school property or equipment.

Community Service Hours: Time assessed to work off violation penalties--usually school-related work activities.

In-School Suspension: A suspension in school where a student must attend school.

Out-of-School Suspension: A suspension out of school where a student will not attend school, will also be ineligible for extra-curricular activities for that day(s) and ineligible to attend events.

Exclusion: An action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

Expulsion: An action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond one calendar year (12 months).

Student Discipline Violations:

- Swearing, disrespectful, vulgar, and/or threatening language and gestures, is prohibited.
- Inappropriate display of affection on school grounds is not acceptable.
- Gambling for money in any form is not allowed.
- Driving or getting into any motor vehicle during school hours without proper clearance from the office is forbidden.
- Theft or damage of school property or the property of others is prohibited.
- Defying authority/directions of faculty and school personnel is forbidden.
- Fighting, inappropriate behavior, and verbal abuse are prohibited.
- Possession of dangerous instruments, weapons, nuisance items*, facsimiles/models or items prohibited by law to be on school grounds is forbidden. Possession or use of alcohol, tobacco or other illegal drugs or paraphernalia is forbidden.
- Acts that violate our non-violence policy.
- Leaving school without permission.
- Failure to follow sign in/out procedure.
- Tardy to class.
- Or, other violations of student management policies.

*A nuisance device/incident is any device (squirt gun, water balloons, stink bombs, etc.) or incident which causes a disturbance or presents a possible injury situation. Any device confiscated within the school building will be withheld if in one's possession or destroyed if it has been used in school.

OUT OF CLASS PROCEDURES

The school district will follow a systematic disciplined approach to help students maintain proper behavior.

1. For a minor problem behavior, teachers will review desired behaviors with the student and provide a restoration opportunity for the student. If problem behavior continues, teachers will contact parents to notify them of discipline issues.
2. For minor problem behaviors that continue or for major problem behaviors, the student may be removed from class and referred to the Dean of Students. The student's cell phone must be turned over to the teacher or Dean of Students. The teacher will call parents. The Dean of Students will conference with the student and determine appropriate disciplinary action.
3. After the first removal from class, subsequent removals from class will result in the Dean of Students calling the student's parents. Appropriate disciplinary action will be taken. A team meeting may be requested (student, parent(s)/guardian(s), teacher(s), Dean of Students, Principal, and any other team members) to determine the next course of action for the student.

DRESS AND APPEARANCE

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress which is considered by teachers and/or administration to be contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose of conduct of the school will not be permitted. Shirts advertising alcoholic beverages, cigarettes, or those with obscene, questionable, or suggestive printing on them will not be permitted. Students who violate this will be asked to change. If the violation persists or if the student refuses to comply the student may face consequences.

Specific guidelines for dress are as follows:

1. Face & ears must be visible at all times.
2. No "short shorts" or short skirts. A guideline to follow is to place your hands at your sides. Shorts or skirts should be longer than your hands.
3. Shirts and shoes must be worn at all times for health and safety reasons.
4. Outdoor coats, jackets, bags, and backpacks must be kept in the lockers during the day.
5. Stomachs should not be seen.
6. Undergarments should not be seen or exposed.
7. No clothing or jewelry displaying or representing:
 - a) Vulgar or obscene language or pictures
 - b) Gang-related pictures or insignia
 - c) Beer, liquor, tobacco, or drugs advertising
 - d) Sexual or violent pictures or language
 - e) Pictures with a negative connotation toward others including hate symbols
 - f.) Inappropriate symbols such as marijuana leaves (blunt), the "Playboy" bunny, etc.

eLEARNING DAY

In the event of a school closure due to inclement weather or other emergency, learning

expectations for all students will continue via an eLearning Day. While eLearning Days cannot replace the face-to-face time students have with their teachers, they can provide continuous learning when school is cancelled. On an eLearning Day, all teachers will share assignments and hold email office hours in which they are available to provide learning support and guidance to students. eLearning Days are considered student contact days and therefore eliminate the need for makeup days at the end of the school year, helping families plan summer activities. Districts are allowed up to five eLearning Days per year.

Communication:

Families will receive notification via School Messenger regarding the eLearning Day. The eLearning Day will also be communicated on the District Facebook, Twitter, and website; television stations WCCO, KSTP, KARE, and FOX; and KDUZ/KARP radio stations.

Attendance:

Attendance will be taken on eLearning Days.

PreK-2 students will be marked present by completing the assigned Choice Boards located in Google Classroom or their Take Home folder sent home prior to the event. Teacher office hours will be 8:30-12:00 and 12:30-2:00.

Grades 3-6 students will be marked present by attending classes virtually through Google Meets and completing assigned work.

8:30-9:00 Morning Meeting
9:30-11:00 Math
11:00-12:00 Office Hours
12:00-12:30 Lunch
12:30-2:00 English Language Arts

Grades 7-12 students will be marked present by attending classes through Google Meets. Attendance will be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just as if they were not present for an on-campus class.

1st period: 8:15-9:05
2nd period: 9:10-10:00
3rd period: 10:05-10:55
4th period: 11:00-11:50
Lunch: 11:50-12:20
5th period 12:20-1:10
6th period 1:15-2:05
7th period 2:10-3:00

Students that do not have internet access, must have their parents call in and notify the school before 8:15am. It will be considered an excused absence and the assignment or an alternative assignment will be given to the student the next day the student is in the building. The student will have 3 days to complete the assignment and be counted as in attendance for the eLearning Day. The absence will be unexcused if the assignment is not turned in within 3 days.

ELIGIBILITY - ACADEMIC

1. A student participating in MSHSL or Lester Prairie extracurricular activities must pass all classes or credits.
2. A student who receives a failing quarter grade may regain eligibility at mid-quarter of the next grading period if he/she is passing all classes at that time.
 - A return to eligibility form must be filled out by the student, the teachers, and the Activities Director prior to regaining eligibility.
3. A student failing a class at mid-quarter will be ineligible until the grade is raised to a passing grade.
 - A return to eligibility form must be filled out by the student, the teachers, and the Activities Director prior to regaining eligibility.
4. A student who receives an F at the end of 4th quarter will be ineligible for any contests/games that happen before school starts the next year. The student will regain eligibility the first day of school. The only exception is if the student made up the credit during summer school. Participating in tryouts and scrimmages will be allowed.
5. A student who has a learning disability documented in an IEP, may participate in any activity as long as the teacher(s) of said student determines that an effort is being made by the student to succeed, although the student may be unable to demonstrate this through grades.

All Lester Prairie school functions, with the exception of Prom (After Prom)-will also be governed by this policy.

ELIGIBILITY - MSHSL

The Minnesota State High School League rules will be followed to the letter. Respective coaches/directors/advisors will brief students as to these respective MSHSL rules and regulations prior to each activity/season. In addition, students not currently in a Category I activity, will be able to elect with the AD, the next Category I activities they will be involved in within one calendar year. The student must successfully complete the entire season and/or activity to receive credit for serving the MSHSL penalty.

