

Regular School Board Meeting

Monday, February 27, 2023 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

IV. Recognition of Communications Since Last Meeting

V. Open Dialogue

VI. Approval of Consent Agenda

VII. Reports

VIII. New Business

VIII.A.

A. Presentation by Bev Bonte and Ralph Johnson: Common Cup Minnesota

VIII.B.

B. Action to approve 2023-25 Grounds Maintenance Service Agreement with Andy's Lawn & Snow.

VIII.C.

C. Action to approve the 2023-2024 School Calendar establishing 171.5 student days and 181 teacher duty days.

VIII.D.

D. Action to approve Membership Agreement with SWWC Cooperative for the 2023-2024 school year.

IX. Old Business

IX.A.

E. Action to approve revisions to the 2022-23 Student Handbook.

IX.B.

F. Action to approve revisions to the 2022-23 Athletic and Activities Participant/Parent Handbook.

X. School Finance

X.A.

G. Action to approve the submission of the Pay Equity Implementation Report.

XI. Policy Administration

XI.A.

H. Action to approve **Policy 534 School Meals** - updated statutory language.

XII. Personnel

XII.A.

I. Action to approve resignation of **Lisa Feltmann** as Cheerleading Coach.

XII.B.

J. Action to approve resignation of **Julie Malady** as Spring Play Director.

XII.C.

K. Action to approve the following contracts:

- i. **Angie Christen** - JH Softball Coach
- ii. **Emilie Vaske** - Assistant Track Coach
- iii. **Julie Malady** - Cheerleading Coach

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, February 27, 2023
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 Reorganizational and Regular Board Meeting: January 4, 2023

B. Approve Bills - Bills reviewed by R.Heimerl & Engen

- o Board Bills: \$222,719.87
- o Building Project Bills: \$20,599.06
- o Student Activity Bills: \$5,868

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 - Engen, Hentges, B.Heimerl
- D. Tech/Media - Christen, Stifter-Knoll
- E. Activities - Hentges, Engen, B.Heimerl
- F. Negotiations:
 - Certified -Hentges, B.Heimerl, Christen
 - Non-Certified - R.Heimerl, B.Heimerl, Engen
 - Administration - R.Heimerl, Stifter-Knoll, Christen
- G. Meet and Confer - Stifter-Knoll, R.Heimerl
- H. Policy - Stifter-Knoll, Hentges
- I. Legislative - B.Heimerl
- J. City Council - B.Heimerl, Christen

VIII. New Business

- A. Presentation by Bev Bonte and Ralph Johnson: Common Cup Minnesota

- B. Action to approve 2023-25 Grounds Maintenance Service Agreement with Andy's Lawn & Snow.

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

Voting was _____ for and _____ against.

- C. Action to approve the 2023-2024 School Calendar establishing 171.5 student days and 181 teacher duty days.

Motion by _____ and seconded by _____ to approve 2023-2024 School Calendar as presented.

Voting was _____ for and _____ against.

- D. Action to approve Membership Agreement with SWWC Cooperative for the 2023-2024 school year.

Motion by _____ and seconded by _____ to approve SWWC Cooperative for the 2023-24 school year as presented.

Voting was _____ for and _____ against.

IX. Old Business

- A. Action to approve revisions to the 2022-23 Student Handbook.

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

Voting was _____ for and _____ against.

- B. Action to approve revisions to the 2022-23 Athletic and Activities Participant/Parent Handbook.

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

Voting was _____ for and _____ against.

X. School Finance

- A. Action to approve the submission of the Pay Equity Implementation Report.

Motion by _____ and seconded by _____ to approve submission of the Pay Equity Implementation Report.

Voting was _____ for and _____ against.

XI. Policy Administration

- A. Action to approve **Policy 534 School Meals** - updated statutory language.

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

Voting was _____ for and _____ against.

XII. Personnel

- A. Action to approve resignation of **Lisa Feltmann** as Cheerleading Coach.

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

Voting was _____ for and _____ against.

- B. Action to approve resignation of **Julie Malady** as Spring Play Director.

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

Voting was _____ for and _____ against.

- C. Action to approve the following contracts:

- o **Angie Christen** - JH Softball Coach
- o **Emilie Vaske** - Assistant Track Coach
- o **Julie Malady** - Cheerleading Coach

Motion by _____ and seconded by _____ to approve contracts 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. March 3rd: Professional Development Day for Teachers - no school
- B. March 6th: Parent Teacher Conference make-up day 3:30-7:30pm
- C. March 20: Regular School Board Meeting 5:45pm
- D. March 24th: End of 3rd Quarter

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		39405	21893	Check	2633		American Express		Yes	No	No	02/27/2023		3,103.63
SA		39402	21894	Check	1556		Bayerl, Cheryl		Yes	No	No	02/27/2023		17.25
SA		39403	21895	Check	2185		Bernick's		Yes	No	No	02/27/2023		1,819.20
SA		39406	21896	Check	2885		Glenn's Supervalu		Yes	No	No	02/27/2023		130.17
SA		39404	21897	Check	2527		Gold Medal		Yes	No	No	02/27/2023		697.75
SA		39401	21898	Check	1140		Trills & Thrills		Yes	No	No	02/27/2023		100.00

Bank Total: \$5,868.00

Report Total: \$5,868.00

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	Date	Pay/Void	Amount
100		39400	51895	Check	1	2697	Behning, David		Yes	No	02/27/2023		1,370.00
100		39399	51896	Check	1	1134	Innovative Office Solutions		Yes	No	02/27/2023		19,229.06
Bank Total:												\$20,599.06	
Report Total:												\$20,599.06	