Category I Activities:

- Baseball

- Basketball (Boy's and Girl's)
- Cheerleading
- Cross Country (Boy's and Girl's)
- Dance
- Declamation / Speech
- Football
- Golf (Boy's and Girl's)
- One Act Play
- Soccer (Boy's and Girl's)
- Softball
- Track and Field (Boy's and Girl's)
- Volleyball
- Wrestling
- Clay Target League (Trapshooting)*

*Considered Category I for MSHSL violations only

Category I MSHSL penalties remain as established:

First Offense: The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

Second Offense: The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

Third/Subsequent Offense: The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.

Category II MSHSL activities are those activities in which a member school does not have a schedule of inter-scholastic contests, exclusive of league-sponsored tournaments. These activities are those not included in Category I. Lester Prairie school functions (i.e., Drama Club, Homecoming Week, Sno-Fest Week, annual staff, class offices, etc.) will be governed by Category II penalties. The senior class trip and the prom are not included. Penalties for **MSHSL** tobacco and alcohol/drug violations and for violations of the harassment and violence policy for **Category II** events will be:

Any Offense: **The student will serve 4 hours detention or Saturday School.**

SPECIAL RULES ON INELIGIBILITY AND ONE-YEAR INELIGIBILITY

Students must be a member of a group (band, choir, etc.) at the time of the offense in order to receive credit for an event served. All students must meet the requirements for Category I and II activities in order to be eligible for the respective events of that category. This means that

students may be eligible for Category I activities and not Category II activities and vice versa. If a student violates our school policy on drugs, alcohol, tobacco, and harassment/violence, the following takes place:

1. *(The student is) Ineligible for royalty/related activities for one school year regardless if they are eligible according to Category I or Category II activities, and*
2. *(The student) Loses the right to be a Captain or elected official for an athletic team or any other group for one calendar year.*

EMERGENCY PROCEDURES

Students must follow the fire and tornado procedures and route directions posted in each room. Fire and tornado drills shall be conducted periodically as prescribed by law.

Fire Drill Procedure:

Fire drills are to be conducted in an orderly manner. Fire drills are held so that staff are prepared in advance of what to do in a real emergency. The teachers are to have the fire drill map and directions placed in a prominent place near the exit of each room.

When a fire alarm sounds, the following actions are to take place:

All personnel in the building are to exit the building according to the fire plan only if:

- Pre-planned Drill
- See or smell smoke and/or fire
- Announcement over PA prompting an evacuation.

Building Evacuation Procedure:

- Teachers should direct one or more students to close all windows as the rest of the class lines up.
- First person to the door is to hold the door open.
- Walk.
- Go single file.
- Never cross a line.
- Wait for the group ahead of you.
- Leave books and other belongings in the classroom.
- Last person out of the classroom will turn off lights and close door.
- In case of a **BLOCKED EXIT**--the **FIRST STUDENT** in line turns to the center of the hallway and leads the line to the nearest exit.
- Teachers will follow their class out of the building, take attendance and report to the Office.

Fire Evacuation Doors

Door A: Rooms: 100, 100A, 100B, 100C, 100D, 100E, 177, 178, 179, 181, 183, 184, Commons/Cafeteria

Door B: Rooms: 102, 105, Locker rooms 107 & 109, South Gym 180, 111, 112, 113, 114, 115, 116, 117, 162, 2nd Floor Music Room 208
Door C: Rooms: 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 133
Door G or H: Rooms: 130, 130A, 131, 132, 132A, 138, 138A, 138B, 232, 238
Door I: Rooms: 134, 135, 136, 137, 139, 139A, 140, 140A
Door K: Rooms: 141, 142, 143, 144, 145, 146, 147, 148
Door L: Rooms: 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 163, 164, 165
Door M: Rooms: 166, 167, 168, 169, 176, Stage
Door N: Rooms: 170, 171
Door O: Rooms: 172, 173, 174
Door P: Room: North Gym 175

Safe Location/Evacuation Area

Door A, B, O, & P - North end of the parking lot (Office radio)
Door C, G, H, & I - South of school garage - stay on school property (Scoblic radio)
Door K - Cross the street (Brandel radio)
Door L, M, & N - Cross the street at corner of 2nd Avenue North and Fir St. (Rogotzke radio)

Severe Weather Evacuation Rooms

Elementary Classroom Area

Room 168 & 169 to **166**
Room 165 & 167 to **164**
Room 155, 156, 157 to **163**
Room 160 & 161 to **162**
Room 153 to **Boy's Restroom 159**
Room 154 to **Girl's Restroom 158**
Room 151 & 152 to **Girl's Restroom 143**
Room 141, 149 & 150 to **Boy's Restroom 142**
Room 145, 146, and 148 to **144**
Room 139 to **140**

High School Classroom Area

Music Room to **Girl's Locker room 109**
Room 112 & 114 to **111**
Room 116 to **113**
Room 115 & 119 to **117**
Room 118 to **121**
Room 120 to **125 Boy's Restroom**

Room 122, 123 & 124 to **Hallway outside of 123 (east/west hallway)**

Room 126 to **129 Girl's Restroom**

Room 128, 130 & 133 to **134 or Hallway outside of 134**

Room 131, 132, 132A, & 138 to **138A or 138B**

Room 135 & 136 to **135A**

Main Office Area

Room 100, 100B, 100D, 100E & 100F to **100B restroom or 100C**

Cafeteria, Room 183 & 184 to **107 Boys Locker room, Women's Restroom 177, 178 Family Restroom, Men's Restroom 179 & Kitchen**

South Gym to **109 Girls Locker room**

North Gym and Fitness Room to **Men's Locker room 173 or Women's Locker room 172**

Playground to **Men's Locker room 173 or Women's Locker room 172**

Safe rooms to stay in: 100C, 107 Boys Locker room, 109 Girls Locker room, 111, 113, 115A, 117, 117A, 119A, 134, 135A, 138A, 138B, 140 (wall must be closed to 138), 144, 157, 162, 163, 166, 171, 172 Women's Locker room, 173 Men's Locker room, 176, Restrooms 108, 110, 121, 125, 129, 138B, 140B, 142, 143, 144A, 145A, 158, 159, 161A, 164, 177, 178, 179.

Use your common sense! There are multiple safe areas near your location, if a line to a shelter area is long move them to the nearest line available immediately, hallways that are indicated in green on the map are safe areas (close fire doors in the hallways if you are in one of the designated hallways). All students and staff should remain in their designated shelter area until the "all clear" has been given by administration.

END OF SCHOOL DAY

The school day ends at 3:00 pm and once the buses have departed, students are to clear the building. Exceptions are those students having practice, rehearsal, lessons, make-up work, etc. that are directly under the immediate supervision of a teacher/faculty member. When students need to remain at school after hours they must be in the Commons or Main Entrance.

FAILING GRADES

High school students (grades 9-12) failing a required course must repeat the course. With unusual circumstances and with permission from the Principal or designated rep, the student may substitute for the required course if all other options are impossible. Elective classes that are failed do not need to be made up, as such, but the student must have sufficient credits to graduate with a failed elective course.

FEES, PURCHASING, AND BILLS OWED TO SCHOOL

Students may be charged a small fee or be required to buy certain materials for required educational class work. Students wishing to do more than the minimum required class work and if the student wants to keep the completed project material, etc., he/she will be required to pay for that which is necessary. Students will be charged for the use of some materials and asked to purchase some equipment if they participate in extracurricular activities. The collection of money for the sale of supplies will be made in the office unless specifically stated otherwise.

Students will be allowed to charge and will be given a proof of purchase when paying for the item in the office, which they in turn, can present to the appropriate teacher when picking up the material and equipment purchased. Students delinquent in paying their bills will not be allowed to charge until the bills are paid, will not receive their report cards, and will be ineligible to participate in certain school activities.

Athletic participation fees:

- Grades 7-8: \$90.00 per sport
 - Grades 9-12: \$120.00 per sport (Knowledge Bowl fee is \$70 - all ages)
- Secondary sport in the same season: \$40/sport

Discounted fee structure: (based on Free and Reduced lunch status)

- Grades 7-8: \$50.00 per sport; \$100.00 maximum per year.
- Grades 9-12: \$70.00 per sport; \$140.00 maximum per year.

Non-athletic participation fees:

- \$40 per activity.

Athletic Fee Payment Schedule and Adjustments:

- Fee paid before an athlete can participate.
- 75% refund if an athlete quits in the first five days of practice.
- If an athlete is injured or has an illness and cannot continue sports beyond the midway point of the season, a 50% refund will be granted. There will be no refund if an athlete quits beyond the fifth day of practice or injury or illness occurs after the midway point of the season.
- An athlete that starts late must pay full fee (current and new students included).
- There will be no refund for a student that becomes ineligible

GRADUATION REQUIREMENTS

All 7-8th grade classes are required prior to moving to high school.

Required for Graduation (Grades 9-12).

1. LA 9
2. LA 10
3. LA 11/12 = Communications (Speech, Comp. & Lit.) & Literature Survey/Creative Writing OR College Lit. & College Writing (alternate years for both)
4. Geography
5. US History
6. World History
7. Econ/Government
8. Physical Science
9. Biology
10. Science Elective (Chemistry or Physics required for class of 2015 and beyond)
11. Algebra (8th grade or 9th grade)
12. Geometry or Standards Geometry (9th grade or 10th grade)
13. Advanced Algebra/Trigonometry or Standards Advanced Algebra (10th grade or 11th grade)

14. Students in 11th grade required to take either Standards Advanced Algebra or Precalculus.
15. 9th PE (.5) & 9th Health (.5) = 1 credit total

Seniors, Juniors, Sophomores, and Freshmen: Required for Graduation - 25.5 Credits
(15 credits required classes above + 10.5 electives)

- 13 Electives possible (One must be in the Fine Arts.)
- 28 Total Credits Possible

GUIDANCE

The guidance program is provided to assist students with academic and career guidance. The guidance counselor will have class and individual meetings with the juniors and seniors to better explain the services available to include scholarships, applications, standardized tests, financial aid applications, course selections, etc. The counselor will also meet with students in grades 7-12 to help address individual needs and goals.

HAZING (Policy #526)

Committing an act against a student or coercing a student into committing an act that creates risk of personal harm in order to be initiated or affiliated with any student organization or activity that may or may not be officially recognized by the school. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco or other substance; intimidation or threats of ostracism, mental stress, embarrassment, shame, humiliation; or any illegal activity. Students may not participate with each other or with others to plan, direct, encourage, aid or engage in hazing. Apparent permission or consent to be hazed does not lessen the prohibition. At no time will hazing of any kind be tolerated. This includes initiations.

HONOR GRADUATES

Graduates who maintain a minimum average in grades 9-12 of 3.0 on a 4.0 system while taking a full load of classes shall be termed "honor graduates." Students earning an average of 3.67 or higher on a 4.0 system shall be designated as graduating with "high honors" while those earning an average between 3.0 and 3.66 shall be designated as graduating with "honors". Final determination will be made one month prior to graduation. No student shall be designated valedictorian or salutatorian. Only school-approved graduation honors may be worn during the graduation ceremony. Any other items used for personal expression are prohibited.

HONOR ROLL

An "A" and "B" honor roll will be maintained and published each quarter. "A" honor roll students must maintain a 3.67 average and "B" honor roll students must maintain a 3.0 average. Any "F" or "D" in any class disqualifies a student from either honor roll. Incomplete grades disqualify students from the honor roll until the incomplete grade becomes final.

INCOMPLETE GRADES

Students passing a course or with the potential to pass a course but with incomplete work will be given an incomplete (I) grade. "Incompletes" must be completed within two weeks after issuing of report cards, or in the spring quarter, two weeks from the last day of school. Incomplete grades that could become an "F" grade will be considered an "F" for student eligibility until the grade is finalized.

INSUBORDINATION

All employees of Lester Prairie School have the responsibility and obligation to enforce school regulations. The administration, teachers, counselors, secretaries, nurses, paraprofessionals, cooks, custodians, bus drivers, etc. have the right to correct you if you are violating school rules, and students have the obligation to do as requested.

Insubordination is the willful defiance or ignoring by a student of a reasonable order or request of any school employee. It is a serious type of disobedience that can cause the breakdown of the learning environment. Insubordination is also involved when a student directly attacks a staff member or employee, either physically or with words through swearing or obscene language or gestures.

A student referred for insubordination will be subject to a conference with the Dean of Students and/or Principal, detention, parent/guardian conference, and suspension, depending upon the severity of the incident. A pattern of insubordination is grounds for removal to an alternative program or expulsion.

INSURANCE/ACCIDENTS

The school is not responsible for doctor and dental bills as a result of injury to students during school and school related activities. Report all accidents as soon as possible to the school office so that an accident report may be completed.

INTERNET ACCEPTABLE USE AND DATA PRIVACY INFORMATION

All school district students have conditional access to the school district's computer system, including Internet access for limited educational purposes, use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs, discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy can be located on the Lester Prairie School website or click on the following link: [Policy #524](#)

Within 30 days of the start of each school year, the school district will give students direct and timely notice via the Student Handbook and the Lester Prairie School website of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. This notice will:

1. Identify each curriculum, testing, or assessment technology provider with access to education data.
2. Identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about contract inspection and provide contract information of a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district will provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider, upon request.

Students are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form to have on file at the school.

- **Internet Use Agreement Form**

LAW ENFORCEMENT AUTHORITIES

It is school policy to cooperate fully with the police and correction officers of this state in dealing with students. All attempts will be made to avoid putting the student in any situation at the school that would embarrass and prejudice him/her in the eyes of other students.

Interviews with police and correction officers will be conducted in private at school or at the homes of the student(s) involved. Outside agencies, such as probation officers or social workers, etc., may interview students with the Administration's permission.

LOCKERS (Hallway)

Lockers are the property of the school and are provided for your use. Lockers are assigned at the beginning of the school year. If a student does not want to use a lock they must turn in their assigned lock to the office. Personal locks are NOT to be used. If a school-issued lock is not used on the student's locker administration may not be able to address any theft or other issues. Use lockers for the storage of textbooks, other school materials and outdoor garments. Do not keep money or other valuables in the locker. Lockers are subject to periodic inspection for safety and maintenance reasons and may be entered by the Administration at any time it might be suspected of containing illegal or harmful substances or substances unlawfully obtained. Any material found in lockers may be used as evidence if required. Students must turn in their assigned lock at the end of the school year. A \$10 charge will be assessed to the student for a lock not returned.