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	39392	51850	Check	1	3055		Advantage Health		Yes	No	No	02/27/2023	1,050.50
100	39386	51851	Check	1	2633		American Express		Yes	No	No	02/27/2023	9,873.30
100	39358	51852	Check	1	00343		Big Don's Cathedral		Yes	No	No	02/27/2023	673.88
100	39377	51853	Check	1	2088		BSN Sports		Yes	No	No	02/27/2023	4,959.00
100	39367	51854	Check	1	01551		C & C Embroidery		Yes	No	No	02/27/2023	340.00
100	39355	51855	Check	1	00126		CenterPoint Energy		Yes	No	No	02/27/2023	572.09
100	39373	51856	Check	1	03967		CenterPoint Energy		Yes	No	No	02/27/2023	11,310.28
100	39387	51857	Check	1	2654		Cintas		Yes	No	No	02/27/2023	515.46
100	39368	51858	Check	1	01694		CULLIGAN-METRO		Yes	No	No	02/27/2023	184.00
100	39385	51859	Check	1	2624		Dalco		Yes	No	No	02/27/2023	3,106.08
100	39365	51860	Check	1	01469		Educators Benefit Consultants		Yes	No	No	02/27/2023	64.23
100	39366	51861	Check	1	01469		Educators Benefit Consultants		Yes	No	No	02/27/2023	478.00
100	39379	51862	Check	1	2438		Full Throttle Services		Yes	No	No	02/27/2023	24.28
100	39389	51863	Check	1	2885		Glenn's Supervalu		Yes	No	No	02/27/2023	2,699.36
100	39380	51864	Check	1	2483		Greater MN Communications		Yes	No	No	02/27/2023	170.90
100	39359	51865	Check	1	00358		GUARDIAN PEST SOLUTIONS INC		Yes	No	No	02/27/2023	890.00
100	39391	51866	Check	1	3022		H&B Specialized Products, Inc.		Yes	No	No	02/27/2023	333.25
100	39364	51867	Check	1	01306		Herald Journal Publishing		Yes	No	No	02/27/2023	272.73
100	39393	51868	Check	1	3216		Holton Electric Contractors		Yes	No	No	02/27/2023	600.00
100	39395	51869	Check	1	3313		Hutchinson Leader		Yes	No	No	02/27/2023	221.56
100	39374	51870	Check	1	1134		Innovative Office Solutions		Yes	No	No	02/27/2023	1,573.20
100	39381	51871	Check	1	2484		Jostens		Yes	No	No	02/27/2023	59.50
100	39382	51872	Check	1	2484		Jostens		Yes	No	No	02/27/2023	1,778.45
100	39375	51873	Check	1	1479		Jostens		Yes	No	No	02/27/2023	541.35
100	39398	51874	Check	1	3319		Kemps		Yes	No	No	02/27/2023	115.65
100	39396	51875	Check	1	3314		MA Apparel		Yes	No	No	02/27/2023	1,297.87
100	39376	51876	Check	1	1745		McLeod Publishing, Inc.		Yes	No	No	02/27/2023	16,236.00
100	39394	51877	Check	1	3268		Musser Environmental Consulting Inc		Yes	No	No	02/27/2023	717.66
100	39371	51878	Check	1	03390		NE Metro ISD 916		Yes	No	No	02/27/2023	149.56
100	39369	51879	Check	1	01974		PAN-O-GOLD BAKING CO		Yes	No	No	02/27/2023	46,645.85
100	39356	51881	Check	1	00170		Performance Foodservice		Yes	No	No	02/27/2023	180.00
100	39354	51882	Check	1	00068		Pink's Hardware Store		Yes	No	No	02/27/2023	63.16
100	39390	51883	Check	1	2888		PRAIRIE BUS SERVICE		Yes	No	No	02/27/2023	1,728.81
100	39361	51884	Check	1	00533		PSAT/NMSQT		Yes	No	No	02/27/2023	40,710.00
100	39372	51885	Check	1	08920		PTO		Yes	No	No	02/27/2023	70.96
100	39363	51886	Check	1	01283		RAM Building Inc		Yes	No	No	02/27/2023	167.24
100	39384	51887	Check	1	2620		RIDGEWATER COLLEGE		Yes	No	No	02/27/2023	6,619.99
100	39383	51888	Check	1	2615		SCHOOL SPECIALTY INC		Yes	No	No	02/27/2023	
00			Check	1			Schooffix Catalog		Yes	No	No	02/27/2023	
00			Check	1			Southern Lock & Glass		Yes	No	No	02/27/2023	

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
100		39357	51889	Check	00272		SW/WC SERVICE COOPERATIVES		Yes	No	No	02/27/2023		50,794.55
100		39378	51890	Check	2239		Sysco Western Minnesota		Yes	No	No	02/27/2023		9,044.41
100		39362	51891	Check	01150		Verified Creditals		Yes	No	No	02/27/2023		175.75
100		39370	51892	Check	08218		WAL-MART Community		Yes	No	No	02/27/2023		169.45
100		39360	51893	Check	00524		Waste Management-TC West		Yes	No	No	02/27/2023		439.49
100		39388	51894	Check	2786		Xcel Energy Solutions		Yes	No	No	02/27/2023		1,573.13
Bank Total:													\$222,719.87	
Report Total:													\$222,719.87	

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

February 2023

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 Compressed Gas Safety and Lockout/Tag out was completed on January 1, 2023.

Progress on Projects

- Family bathroom in commons has been repainted.
- We helped Alice and Kelly organize their totes in the new shelving up in the mezzanine.
- Starting to inventory the extra parts and materials left over from the new addition project.
- Kayla Speidel from SWWC with being conducting her Spring Health and Safety visit on February 21.
- Holton Electric will be installing dishwasher booster on March 3.

Comments

Snow removal has been a challenge at times, but we've worked to together to do our best. Basketball season has been very busy with games and other activities going on most of the time.

Respectfully Submitted,
Lisa Hins
Facility Manager

COMMON CUP MINISTRY
OUTREACH PROGRAMS

WARM COAT DISTRIBUTION

BEGAN IN 2007 DISTRIBUTE AN AVERAGE OF 450 COATS PER YEAR
TO ALL AGES THROUGHOUT McLEOD COUNTY

TOTAL INCOME SINCE 2007=== $\$24,873$

TOTAL EXPENSES SINCE 2007== $\$24,647$

CURRENT BALANCE IN ACCOUNT===== $\$226$

SCHOOL SUPPLY DISTRIBUTION

- BEGAN IN 2006 SERVING AN AVERAGE OF 250 STUDENTS PER YEAR FROM DISTRICT 423 (TOTAL THROUGHOUT THE COUNTY 485)
- BEGAN PROVIDING FOR COST OF RENT FOR MANDATORY CHROME BOOKS IN 2017 PROVIDING AVERAGE \$250/YEAR TO DISTRICT 423
 - TOTAL INCOME FROM 2006==\$54,095
 - TOTAL EXPENSES FROM 2006=== \$60,235
 - CURRENT BALANCE IN FUND: \$6140

WEEKEND BACKPACK PROGRAM

- PROGRAM BEGAN IN 2011 CURRENTLY SERVING 190 STUDENTS FROM DISTRICT 423 PROVIDE WEEKEND FOOD FOR STUDENTS WHOSE FAMILY QUALIFIES FOR FREE LUNCH PER REQUEST

TOTAL INCOME SINCE 2011: \$292,181

TOTAL EXPENSES SINCE 2001: \$289,025

CURRENT BALANCE IN ACCOUNT \$3,156

PoPP (PROVISION OF PERSONAL ITEMS)

- PROGRAM BEGAN IN 2014
- PROVIDES PERSONAL CARE ITEMS TO SCHOOLS THROUGHOUT McLEOD COUNTY FOR THOSE STUDENTS IN NEED.
- ITEMS ARE KEPT IN THE NURSE OR COUNSELOR OFFICE. PROVIDED IN DISCREET MANNER AND CAN BE TAKEN HOME FOR THE FAMILY OF STUDENT

TOTAL INCOME SINCE 2014=== \$ 16,839

TOTAL EXPENSES SINCE 2014=== \$ 8343

CURRENT BALANCE IN ACCOUNT \$8496

DIAPER DISTRIBUTION

- BEGAN IN 2006 PROVIDING FREE DIAPERS (ONE BAG PER CHILD) TO THOSE IN NEED.
- NO FINANCIAL INFORMATION REQUIRED THOUGH MOST PARTICIPANTS ARE PART OF THE WIC (WOMEN/INFANT/CHILD) PROGRAM
- BEGAN A BI-MONTHLY DISTRIBUTION IN 2022
- TOTAL INCOME SINCE 2006===== \$37,978
- TOTAL EXPENSES SINCE 2006===== \$71,117
- **CURRENT BALANCE IN ACCOUNT===== -\$33,137**

VOLUNTEER OPPORTUNITIES

- STUDENTS AND STAFF OF DISTRICT 423 HAVE ADDED GREATLY TO OUR ABILITY TO SERVE THOSE IN NEED THROUGH CCM
- STUDENTS HELPING PACK WEEKEND BAGS OF FOOD
- STUDENTS MAKING TIE BLANKETS
- STUDENTS COLLECTING FOOD FOR THANKSGIVING
- STUDENTS ADOPTING A FAMILY FOR THE HOLIDAY
- STUDENTS DONATING TIME TO ASSIST WITH PROJECTS
- TEACHERS HELPING WITH WEEKEND BACKPACK PACKING
- TEACHERS ASSISTING WITH OUR OUTREACH PROGRAMS
- TEACHER REFERRALS TO CCM FOR THOSE IN NEED
- TEACHERS COLLECTING PERSONAL DONATIONS TO GIVE TO OUR PROGRAMS
- SCHOOL BOARD MEMBERS HELPING WITH WEEKEND BACKPACKS
- SCHOOL BOARD MEMBERS SERVING ON THE CCM BOARD AND ASSISTING WITH OUTREACH PROGRAMS

- * Irrigation
- * Landscaping
- * Mosquito Control



- * Lawn Maintenance
- * Fertilization
- * Weed Control

2023 Grounds Maintenance Service Agreement

**Lester Prairie School
131 Hickory St N
Lester Prairie, MN 55354**

Andy's Lawn will provide all necessary Services and Materials to complete the job(s) as outlined below. All work to be performed in a professional manner according to industry standard practices. A description of the work to be performed and the fees for our services are as outlined below:

Lawn Maintenance Services

This Service includes:

- Lawn Cutting
- Trimming around Trees, Walkways, Landscaped Beds, Fences and any other obstructions.
- Removal of Clippings and Debris on Driveway, Patio, Walkways, and the street surrounding the above-mentioned property.

2023 Price: \$262.00 per Cut OR \$4192.00 for the Season

2024 Price: \$272.00 per Cut OR \$4352.00 for the Season

2025 Price: \$280.00 per Cut OR \$4480.00 for the Season

SCOPE OF GROUNDS MAINTENANCE SERVICES:

- A.) Mowing of grass and turf areas will be completed approximately every seven days or as needed. String trimming around all buildings, landscape beds, trees, shrubs and flowers every week.
- B.) Sidewalks, driveways, curbs and adjacent features will be cleared of debris as needed determined by the contractor.
- C.) Mowing height will be determined by the contractor and will be based on current/ future weather conditions.
- D.) Andy's Lawn Care is not liable for any damages to or caused by any object(s) that are improperly marked or hidden in the grass including but not limited to (hoses, toys, underground irrigation system components, cables, wires, invisible fences, etc...).

SKIPPED/MISSED MOWINGS: The decision to skip a scheduled mowing is completely up to Andy's Lawn Care.

- A.) To determine if a lawn needs to be skipped, the Contractor will determine if 50% or more of the turf areas need In the event that the contractor determines to skip a mowing, it will be at the discretion of the contractor whether other services under this agreement need to be performed at the time of your scheduled visit such as (edging, pruning, clean-up of debris etc...).
- B.) In the event of inclement weather, the contractor may elect to skip a scheduled mowing. Your visit will be scheduled for the next available day. It is understood that depending on the length, and severity of any inclement weather, that it may take the contractor varying amounts of time to fulfill the work covered under this service agreement. Client is aware that weather conditions in the area may change rapidly and without notice. Changes in weather conditions are considered to be an "Act of God" and the contractor assumes no liability as such.

TERMS, PRICE AND PAYMENT TERMS:

- A.) Invoices will be rendered by Andy's Lawn & Snow, LLC To the Client by or around the 1st day of each month, and are due in full by the 30th day of that month. Any invoice or scheduled payment over 10 days past due will be subject to a late fee of \$20.00 and/or interest on a daily basis at a rate of 1.5% a month. Andy's Lawn Care reserves the right to suspend service when payments become more than 10 days past due. This agreement price has been negotiated and agreed upon based on the Clients grounds, as they exist on the agreement date. In the event the Client adds additional turf area, trees, plantings, walks, driveways, or paths that are suitable for edging or other maintenance, Andy's Lawn Care shall not be responsible for the care or maintenance of such additional improvements without a written change order.
- B.) A service charge of \$30.00 will be charged for any returned check.
- C.) Client will be responsible for all costs of collection, including without limitation, Court costs and reasonable attorneys fee's in the event that it becomes necessary for Andy's Lawn Care to resort to legal measures to collect any amount owed under this agreement.

CIRCUMSTANCES BEYOND OUR CONTROL: The Contractor shall not be responsible for damages to the landscape due to natural disaster(s) including, but not limited to tornados, thunderstorms, flooding, drought, freezes, wind, etc..., or damage caused by any person(s) other than the Contractor's employees. In the event of excessive debris such as (tree limbs, sticks, leaves etc...) that impede the performance of any services rendered under this agreement, the contractor may elect to remove any obstructions (debris) and charge a service charge if such services are required. If hauling of any debris is requested by the client, additional charges may apply.