LOCKER ROOM LOCKS

Lockers are the property of the school and are provided for your use. Lockers and locks are assigned at the beginning of the semester or start of the athletic season. School-issued locks must be used at all times on locker room lockers. Students must clean out their locker and turn in their assigned lock at the end of the class or athletic season. A \$10 charge will be assessed to the student for a lock not returned.

LUNCH/BREAKFAST

Hot lunch is available each full school day in the cafeteria for all students. Breakfast will be available for students between 7:50-8:10. The price will be set annually by the Board of Education. Delinquent lunch accounts must be paid in full prior to second servings. Students may not use delivery services to deliver lunches (including friends who do not attend school).

Lunch Schedule

11:00-11:25	3rd grade
11:07-11:32	2nd grade
11:14-11:39	1st grade
11:20-11:45	Kindergarten
11:52-12:17	10th-12th Grade
12:18-12:43	4th grade
12:20-12:45	5th grade
12:25-12:50	6th grade
12:47-1:12	7th-9th Grade

Students must stay in the cafeteria during their assigned lunch period.

- **Unpaid Meal Charges (Policy #534)**

MEDICATION DURING THE SCHOOL DAY (Policy #516)

Any student needing to take prescription medicine during the school day may do so as required.

- The health office must keep the medication to be dispensed per Physician Orders.
- A Medication Permission Form and a Physician Order MUST be completed before the school can be authorized to store and dispense the medication.
- The school will NOT issue any medicine to any student without BOTH forms completed and signed.
- The Medication Permission Form is available below or on the school website under the Health Corner tab or may be picked up at the office upon request.
- It is highly recommended not to send non-prescribed medications to school (such as cough medicine or cough lozenges, etc.)
- If a student must have over-the-counter medication such as Tylenol or Ibuprofen at school, it must be in the original container, with a signed parent consent form and brought to the Health Office.
- Only secondary students are allowed to self carry over the counter medication.

Medication Permission Form

Permission for Non-Prescription Medication

NATIONAL HONOR SOCIETY

A society affiliated with the National Honor Society shall be maintained and available to all students who qualify for membership.

PASSES

A student must have a pass when in the hallway during class time. Staff may issue passes;

pass to a teacher, library or office pass, and lavatory passes. Few students should be out of their assigned room during the class period.

PERSONAL PROPERTY

Property in a student's locker, bicycles, gym clothes, etc. are private. Using another's personal belongings, including riding another's bike without permission, may be considered as a theft. If in doubt as to whether or not you have permission to use another's personal/private property, leave it alone. Lock your locker with valuables inside and do not give anyone your combination.

PLAGIARISM/CHEATING/COPYING

Plagiarism/Cheating/Copying will not be tolerated. The following guidelines may be used:

- 1st offense - A zero will be issued for the assignment or test;
- 2nd offense - Failure of quarter/grading period;
- 3rd offense - Failure of semester and appearing in front of the Board of Education for possible expulsion.

PROPERTY OF SCHOOL

Students are responsible for assigned textbooks, Chromebooks, and school property and will be required to pay for any undue damage or loss of such materials. Such acts as carving on desks, writing on walls, marking furniture, breaking windows, damaging lockers, etc., are punishable by payment for repair, suspension and/or prosecution through the court system. Students should properly mark all personal/school property assigned to them to avoid loss when identification of property is required.

RECORDING DEVICES

Students may not video, photograph, or make an audio recording of any staff member or student without their expressed permission. Transporting or transferring any inappropriate pictures, texts, or recordings may result in suspension or further disciplinary action.

RECORDING DEVICES IN RESTROOMS & LOCKER ROOMS

Any use of a device for recording video images (motion or still) are not allowed to be used in locker rooms or bathrooms at any time, for any reason. This includes, but is not limited to, cell phones, cameras (video, still, and digital). If found, these devices will be confiscated and may be turned over to local law enforcement. Any misuse of these devices will be dealt with significantly according to applicable policies. A violation of this policy is a violation of others' rights to privacy. Consequences range from warning to detention to suspension to possible expulsion and may include local law enforcement, depending on the severity of the issue.

RELEASE TIME

MN State Statute 120A.35

“Reasonable efforts must be made by a school district to accommodate any pupil who wishes to be excused from a curricular activity for a religious observance.”

Lester Prairie Schools, in cooperation with the local churches, has "release time" that allows students to be released from school during the school day for religious instruction. This release time may be scheduled during the regular school day.

REPORT CARDS

Report/grade cards will be issued on-line through Synergy, at the end of all 4 quarters. The release date will usually be within one week following the respective grading period. 7th-12th grade will not receive a paper report card unless requested and picked up by parents or guardians.

STATE TESTING

For Minnesota's statewide assessments to reflect the full impact of district- and state-level implementation of the applicable standards, as well as district-level success at teaching the standards, it is important for all Minnesota students to take the statewide tests. The impact of this data spans the state, impacts each district, and demonstrates clear trends across time. The data on today's third graders, for example, helps us understand those same students learning in fifth, ninth, and 12th grade. Also, today's third graders help us understand every third grade class for years to come, and whether changes to curriculum, efforts toward equity, and emphasis on inclusion make a substantial difference to our students.

In addition, English learners must take the ACCESS and Alternate ACCESS to exit English language instruction. Without these test scores, students will continue to receive English learner services.

- Statewide Assessments: 2022-23 Parent/Guardian Participation Guide and Refusal Information - 4/21/22
This version of the form will be used for the 2022–23 school year.

STUDENT HANDBOOK

All students and parents can access a copy of the Student Handbook on the Lester Prairie website (www.lp.k12.mn.us). The students are responsible for understanding the contents of the handbook.

STUDENT PARKING

Students parking in the parking lot are expected to park appropriately within the marked areas. City streets are under jurisdiction of the local law enforcement. Once the vehicles are parked, the vehicles are not to be entered again until the school day is over. Student vehicles are not to be sat in, sat on, entered, etc. under any circumstances unless specifically cleared through the Principal or the office, for a legitimate reason. No student is permitted to ride in a vehicle between 8:15 am and 3:00 pm without permission from the office.

Any reckless or dangerous driving will be reported to the local police. The parking lot and portions of the nearby streets are under camera surveillance. When leaving the parking lot at the end of the school day, be aware of parent pickup on Hickory St. and drive cautiously, watching for pedestrians.

STUDY HALLS

Study halls are designed to give students time to work on school assignments during the school day when not in an assigned class. Study halls are considered as a learning opportunity for each student and are not to be treated as a recreational period. The respective study hall teacher is in charge of the study hall and will set the standards as such. Weekly

grade checks will be requested by the study hall teachers. Students are to show the teacher their current grades on their Chromebooks using Synergy. The teacher will monitor work completion for students with failing or close to failing grades (D or lower).