PROVISIONS FOR DEFAULT AND CANCELLATION: Either party may terminate this agreement at any time with a 30 day advance written notice and should be sent via certified mail. Cancellation date will be 30 days after such notice is received. In the event of cancellation, the client will be responsible for all costs of services rendered up to the cancellation date. A final invoice will be sent to the client 15 days after such date for balance due.

**19384 Babcock Ave
Lester Prairie, MN 55354
andy@andysmn.com**

**320-395-9806
andysmn.com**

- * Irrigation
- * Landscaping
- * Mosquito Control



- * Lawn Maintenance
- * Fertilization
- * Weed Control

ADDITIONAL WORK AND CHANGE ORDERS: Any additional work required or ordered by the Client outside the scope of this agreement shall be set forth in a signed change order, and the agreed price shall become due and payable as agreed upon between the Contractor and the Client. The Contractor, his employees, subcontractors and agents are unauthorized to perform any additional work or to enter into any agreement to perform additional work unless agreed to in writing by the Client and Andy's Lawn Care management through a properly executed change order.

Contract term: April 1, 2023 – October 31st, 2025

A 5% monthly fuel surcharge will be applied to the monthly bill, if 87 octane exceeds \$3.75

The above and attached (if any) specifications and conditions are satisfactory and are hereby accepted. Andy's Lawn Care is authorized to complete the work as specified.

Respectfully Submitted

Accepted By:

Date _____

Date _____

Andrew Birkholz
President

Lester Prairie School District #424

2023-2024 Calendar

*Board
DRAFT*

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug. 28 **New Teacher Workshop Day**

Aug 29-31 **Staff Development Teacher Days**

Aug. 30 **OPEN HOUSE 4-7pm**

Sept. 4 **Labor Day—No School**

Sept. 5 **First Day of School—Grades 1-12**

Sept. 5 & 6 **Kindergarten Listening Conferences**

Sept. 7 **First Day of School—Kindergarten**

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Oct. 5 **Parent Teacher Conf. 3:30-7:30**

Oct. 9 **Parent Teacher Conf. 3:30-7:30**

Oct. 19-20 **MEA Break—No School**

Nov. 3 **End of 1st Quarter**

Nov. 23-24 **11:30 Dismissal—half day Staff Development Thanksgiving Break—No School**

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Dec. 23-Jan. 1 **Winter Break—No School**

Jan. 2 **First Day back from Break**

Jan. 15 **NO School—MLK Day—Staff Dev. Day**

Jan. 19 **Last day 2nd Quarter—End of Semester**

Jan. 19 **11:30 Dismissal—half day Staff Development**

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Feb. 19 **President's Day—No School**

Feb. 22 **Parent Teacher Conf. 3:30-7:30**

Feb. 26 **Parent Teacher Conf. 3:30-7:30**

March 1 **Staff Development Day—NO School**

March 22 **End of 3rd Quarter**

March 22 **11:30 Dismissal—half day Staff Development**

December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar 29-April 1 **Spring Break -No School**

May 17 **Graduation**

May 23 **Last Day for Students**

May 24 **No School—Staff Development Teacher Day**

May 27 **Memorial Day**

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Student Days	
QTR 1	41.5 days
QTR 2	45.5 days
QTR 3	42.5 days
QTR 4	42.0 days
TOTAL	171.5 days

Staff Days Total: 181 Days	
Aug. 28	New Teacher WS (0)
Aug. 29	Staff Dev. (1.0)
Aug. 30	Staff Dev. (1.5)
Aug. 31	Staff Dev. (0.5)
Oct. 5 & 9	Conferences (1.0)
Nov. 3	Staff Dev. (0.5)
Jan. 15	Staff Dev. (1.0)
Jan. 19	Staff Dev. (0.5)
Feb. 22 & 26	Conferences (1.0)
March 1	Staff Dev. (1.0)
March 22	Staff Dev. (0.5)
May 24	Staff Dev. (1.0)

- New Teacher Workshop
- NO School/Prof Development Day
- First Day of Classes
- Regular School Day—Evening Conferences 3:30 –7:30
- Graduation
- Holiday/No School Days**
- End of Quarter

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



SWWC Service Cooperative Contracts Summary

	22-23 Contracts	23-24 Contracts
Member: Lester Prairie Public School		
Child Count on Contracts	486	471
Membership Dues (One-Time)	\$0.00	\$0.00
Administrative Solutions		
Environmental/Occupational Health & Safety Management Program	\$0.00	\$0.00
Health & Safety Management Assistance	\$739.46	\$1,125.52
Drug & Alcohol Services	No	No
Regional Management Information Center		
<ul style="list-style-type: none"> • Business/SMART Systems Services 	\$10,044.60	\$10,146.90
<ul style="list-style-type: none"> • Business UFARS Support Services without access to SMART Systems 	\$0.00	\$0.00
<ul style="list-style-type: none"> • MARSS/Other Revenue Reporting Services 	\$1,640.20	\$1,753.25
<ul style="list-style-type: none"> • Extended Services Subscription 	\$0.00	\$0.00
Technology Services		
<ul style="list-style-type: none"> • Basic Technology Services 	\$955.00	\$955.00
<ul style="list-style-type: none"> • Supplemental Technology Support & Integration Block Hours 	\$0.00	\$0.00
<ul style="list-style-type: none"> • Technology Coordinator and/or Integration Services 	\$0.00	\$0.00
<ul style="list-style-type: none"> • E-Rate Coordination Services 	\$1,950.00	\$1,950.00
<ul style="list-style-type: none"> • Comprehensive Cyber Security 	\$0.00	\$0.00
<ul style="list-style-type: none"> • Student Data Privacy Program 	\$1,500.00	\$1,500.00
<ul style="list-style-type: none"> • Email Security Service 	No	No
<ul style="list-style-type: none"> • Email Archiving Service 	No	No
<ul style="list-style-type: none"> • Secured Remote Backup Service 	No	No
<ul style="list-style-type: none"> • Website ADA Accessibility and Usability Support with Siteimprove 	No	No
<ul style="list-style-type: none"> • OnDemand IT Certification and Training Solution with Stormwind Studios 	No	No
<ul style="list-style-type: none"> • Learn360 Video and Digital Curriculum Content Service 	No	No
Educational Solutions		

Special Education Services (excluding Autism Services):		
• School Psychologist	\$20,900.00	\$22,650.00
• Speech/Language Pathologist	\$96,000.00	\$104,640.00
• School Social Worker	\$0.00	\$0.00
• Teacher of the Visually Impaired	\$0.00	\$0.00
• Early Childhood Special Education Teacher	\$56,400.00	\$54,125.00
• Teacher of the Deaf/Hard of Hearing	\$0.00	\$0.00
• DAPE Teacher	\$0.00	\$0.00
• Occupational Therapy	\$27,600.00	\$36,630.00
• Orientation and Mobility Services	\$0.00	\$0.00
• Physical Therapy	\$7,770.00	\$10,328.00
• Regional ECSE Coordination	\$1,454.00	\$1,620.00
• Special Education Cooperative Membership Fee	\$14,059.00	\$10,945.00
• Shared Special Education Administrative Services	\$30,928.00	\$30,939.00
• Single District Special Education Administrator	\$0.00	\$0.00
TOTAL SPECIAL EDUCATION SERVICES	\$255,111.00	\$271,877.00
Autism Consultant Services	\$0.00	\$0.00
Behavior Analytic Services	\$7,875.00 Package B	\$8,220.00 Package B
Mental Health Services	\$0.00	\$0.00
Licensed School Nursing Services	\$0.00	\$5,100.00 Package A
Shared Services	\$0.00	\$0.00
Teaching & Learning Collaborative Services	\$12,435.00	\$12,408.00
Teaching & Learning Deluxe/Customized Services	\$5,200.00	\$0.00
Instructional Coaching for Teachers	\$0.00	\$0.00
STARRS Online Academy	No	No
TOTAL	\$297,450.26	\$315,035.67

**SWWC SERVICE COOPERATIVE
MEMBERSHIP AGREEMENT
2023-24**

THIS AGREEMENT, is executed this 1st day of February, 2023, (the “Execution Date”) by and between SWWC Service Cooperative (hereinafter referred to as “SWWC”), and **Lester Prairie Public School**, No. 424, located at Lester Prairie, Minnesota (hereinafter referred to as the “Member”). The provisions contained herein, along with the addenda and attachments thereto, shall constitute the entire agreement and understanding between the parties.

RECITALS

- A. Pursuant to Minnesota Statute § 123A.21, SWWC was formed to perform planning on a regional basis and to assist in meeting the specific needs of clients in participating school districts, cities, counties, and other governmental agencies that could be better provided by a service cooperative than individually by the members themselves. Minnesota Statute § 123A.21 authorizes SWWC to provide those programs and services which are determined to be priority needs of the particular region pursuant to Minn. Stat. § 123A.21, subd. 7, and to assist in meeting special needs which may arise from the fundamental constraints of SWWC’s members.
- B. Membership in SWWC is not compulsory. Members may subscribe to SWWC programs and services available to all members by payment of a one-time membership fee. At its sole option the member may further subscribe to programs and services beyond those offered to all members (“Additional Services”). Individual members shall collectively share in the costs incurred in providing the Additional Services to which they subscribe.
- C. The parties hereto desire to establish a relationship in which SWWC will provide programs and services to the Member and in which the Member will remit payment for such programs and services specified herein.
- D. SWWC and the Member seek to assure a thorough understanding of the obligations assumed by each.

AGREEMENT

1. **Dues and Fees.**
 - a. **Membership Dues.** The SWWC Board of Directors has determined membership fees (“Annual Membership Dues”) as follows:
 - **Full Membership:** Open to public school districts, cities, counties, and other governmental agencies as defined in Minnesota Statute (M.S. 471.59) and are within the SWWC region. A **one-time fee of \$25** will be assessed.
 - **Associate Membership:** Open to (a) nonpublic schools, partnership agencies, or nonprofit organizations within the SWWC region, and to (b) schools – public and nonpublic, cities, counties, partnership agencies, nonprofit organizations, and other governmental agencies outside the SWWC region. A **one-time fee of \$50** will be assessed.
 - b. **Additional Services Fees.** The Additional Service addenda attached hereto reflect each Additional Service subscribed to by the Member. The cost of such Additional Services may be determined by apportioning the approximate cost of each program and service among the members participating in the Additional Service, or may alternatively be determined by a flat fee schedule (“Additional Services Fees”). The attached Additional Service addenda shall state the manner in which the cost of such Additional Service subscribed to shall be calculated during the Term of this Agreement.
2. **Payment.** Unless modified by any addenda attached hereto, all payments due SWWC by Member shall be paid on or before August 15.
3. **Calculation of Student Enrollment.** If the attached addenda state that the Additional Service Fees are to be assessed on a per student basis, the student enrollment numbers used shall be those identified by the Minnesota Automated Reporting Student System (MARSS) as of the October 1 Fall Enrollment from the second prior fiscal year (21-22). The number of students calculated shall be those enrolled in pre-kindergarten through 12th grade education.
4. **Indemnification by Member.** The Member shall indemnify and hold SWWC harmless from any and all loss, damage, liability, cost or expense (including reasonable attorneys’ fees and expenses) which SWWC may incur or suffer as a result of any claim of any kind whatsoever arising out of:
 - a. any act or omission by Member or any of Member’s agents or employees which violates this Agreement;
 - b. any claim for breach of warranty based upon any warranty or representation given or purportedly given by Member, Member’s agents or employees which is different from or in addition to written warranties and representations given by SWWC, as amended by from time to time;

- c. third party claim for personal injury, damage, economic loss or other damage, caused by or arising out of the use, creation or production of any products proximately caused by or resulting from the negligence of Member, or the Member's agents or employees;
- d. any claim for breach of warranty based upon a defect caused by any act or omission by the Member, or the Member's employees or agents; or
- e. any claim or demand arising from the employment for engagement by Member of any person or entity.

5. **Term; Automatic Renewal.** Unless modified by addenda attached hereto, SWWC's obligations pursuant to this Agreement and any attached addenda shall commence on July 1, 2023 (the "Effective Date") and shall continue for a period of twelve (12) months (the "Initial Term"). This Agreement and all addenda attached hereto shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member delivers (a) written notice to SWWC of the Member's intent to withdraw from all SWWC services ("Notice of Intent to Withdraw"), or (b) written notice of the Member's intent to reduce its participation in any previously subscribed-to Additional Services ("Notice of Intent to Reduce Additional Services") by March 1 preceding the first day of the next Extended Term as set forth in Subsections 5(a) and 5(b) below (the "Notice Deadline").