TOBACCO/CHEMICAL FREE ENVIRONMENT (Policy #419)

Chemicals shall be defined as all tobacco products (pipes, cigarettes, all forms of electronic cigarettes and any accompanying cartridges or pieces, and liquid nicotine, cigars, cigarette papers, chewing tobacco), alcoholic beverages, and other intoxicating liquor, any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, inhalants, or other controlled substance, as defined by state and federal law. Abuse of a prescription drug without a physician's prescription, over-the-counter (OTC) drugs, and facsimile drugs, as well as, possession of drug paraphernalia constitute violations of this policy.

Drug paraphernalia shall be defined as having in possession instruments or equipment, which can be used to inhale, ingest, or cause drugs to be introduced into one's body.

Those found in possession of selling, distributing, and/or under the influence of mind-altering chemicals or in the possession of drug paraphernalia will be suspended from school. The school defines under the influence as detectable consumption. This includes violations in or on school property, 24 hours per day, or away from school property while participating in, or attending, school-sponsored activity and/or on school buses and stops.

The police will be called at the time of the suspension and all paraphernalia and substances will be turned over to them and the incident will be recorded. Parents will be called and asked to come to school immediately to remove the student. If the student is incapable of transporting himself/herself and/or if the parents cannot come to school or refuse to come to school, transportation to detox will be arranged.

TRANSPORTATION

The School District contracts for transportation designed principally to transport rural children to school. All resident students who live outside a one mile limit will be considered eligible for transportation. In addition, students grade 5 and older are not allowed bus transportation within the city limits of Lester Prairie unless there is a justifiable hazard.

Bus Behavior Expectations and Consequences

Riding a public school bus is a privilege as well as part of the school day. In order to be sure that all students on the bus have a safe and comfortable ride, students must follow the Bus Expectations and Responsibilities below.

Safety and Bus Management:

- The bus driver is the responsible authority on the bus.
- Students will board and leave the buses only at specifically designated stops unless specific permission to do otherwise is given in writing by the parent or school administration.
- Students will remain at a safe distance from the bus when buses are arriving or departing from the stops.
- Pick-up times are established, and students will be on time at designated stops.

- Students will go directly to their seats and stay seated when the bus is moving.
- Only authorized students may ride the school buses.
- Drivers may assign seats to students. Students will remain in assigned seats at all times.
- When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals that it is safe to cross.

The driver will warn students in violation of the Safety and Bus Management Expectations and Responsibilities. Repeated bus violations following the warning will result in exclusion from riding the bus in accordance with the schedule described under “Consequences.” A parent/guardian will be responsible to provide transportation in the event a student is excluded for riding a bus for behavior or safety violations.

Student Behavior:

- Students will not tamper with emergency doors or safety devices.
- Students will not throw, shoot, or spit objects out, in, or at a bus.
- Students will not damage or deface the buses in any manner.
- Students will not possess or use alcohol, tobacco, or any other illicit substance on the bus.
- Students will not transport dangerous, objectionable, or offensive items on the bus. Transportation of animals is prohibited.
- Students will not fight, push, shove, or engage in any other type of physical aggressive behavior on the bus.
- Students will not engage in noisy or boisterous conduct.
- Students will not use profane or indecent language.
- Students will not harass others physically, racially, religiously, sexually, or in any other manner.

Minimum Consequences:

- **First Offense** – School administration confers with student and notifies parents.
- **Second Offense** – School administration confers with the student and notifies parents. The student is assigned a seat towards the front of the bus for up to four weeks.
- **Third Offense** – School administration confers with the student and notifies parents. Student is removed from the bus for two weeks
- **Fourth Offense** – School administration confers with the student and notifies parents. Student is removed from the bus for four weeks.
- **Fifth Offense** – School administration confers with the student and notifies parents. The student is removed from the bus for the remainder of the school year.
- **Severe Behavior** - Consequences may be increased or skipped at school administration discretion depending on severity of violation.

ISD #424 policies related to student transportation can be found on the school website; **Policies #707 and #709**

VIDEOTAPING, AUDIO RECORDING, PHOTOGRAPHS

Students may not video, photograph, or make an audio recording of any staff member or student without their expressed permission. Transporting or transferring any inappropriate pictures, texts, or recordings may result in suspension or further disciplinary action.

VIOLENCE

Acts of violence, fighting, or physical abuse will result in a suspension. Plus, each participant may be required to participate in a conflict resolution session with the school counselor, Dean of Students, or Principal.

VISITORS

Visitors to the school must stop in the school office for permission to visit. If it is necessary for a visitor to speak with a student during the school day, that student will be called to the office. Students bringing visitors to the school must have permission from the Principal.

WEAPONS (Policy #501)

Weapons or look-a-like weapons of any type are absolutely forbidden anywhere in or around the school or school property. Penalties may include:

- Immediate out-of-school suspension
- Confiscation of the weapon
- Immediate notification of the police
- Parent or guardian notification
- Possible dismissal for one year

If you inadvertently bring a weapon to school, immediately bring the weapon to a member of the Administration.

WORK-SCHOOL PROGRAM

Lester Prairie Public School does have a “school to work program.” Students may be released during the normal school day for work.

Items Not Covered in the Handbook

It would be impossible to address every situation that arises during the school day and its related curricular, co-curricular, and extracurricular activities. School officials will develop, implement, and revise all policies that are necessary in operating the school.



Lester Prairie School District Strategic Plan

Our Mission: “To develop every learner’s maximum potential to succeed and continue to learn in a changing world”

District Facilities-Short Term (1yr- 5yrs): ~~To-p~~Provide a safe physical learning environment that is up to code to achieve our district mission.****

- **Goal #1 – Replace all ceiling tiles on rotating basis**
- **Goal #2 – Outdoor bleachers**

District Facilities-Long Term: ~~To-p~~Provide a safe physical learning environment that is up to code to achieve our district mission.****

- **Goal #3 – Continue to pursue building improvements in cooperation with community members and school board.**
- **Goal #4 – Replace South gym floor (2-3 yrs for next sanding, then 5 more yrs = 7-8 yrs out)**
- **Goal #5 – Air conditioning in all classrooms**
- **Goal #6 – Outdoor Track**

Communication: Provide a line of communication between all staff members and stakeholders including students, parents, community, and district residents.

- **Goal #7 – Provide communication for the following uses and means.**
 - Administration will provide **School Messenger** alerts for school closings, ~~spring carnival, vacation days,~~ conferences, and other significant school related information. These alerts will be on the school website, Twitter, Facebook, School Messenger, and school calendar, if needed.
 - Advertisements and required notifications will be posted with the designated newspaper.
 - R-school calendar on school website will be updated by the Activities Director for school activities, Community Education, and school use.
 - All teachers must update their websites a minimum of weekly.
 - All teachers must update their grades on a minimum weekly basis.
 - All teachers must update their bios, links, lesson plans, and homework on the school website.