- a. **Notice of Intent to Withdraw.** The Member may deliver to SWWC a written Notice of Intent to Withdraw from membership and all Additional Services by the Notice Deadline. If not delivered, this Agreement shall renew for the next Extended Term and the Member shall be obligated to pay all dues and fees for the next Extended Term. The Member acknowledges and agrees that failure to provide such Notice of Intent to Withdraw on or before the Notice Deadline shall cause the Term of this Membership Agreement and, notwithstanding the receipt of a timely Notice of Intent to Reduce Additional Services from the Member, the Term of all addenda attached hereto to automatically renew for the next Extended Term. The Member further acknowledges and agrees that the Member may not subscribe to any Additional Service unless membership in SWWC is maintained and continued for the full term of any Additional Service. The Member acknowledges and agrees that if the Member subscribes to any Additional Services that extend over a term of greater than twelve (12) months (referred to herein as an "Obligated Term"), the Member shall be prohibited from withdrawing from membership in SWWC or from such subscribed Additional Service until the Obligated Term of the Additional Service has expired.
- b. **Notice of Intent to Reduce Additional Services.** The Member may deliver to SWWC a written Notice of Intent to Reduce Additional Services by the Notice Deadline. If not so delivered, the Additional Services shall not be reduced, and the Member shall be obligated to pay all fees for subscribed Additional Services for the next Extended Term. Additionally, a timely Notice of Intent to Reduce Additional Services shall be effective only for those services expiring in the twelve (12) month period following the Notice Deadline and shall not have the effect of reducing the Term of any Additional Services to which the Member has subscribed; each Additional Service to which the Member has subscribed will not be subject to reduction or termination until the expiration date of the current Term of such Additional Service.

6. **Termination.** Notwithstanding any provision in this Agreement to the contrary, this Agreement may be terminated prior to the expiration of the Initial Term or any Extended Term pursuant to any of the following provisions:

- a. **Breach of Agreement.** Either party may terminate this Agreement by delivery of written notice to the other party if the other party breaches any of the terms and conditions of this Agreement; provided, however, if the breach is curable such notice shall not be effective unless and until such breach remains uncured for a period of thirty (30) days after delivery of such notice. If the breach is nonpayment by the Member of monies due to SWWC the cure period shall be ten (10) days, not thirty (30) days.
- b. **Effect of Termination.** Except as specifically set forth herein, no withdrawal or termination of this Agreement by the Member, whether before or after the Effective Date hereof, and whether voluntary or involuntary, shall relieve the Member of its obligation to pay the full amount due hereunder, including any amounts due pursuant to any attached addenda, nor shall such withdrawal or termination, whether before or after the Effective Date hereof, result in or entitle the Member to the return of any monies previously paid to SWWC for any services subscribed to whether or not such services have been provided or delivered. A breach of this Agreement by SWWC shall entitle the Member to reimbursement of a prorated share of any Additional Service that would remain unused if 1/12 of the service fee were used by SWWC during each month of each Term hereof.

7. **General Provisions.**

- a. **Notices.** Any notice required or permitted to be given under this Agreement shall be deemed to have been duly delivered: (i) when received if delivered by hand; (ii) the same day if delivered by facsimile sent no later than 4:00 pm (receiver's time) on a business day; (iii) the next business day if sent by facsimile on a non-business day

or after 4:00 pm (receiver's time) on a business day; (iv) one (1) business day after placement with a reputable overnight carrier for next morning delivery; or (v) four (4) business days after depositing if placed in the U.S. mails for delivery by registered or certified mail, return receipt requested, postage prepaid and addressed to the appropriate party at the address set forth on the first page of this Agreement. If either party changes its address or facsimile number, such party shall give written notice to the other party of such different address or facsimile number in the manner set forth above.

- b. **Amendment.** The express terms of this Agreement, including all addenda hereto, shall control and supersede any course of performance and/or customary practice inconsistent with such terms. Any agreement between the parties hereafter made shall not change or modify this Agreement unless in writing and signed by the party against whom enforcement of such change or modification is sought.
- c. **Entire Agreement.** This Agreement, together with any addenda referenced herein, constitutes the entire Agreement between the parties and supersedes any and all prior and contemporaneous oral or written understandings between the parties relating to the subject matter hereof.
- d. **Modification and Waiver.** No purported amendment, modification or waiver of any provision hereof shall be binding unless set forth in a writing signed by both parties (in the case of amendments and modifications) or by the party to be charged thereby (in the case of waivers). Any waiver shall be limited to the circumstance or event specifically referenced in the written waiver document and shall not be deemed a waiver of any other term of this Agreement or of the same circumstance or event upon any recurrence thereof.
- e. **Assignment.** The Member shall not assign, transfer or sell all or any part of its rights or obligations hereunder, by operation of law or otherwise, without the prior written consent of SWWC.
- f. **Severability and Interpretation.** In the event that a provision of this Agreement is held invalid by a court of competent jurisdiction, the remaining provisions shall nonetheless be enforced in accordance with their terms. Further, in the event that any provision is held to be overbroad as written, such provision shall be deemed amended to narrow its application to the extent necessary to make the provision enforceable according to applicable law and shall be enforced as amended.
- g. **LIMITATION OF REMEDY.** SWWC SHALL HAVE NO LIABILITY TO ANY PERSON FOR INDIRECT, SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY DESCRIPTION, WHETHER ARISING OUT OF WARRANTY OR OTHER CONTRACT, NEGLIGENCE OR OTHER TORT, OR OTHERWISE.

IN WITNESS WHEREOF, the parties have executed this Agreement in the manner appropriate to each to be effective the day and year entered on the first page hereof.

By signing below, the parties agree to be bound by the terms and conditions set out in the membership agreement, along with the addenda, which are effective on the date of the last signature (the "Effective Date"). The parties consent and agree that this Agreement may be electronically signed. The parties agree the electronic signatures appearing on this Agreement are the same as hand-written signatures for purposes of validity, enforceability, and admissibility.

SC MEMBER

SWWC SERVICE COOPERATIVE

BY: _____
Authorized Signature

BY: _____
Authorized Signature

ADDENDUM A
TO MEMBERSHIP AGREEMENT
ENVIRONMENTAL/OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PROGRAM
2023-24

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. SWWC is engaged in providing consultation and coordination of services related to the management of environmental health and safety concerns for Members.
2. SWWC agrees to facilitate an Environmental/Occupational Health and Safety Management Program, referred to herein as "E/OHSMP". Said program will be provided by IEA, Inc., 9201 W. Broadway #600, Brooklyn Park, MN 55445.
3. **Included General Services.** The E/OHSMP "General Services" provided by SWWC through IEA can be found at the following website: www.swwc.org/EOHS.
4. **Rate per visit; Annual Fee.** The Member agrees to pay annually a fee equal to the rate per visit (\$725.00) multiplied by the number of visits required by the Member in the most recent fiscal year ("Annual Fee").