Instructional: ~~To provide a plan to m~~Meet the requirements for WBWF and provide excellent instruction and supports to meet the needs of all students.****

- **Goal #8 – ~~Develop a plan- Continue~~ to analyze test scores and create plans **to meet the individual needs of all for improvements for students. in each grouping (Exceeds, Meets, Partially Meets, Does Not Meet).****
 - Data Team to SWWC Service Cooperative Data Dive every Fall
 - Title I/Grade Level collaboration meetings
 - **PLC Meetings – Academics and Behaviors**
- **Goal #9 – Provide continued support for student growth as it relates to our mission.**
 - CCR and Advisory Meetings with students in High School.
 - Ramp Up programming to provide student options for futures.



- ACT Prep opportunities provided to students in high school grades.
- REACH program for students who need support for academics and interpersonal success
- Student Assessment Team
- **Top 20, PBIS, and 2B Continued**

Technology: To incorporate 21st Century Learning skills into the curriculum.

- **Goal #10 – Continue to provide one-to-one technology devices along with training for students and staff to implement technology effectively within the classroom.**
 - ~~Technology Committee integration specialist and administration develop and share a master list of identify and encourage~~ staff strengths ~~to promote meaningful as-related-to~~ technology integration and usage.
 - Provide opportunities for staff to create a digital curriculum to supplement current texts.
 - Digital Citizenship training for all students
 - Meaningful technology integration professional development
 - Update technology scope and sequence

Professional Development: Increase knowledge of all staff members through the use of coaching, workshops, research, and collaboration

- **Goal #11 – Provide opportunities for staff to collaborate and research best practices for enhanced learning options.**
 - Continuation of teacher evaluation program including PLC's, research, and feedback from administration.
 - Improve outcomes in core areas with training opportunities in PBIS, **Top 20, 2B Continued**, and Olweus Programs school wide.
 - Utilize funds to support staff members who attend development sessions through SW/WC Cooperative.
 - Allow staff leadership opportunities for research in areas that benefit grade level, developmental level, or school level opportunities.
 - Staff will create grade level or curricular level goals that will impact student achievement.

Overall District Goals: Create district initiatives to increase opportunities for students, and staff, including increasing enrollment, providing opportunities for growth, and utilization of best practices in line with the district mission statement while being fiscally responsible.

- **Goal #12 – Balance Budget**
 - Remove unnecessary programming and areas of being fiscally irresponsible to the district residents.
 - Analyze and evaluate programs and associated costs to provide a long range spending plan and develop plans to balance increased school costs, class sizes, and program increases in vital areas such as Special Education, CTE, and Preschool.
- **Goal #13 – Increase Enrollment and advertisements**
 - Utilize area newspapers and flyers to support school enrollment **and social media.**
 - Contact open enrolled families to encourage tours of the school and potential enrollment.
 - Increase preschool and Kid's Depot opportunities for students and families.

A G R E E M E N T

Agreement between the City of Lester Prairie and the Lester Prairie School:

- August 15th 2022 to August 14th 2024. \$2000 per year payable by August 14th 2022/2023 to City Clerk
- 50% Maintenance items required for League Play
 - Up to \$5,000/year (\$2500 from the City, \$2500 from the School). Anything above \$5000; the City and School would need to meet to discuss.
- All Capital Improvements discussion between School and City
- Restrooms return prior condition after events

8-8-22
DATE


CITY OF LESTER PRAIRIE

DATE

LESTER PRAIRIE SCHOOL

Adopted: 8-19-13
Revised: 9-22-14; 6-19-18; 7-17-19;
9-2020; 10-2021; 9-2022

ISD 424 Policy 524

524 INTERNET ACCEPTABLE USE, SAFETY, AND DATA PRIVACY POLICY

I. PURPOSE

This policy sets forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and strategic direction. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend safe and thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. GUIDELINES IN USE OF ELECTRONIC TECHNOLOGIES

- A. Electronic technologies are assets of the district and are protected from unauthorized access, modification, destruction or disclosure. Use of personal devices, while on district property, is subject to all policies and guidelines, as applicable, plus any state and federal laws related to Internet use, including copyright laws.
- B. The district reserves the right to monitor, read or copy any item on or using the district's electronic technologies, including its network.
- C. Students and employees will not vandalize, damage or disable any electronic technology or system used by the district.
- D. By authorizing use of the district system, the district does not relinquish control over materials on the system or contained in files on the system. Users should not expect privacy in the contents of personal files on the district system.
- E. Routine maintenance and monitoring of electronic technologies, including the district network, may lead to a discovery that a user has violated this policy, another school district policy or the law.

V. UNACCEPTABLE USES OF ELECTRONIC TECHNOLOGIES & DISTRICT NETWORK

- A. While not an exhaustive list, the following uses of the school district electronic technologies while either on/off district property and/or personal electronic technologies while on district property and district network ("electronic technologies") are considered unacceptable:
 - 1. Users will not use the school district system or equipment to create, access, review, upload, download, complete, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment, discrimination or threatens the safety of others;
 - e. orders for shopping online during time designated as work time by the district;
 - f. storage of personal photos, videos, music or files not related to educational purposes for any length of time; and
 - g. information or materials that could cause damage or danger of disruption to the educational process.
 - 2. Users will not use the school district system or equipment to knowingly or recklessly post, transmit, or distribute false or defamatory information

about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system or equipment to engage in any illegal act or violate any local, state, or federal statute or laws.
4. Users will not use electronic technologies for political campaigning.
5. Users will not use the school district system or equipment to vandalize, damage, or disable the property of another person or organization. Users will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
6. Users will not use the school district system or equipment to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
7. Users must not deliberately or knowingly delete a student or employee file.
8. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be

designated as directory information in accordance with Policy 515; or

- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” TikTok, and “Reddit,” and similar websites or applications.
9. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 10. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 11. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 12. Users will not use the school district system to engage in bullying or

cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. USER NOTIFICATION

Users will be notified of the school district policies relating to Internet use. This notification shall include the following:

- A. Notification that Internet use is subject to compliance with district policies.
- B. Disclaimers limiting the district's liability relative to:
 - 1. Information stored on district disks, drives or servers.
 - 2. Information retrieved through district computers, networks or online resources.
 - 3. Personal property used to access district computers, networks or online resources.

4. Unauthorized financial obligations resulting from use of district resources or accounts to access the Internet.
- C. A description of the privacy rights and limitations of district sponsored or managed Internet accounts.
 - D. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy and Protection and Privacy of Student Records Policy.
 - E. Notification that should the user violate the district's acceptable use policy, the user's access privileges may be revoked, academic sanctions may result, school disciplinary action may be taken, and/or appropriate legal action may be taken.
 - F. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.
 - G. Family Notification
 1. Notification that, even though the district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 2. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.

VII INTERNET USE AGREEMENT

- A. The proper use of the internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of students, parents and employees of the district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a district account or educational technologies to access the internet.
- C. The internet use agreement form (Appendix I) for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

VIII. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays

or changes in or interruptions of service or misedeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

IX. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 - 5. A statement that the school district's acceptable use policy is available for parental review.