The Annual Fee for 2023-24 will be:

\$0.00

5. **Term; Payment.** Notwithstanding any provision in the Membership Agreement to the contrary, E/OHSMP General and No-cost Services will be provided to and paid for by the Member for a Term of one year (1 year), commencing as of the Effective Date of the Membership Agreement. The Annual Fee due hereunder shall be payable in three installments on or before July 30, October 15, and February 15 of each fiscal year. This agreement may be terminated for proper cause by either party for any reason upon ninety (90) days written notice to the other party.
6. **Hold Harmless.** That Member recognizes that IEA is solely responsible for the performance of the E/OHSMP. It recognizes that SWWC merely acts as a financial intermediary and has no voice in, and does not exercise control over the manner in which IEA performs its services. Therefore, to the fullest extent permitted by law, the Member agrees to hold harmless SWWC, as well as IEA agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees arising out of or resulting from the performance of IEA's services and to look solely to IEA for redress.
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM B
TO MEMBERSHIP AGREEMENT
HEALTH AND SAFETY MANAGEMENT ASSISTANCE SERVICES
2023-24

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** SWWC is engaged in providing consultation and coordination of Health and Safety Management Assistance Services related to the management of environmental health and safety concerns for Members; and the Member hereby subscribes to such services. These services are subject to change and may include:

- Assisting the Member in identifying and prioritizing health and safety plans and programs.
- Conducting on-site management assistance work during a minimum of one site visit to the Member site per fiscal year if total square footage is less than 140,000; or a minimum of two site visits to the Member site per fiscal year if the total square footage is greater than or equal to 140,000.
- Working with the Minnesota Department of Education and other Service Cooperatives in the development of future health and safety workshops, meetings, etc.
- Directing communication with Minnesota Department of Education.
- Interpreting mandatory requirements from the Minnesota Department of Education.
- Assisting in the completion of mandatory reports.
- Providing personalized service such as summarizing communications (mass emails, etc.) to the Member, drawing attention to what it needs to attend or complete.
- Assisting in determinations of what is allowable under Long-Term Facility Maintenance (LTFM) funding.
- Assisting in the coding of LTFM expenditures.
- Providing interpretations of regulatory agencies.
- Conducting a mock OSHA building walk through.
- Assisting in “Machine Guarding”.

2. **Annual Fee.** In consideration for the services described at Section 1 to this Addendum, the Member agrees to pay to SWWC an “Annual Fee” to be calculated as follows:

$$118,476 \text{ square feet} \times \$0.0095/\text{square foot} = \underline{\$1,125.52}$$

The Annual Fee shall be payable in one installment in accordance with the provisions of the Membership Agreement.

3. **Type III Vehicle Training – Additional Cost.** At the Member’s election, SWWC also facilitates an on-line Type III vehicle training course. This additional service is offered to the Member at an additional cost, calculated on a per driver basis. Additional information for this service can be found at www.swwc.org/TypeIII.

4. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM C
TO MEMBERSHIP AGREEMENT
DRUG & ALCOHOL SERVICES
2023-24

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Purpose and Intent.** The purpose and intent of this Addendum define the administrative responsibilities in a Drug and Alcohol Management Program (the “Services”) to be offered by SWWC to the Member. The Services will be provided by Lakes Country Service Cooperative.
2. **Program Description.** The Member desires to obtain the services of a Consortium/Third Party Administrator (C/TPA) and agrees to pay for the following:
 - 2.1 Computer generated random selection. The pool follows the random testing rates as required by Federal Motor Carrier Safety Administration.
 - 2.2 Laboratory (SAMHSA) testing
 - 2.3 All testing supplies
 - 2.4 Overnight courier service
 - 2.5 Confidential information management
 - 2.6 DOT required statistical reports
 - 2.7 Medical Review Officer (MRO) services
 - 2.8 Blind sample compliance

3. **Program Description Fees:**

Program Access: Program Membership fee is **\$200.00** per District per Year.

Lab analysis per Drug test:

****Drug by urine testing – At cost; district will be direct billed from Lakes Country Service Cooperative**

***Testing Fees only apply to those individuals randomly selected from our statewide pool. Random selections are completed four times per year.*

4. **Enrollment; Payment.** The Member shall submit an enrollment form to SWWC for each driver. Program Membership Fee will be invoiced annually by Lakes County Service Cooperative. Fees for all other services and programs discussed herein will be invoiced following completion of services, and shall be payable as identified on the invoice.
5. **Member Responsibilities.** The Member shall be responsible for the following:
 - a. Completing the entire Enrollment Form initially, and providing updates (i.e. driver additions/deletions), and submitting such reports in a timely manner to SWWC.
 - b. Providing an employee that is the Designated Employer Representative (DER) for the Member.
 - c. If collection is conducted on-site by a mobile collector, providing a private location that meets requirements.

6. **Use of SWWC’s mobile collector Fees:**

*Alcohol Testing:

At cost; district will be direct billed from provider

*Drug Testing:

At cost; district will be direct billed from provider

Note: These costs are in addition to those described above in #3 Program Description Fees.

**Mobile Collections fees will be a direct bill from the mobile collections provider. If a member wishes to use a certified local center, please contact Kayla Speidel at 507-537-2275 or kayla.speidel@swwc.org to complete required setup.*

7. **Hold Harmless.** The Member recognizes that Lakes Country Service Cooperative (LCSC) is solely responsible for the performance of the Services. The Member further recognizes that SWWC merely acts as a financial intermediary and has no authority, and does not exercise control, over the manner in which LCSC performs its services. Therefore, to the fullest extent permitted by law, the Member agrees to: (i) hold SWWC, as well as LCSC agents and employees, harmless from and against all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees arising out of or resulting from the performance of LCSC's services; and (ii) to look solely to LCSC for redress.
8. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM D
TO MEMBERSHIP AGREEMENT
REGIONAL MANAGEMENT INFORMATION CENTER (“RMIC”)
2023-24
Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member hereby subscribes to the Regional Management Information Center Services (“RMIC Services”) pursuant to the terms of the Membership Agreement and this Addendum. The RMIC Services to be provided by SWWC may include finance, payroll, and student administrative support services as outlined below.