VIII. GUEST ACCESS AND INTERNET USE

- A. Guest access to the district's open wireless network is provided as a service to the Community, and is subject to all district policies and guidelines, plus any state and federal laws related to Internet use, including copyright laws.
- B. Guest access provided limited bandwidth, filtered for the following services:
 - 1. Web access (http and https)
 - 2. Email services (pop, imap)
 - 3. Virtual private network services (VPN)
- C. Limited technical support is provided for guest access and is identified in the

Service level agreement found on the district technology website.

IX. EMPLOYEES

A. Use of Email

The district provides access to electronic mail for district communication between district employees and students, families, and community.

1. The email system will not be used for outside business ventures or other activities that conflict with board policy.
2. All emails received by, sent through, or generated by computers using the district network are subject to review by the district.
3. Appropriate language must be used when communicating using the district email system or network.
4. All emails are assumed to be documents that can be disclosed to the public unless the content of the email is protected as private or confidential information under data privacy laws. All information contained in an email must be treated in accordance with Policy 406, Public and Private personnel Data, and Policy 515, Protection and Privacy of Student Records, regarding student and employee data privacy.
5. All emails to a student's parents or guardians about a student must adhere to the following precautions:
 - a. Do not use email to communicate about confidential student information unless the parent or guardian has requested the communication.
 - b. Do not put information in an email that you would not put on district letterhead.
 - c. Emails containing student information should be sent to the parent or guardian's personal email address unless requested otherwise.
 - d. A phone call is the means for sharing confidential student information. Do not leave voice mail messages containing confidential information.
6. Employees will not provide access to their email accounts to non-employees.
7. All emails should include the employee's name and telephone number at the bottom of the email.
8. It is recommended that electronic mail contain a confidentiality notice, similar to the following:

If the information in this email relates to an individual or student, it may be private data under state or federal privacy laws. This individual private data should not be reviewed, distributed or copied by any person other than the intended recipients(s), unless otherwise permitted under law. If you are not the intended recipient, any further review, dissemination, distribution, or copying of this electronic communication or any attachment is strictly prohibited. If you have received an electronic communication in error, you should immediately return it to the sender

- and delete it from your system.
9. Employees will report inappropriate emails to administration.
 10. Emails having content governed by the district's record retention schedule must be kept in accordance with the retention schedule.

B. Use of Electronic Technologies

1. Electronic technologies are provided primarily for work-related, educational purposes.
2. Inappropriate use of electronic technologies includes, but not limited to:
 - a. Posting, viewing, downloading or otherwise receiving or transmitting offensive, defamatory, pornographic or sexually explicit materials;
 - b. Posting, viewing, downloading or otherwise receiving or transmitting materials that use language or images that advocate violence or discrimination toward other persons;
 - c. Posting, Viewing, downloading or otherwise receiving or transmitting material that may constitute harassment or discrimination contrary to district policy and state and federal law;
 - d. Engaging in computer hacking or other related activities;
 - e. Attempting to, actually disabling or compromising the security of information contained on the district network or any computer; and
 - f. Engaging in any illegal act in violation of any local, state or federal laws.
3. Employees may participate in public internet discussions groups using the electronic technologies, but only to the extent that the participation:
 - a. Is work-related;
 - b. Does not reflect adversely on the district;
 - c. Is consistent with district policy; and
 - d. Does not express any position that is, or may be interpreted as, inconsistent with the district's mission, goal or strategic plan.
4. Employees may not use the district network or electronic technologies to post unauthorized or inappropriate personal information about another individual on social networks.
5. Employees will observe all copyright laws. Information posted, viewed or downloaded from the internet may be protected by copyright.
6. All files downloaded from the internet must be check for possible computer viruses. The district authorized virus checking software installed on each district computer will ordinarily perform this check automatically; however, employees should contact the district's director of media and technology services before downloading any materials for which the employee has questions.

C. Employee Responsibilities

1. Employees who are transferring positions or leaving positions must leave all work-related files and electronic technologies, including form letters,

handbooks, databases, procedures, and manuals, regardless of authorship, for their replacements.

2. Individual passwords for computers are confidential and must not be shared.
 - a. If an employee's password is learned by another employee, the password should be changed immediately.
 - b. An Employee is responsible for all activity performed using the employee's password.
 - c. No employee should attempt to gain access to another employee's documents without prior express authorization.
 - d. An active terminal with access to private data must not be left unattended and must be protected by password protected screen savers.
3. Employees are expected to use technology necessary to perform the duties of their position.
4. Employees who fail to adhere to district policy are subject to disciplinary action in accordance with their collective bargaining agreement or contract. Disciplinary action may include suspension or withdrawal of internet or email access, payment for damages or repair, termination and/or referral to civil or criminal authorities for prosecution.

X. DISTRICT WEB PRESENCE

The district website was established to provide a learning experience for employees and students and to provide a venue for communications with parents and the community.

A. District Website

1. The district will establish and maintain a website. The website will include information regarding the district, its schools, district curriculum, extracurricular activities and community education.
2. The district webmaster will be responsible for maintaining the district website and monitoring district web activity.
3. All website content will support and promote the district's missions, goals and strategic direction.
4. The district's website will provide parents with a web portal to classroom related calendars, grades, attendance, assignments and resources.

B. School Website

1. Each school will establish and maintain a website. The website will include information regarding the school, its employees, and activities.
2. The principal will appoint staff, who will be responsible for maintaining the school's website.
3. All website content will support and promote the district's mission, goals and strategic direction.
4. Each school's website will provide parents with a web portal to classroom related calendars, grades, attendance, assignments and resources.

- C. Classroom and Teacher Web Content
 - 1. The district encourages all teachers to establish a web page that supports their classroom instruction.
 - 2. If a teacher establishes a web page, he or she is responsible for maintaining the web page.
 - 3. All classroom and teacher web pages must be linked to a school website.

- D. Student Web Content
 - 1. Students may create web pages as part of classroom activities with teacher supervision.
 - 2. Student web pages must follow the Online Code of Ethics, Appendix II and include the following notice: “This is a student-produced web page. Opinions expressed on this page are not attributed to the district.”
 - 3. The classroom teacher will monitor all student-produced web content and remove inappropriate material.
 - 4. A classroom teacher or advisor will review student-produced web pages to determine if the contents should be removed at the conclusion of the course grading period, or activity.

- E. Department and Noninstructional Web Content
 - 1. Departments and non-instructional programs may also create web content, including web pages to support their departments or programs.
 - 2. The establishment of web pages must be approved by the program administrator.
 - 3. Once established, the individual departments or programs must appoint an employee(s) who will maintain the web page.

- F. District Activity Web Content
 - 1. With the approval of administration, a school board-approved district activity may establish a web page.
 - 2. All web page content will support the activity and the district’s mission, goal and strategic direction.
 - 3. The building principal and his/her designee will oversee the content of these web pages.
 - 4. School board-approved district activities’ web pages must include the following notice: “This is an organization-produced web page. Opinions expressed on this page are not attributed to the district.”

XI. RECORDS MANAGEMENT AND ARCHIVING

All technological data is under the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, Records Retention Schedule, and school board policy.

XII. FILTER

- A. With respect to any of its computers with Internet access, and personal devices accessing the district network, the School District will follow the guidelines provided by the Children’s Internet Protection Act, and will monitor the online activities of users and employ technology protection measures during any use of such computers by users. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.

- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

- C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

- D. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes Chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including but not limited to loss, damage, or unavailability of data stored on school diskettes, tapes, hard drives, or servers, or for delays of changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality

of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district's educational technologies or the Internet.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
1. identify each curriculum, testing, or assessment technology provider with access to educational data;
 2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
 3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
1. the technology provider's employees or contractors have access to educational data only if authorized; and
 2. the technology provider's employees or contractors may be

authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.

- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
 - 1. any location-tracking feature of a school-issued device;
 - 2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
 - 1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - 2. the activity is permitted under a judicial warrant;
 - 3. the school district is notified or becomes aware that the device is missing or stolen;
 - 4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 - 5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or

6. the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVI. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district educational technologies policy and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Due to the rapid changes in educational technologies, ***the school board shall conduct an annual review of this policy.***

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)

Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. ____ , 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 1942003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011),
 aff’d on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
 MSBA/MASA Model Policy 603 (Curriculum Development)
 MSBA/MASA Model Policy 604 (Instructional Curriculum)
 MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
 MSBA/MASA Model Policy 806 (Crisis Management Policy)
 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2022-2023

DATE: 8/2/22

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2022, enters into this agreement with **Cheryl Bayerl** for the following extra curricular assignment:

HS Student Council Advisor BA-6 (1% @ \$46,486.00) Hours must be done outside of Para Professional contracted hours. List of hours must be handed in at the end of the school year.

For this assignment you will be paid a total of \$465.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the school year.

I hereby accept the assignment as indicated:

Cheryl Bayerl
Advisor's Signature

8-2-22
Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this ____ day of _____, 2022. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2022-2023

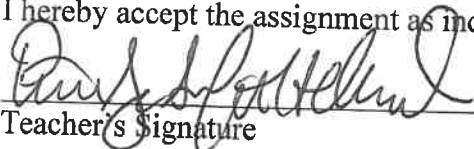
DATE: 8/2/22

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2022, enters into this agreement with **Terri Schuft-Helland** for the following extra curricular assignment; Elementary/High School Band Performance (BA-15 7% @ \$54,798.00)

For this assignment you will be paid a total of \$3,836.00. *In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.

This amount will be paid as follows: To be paid at the end of the school year (5/27/2023).

I hereby accept the assignment as indicated:



Teacher's Signature

8-7-22

Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2022. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

WHITE - School Board's Copy
GREEN - Teacher's Copy (to be returned after school board approval)

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRAC
LESTER PRAIRIE ISD #424
2022-2023

Maria
Willkom

DATE: 8/9/22

The School Board of Independent School District No. 424 of the State of Minnesota,
Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2022, enters into this
agreement with **Maria Willkom** for the following extra curricular assignment:

Assistant Cross Country Coach BA-0 (7% @ \$40,941.00)

For this assignment you will be paid a total of \$ \$2,866.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the attached sheet has been signed and turned in to payroll by the Activities Director. At the end of the season and after inventory has been done any lost uniforms will be deducted from the amount above.

I hereby accept the assignment as indicated:

Maria Willkom
Coach's Signature

8/10/2022
Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this
____ day of _____, 2022. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 Hickory Street N.
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 39 weeks)
LESTER PRAIRIE ISD #424

TO: Tammv Serum

DATE: August 1, 2022

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the 2022-2023 school year.

1) Your basic assignment for 2022-2023 will be:

Special Education Para Professional with assigned duties.
Level 4 Step 1

2) Your regular work hours are from: 7:45a.m. to 3:00 p.m. with ½ hour duty free lunch period.
6.75 hours per day.

3) Your salary effective on or about 09/06/22 will be \$15.04 per hour.

4) Extra notes and benefits:

1)	<u>15 sick days per year</u>
2)	<u>Medical/Dental Insurance as per master agreement</u>
3)	<u>\$30,000 Life and AD&D Insurance</u>
4)	<u>Long Term Disability Coverage</u>
5)	<u>3 Personal Days per year</u>
6)	<u>7 Paid Holidays as per master agreement</u>

***In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.**

THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN DAYS.



Employee Signature

Board Signature

8/2/2022

Date

Date

White – Employee File
Green – Employee Copy

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 Hickory Street N.
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 39 weeks)
LESTER PRAIRIE ISD #424

TO: Tabatha Ainsworth

DATE: July 18, 2022

SUBJECT: NOTICE OF ASSIGNMENT

Notice of salary and assignment for the 2022-2023 school year.

1) Your basic assignment for 2022-2023 will be:

Special Education Para Professional with assigned duties.
Level 4 Step 1

2) Your regular work hours are from: 7:45a.m. to 3:00 p.m. with ½ hour duty free lunch period.
6.75 hours per day.

3) Your salary effective on or about 09/06/22 will be \$15.04 per hour.

4) Extra notes and benefits:

1)	<u>15 sick days per year</u>
2)	<u>Medical/Dental Insurance as per master agreement</u>
3)	<u>\$30,000 Life and AD&D Insurance</u>
4)	<u>Long Term Disability Coverage</u>
5)	<u>3 Personal Days per year</u>
6)	<u>7 Paid Holidays as per master agreement</u>

***In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.**

THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN DAYS.


Employee Signature

Board Signature

7/22/2022
Date

Date

White – Employee File
Green – Employee Copy

**TEACHER CONTRACT FOR MINNESOTA
PUBLIC SCHOOL DISTRICTS**

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, enters into this contract, pursuant to M.S. 125.12 as amended, with April Lee a legally qualified and licensed teacher who agrees to teach in the public school of said district as a Special Education Teacher with assigned duties for the school year 2022 to 2023.

The following provisions shall apply and are a part of this contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the school board or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and State Board of Education, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This contract is subject to the provisions of M.S. 125.12 as amended and to all laws, rules and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination and discharge for cause of teachers. Thereafter this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 125.12.
3. **Duty Year:** The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board.
4. **Additional Services;** The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular or other assignments may be described in paragraph six of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's Continuing Contract rights unless the words "continuing contract" are recorded immediately following the assignment.
5. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative if any, and the provisions of the Public Employment Labor Relations Act as amended.
6. **Special Provisions:**

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Additional Service	Additional Compensation
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

7. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ <u>42,790.00</u>	For Basic Services (BA-0 Level-2)
\$ _____	For additional services as set forth in paragraph six.
\$ <u>42,790.00</u>	Total salary, exclusive of fringe benefits.

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties. In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.

THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

IN WITNESS THEREOF I have subscribed my signature this 3 day of Aug., 2022.

April Lee
Teacher

IN WITNESS THEREOF we I have subscribed our signatures this _____ day of _____, 20____.
INDEPENDENT SCHOOL DISTRICT NO. 424

Chairman

Clerk

WHITE – School Board's Copy
GREEN – Teacher's Copy (to be returned after school board approval)

To:
Ms. Jenna Wolff
Athletic Director
Lester Prairie Schools

8/6/2022

Ms. Wolff,

Please accept this letter as notice of my resignation from the position of Lester Prairie JV Girls Basketball Coach.

Ross Scheevel