2. **Business/SMART SYSTEMS Services; Fees.**

a. **Fixed Operations, License & Workshop.** Fixed Operations, License & Workshop includes the overall fixed operations costs, SMART SYSTEMS software licenses, subscription and SMART SYSTEMS Trainings. New employee SMART SYSTEMS training will be provided virtually or at the SWWC Office.

b. **Software Support/Development Assessment.** Members using SMART SYSTEMS software cooperatively finance the needed support to insure reliable software and to provide required and requested enhancements. Software Support/Development Assistance includes all software releases and upgrades for SMART SYSTEMS.

c. **SMART SYSTEMS Support & Business Services.** The SMART SYSTEMS Support & Business Services offsets the cost of staff time used to support the SMART SYSTEMS software and Business Services, and includes overall SMART SYSTEMS, UFARS, and payroll assistance (email and phone support, UFARS edits, submissions, account code conversions, payroll adjustments, reporting for retirement, quarterly reports, STAR Reporting, W-2 processing, fiscal year-end (“FYE”) reporting, etc.). This fee is calculated by multiplying the rate set by the SWWC Board of Directors by the Member’s student enrollment.

d. **Additional Charges.** The following non-exclusive list of additional charges may be billed separately to the Member:

i. Emergency services, training, and additional accounting and payroll/HR services not covered in basic fee will be charged at \$80.00 per hour (billed in one-half hour increments) when provided at the Member’s district office, plus the IRS mileage rate; or will be charged \$70.00 per hour (billed in one-half hour increments) when provided at the RMIC Office.

ii. Small Group Training – \$120.00/half day and \$200.00/full day.

iii. ACA Electronic Filing will be billed at \$275.00 for Original 1094/1095 B & C Forms and \$275.00 each for Amended 1094/1095 B & C Forms.

iv. Time Tracker: Fixed fee \$450 per district plus a per employee fee. Employee fee based on number of licenses. Contact for quote.

e. **Business/SMART SYSTEMS Services Worksheet:** If applicable, the Member’s Business/SMART Systems service fees shall be calculated as set forth below.

i. FIXED OPERATIONS, LICENSE & WORKSHOP FEE: **\$3,600.00**

ii. SOFTWARE SUPPORT/DEVELOPMENT ASSESSMENT:
471 @ \$9.90 per student = **\$4,662.90**

iii. SMART SYSTEMS SUPPORT & SERVICES FEE:
471 @ \$4.00 per student = **\$1,884.00**

3. **Business UFARS Support Services without access to SMART Systems; Fees.**

a. The Finance UFARS Support & Business Services offsets the cost of staff time used to provide support and includes overall UFARS and general finance assistance (email support, phone support, fiscal year-end (“FYE”))

workshop and materials. This fee is calculated by multiplying the rate set by the SWWC Board of Directors by the Member's student enrollment.

b. **Business Services Worksheet:** If applicable, the fees shall be calculated as set forth below.

i. FINANCE UFARS SUPPORT WITHOUT ACCESS TO SMART SYSTEM

471 @ \$0.00 per student = \$0.00

4. **MARSS/Other Revenue Reporting Services; Fees.**

a. **Fixed Operations, Training & Workshop.** Fixed Operations, Training & Workshop covers the overall fixed operations costs and membership and includes attendance at MARSS Trainings.

b. **MARSS/Other Revenue Reporting and Services.** MARSS/Other Revenue Reporting and Service offsets the cost of staff time used to support the Member with multiple submissions of FYE (June 30) and Fall semester MARSS data (phone support, codes and procedures, MARSS edits, submissions, etc.), and includes training and support of the MARSS Web Edit Program which is used at the district level for editing and reporting of local MARSS data.

c. **Additional Charges.** The following non-exclusive list of additional charges may be billed separately to the Member:

i. Paper and postage will be billed at cost.

ii. MARSS training and emergency services not covered in basic fee will be charged or \$80.00 per hour (billed in one-half hour increments) when provided at the Member's district office, plus the IRS mileage rate; or will be charged \$70.00 per hour (billed in one-half hour increments) when provided at the RMIC Office.

iii. Small Group Training - \$120.00/half day and \$200.00/full day.

d. **MARSS/Other Revenue Reporting Worksheet.** If applicable, the Member's MARSS/Other Revenue Reporting service fees shall be calculated as set forth below.

i. FIXED OPERATIONS, LICENSE & WORKSHOP FEE: \$1,400.00

ii. MARSS/OTHER REVENUE REPORTING SUPPORT & SERVICE FEE:

471 @ \$.75 per student = \$353.25

5. **Extended Services; Fees.** In addition to the aforementioned services, the Member has chosen to subscribe, and SWWC agrees to perform those extended business services as per negotiated agreement (RMIC Exhibit A) with the Senior Director of Administrative Services. The fees for such Extended Services may change from year to year at the discretion of the SWWC Board of Directors. During the Initial Term of the Membership Agreement, the total fee for the Extended Services shall be:

0 @ \$455 per day = \$0.00

6. **Annual Fee; Payment.** In consideration for SWWC's RMIC Services as set forth in this Addendum D, the Member agrees to pay an annual fee to SWWC in the amount outlined below. Notwithstanding and provision in the Membership Agreement to the contrary, the Annual Fee (excluding Extended Services) due pursuant to this Addendum shall be payable in three installments during each Term, with one installment becoming due and payable on or before each of the following dates: July 30, October 15, and February 15. Extended Services shall be paid in monthly installments.

The total cost of RMIC Services for July 1, 2023 through June 30, 2024 is as follows:

Business/SMART SYSTEMS Services (3 installments)	\$10,146.90
Business UFARS Support Services w/out access to SMART Systems (3 installments) . . .	\$0.00
MARSS/Other Revenue Reporting Services (3 installments)	\$1,753.25
Extended Services Subscription (12 installments)	\$0.00
<u>TOTAL CONTRACTED RMIC SERVICES.</u>	<u>\$11,900.15</u>

7. **Term; Automatic Renewal; Timeline for Withdrawal from RMIC Services.** Notwithstanding any provisions in the Membership Agreement to the contrary, the parties' obligations pursuant to this Addendum shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months. The provisions of this Addendum may be renewed annually.
8. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM E
TO MEMBERSHIP AGREEMENT
TECHNOLOGY SERVICES
2023-24

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Description of Services.** SWWC is engaged in providing certain technology services listed below to its members at the rates listed below.

a. **Technology Services for Members with NO CONTRACT.**

Non-Contracting Entity:	Technology Service:	\$89.50/Hour
	After Hours Support:	\$111.00/Hour
	On-site Training Fee:	\$178.50/Hour
	Cybersecurity Services:	\$280.00/Hour

Note: Round Trip Mileage will be charged at the current IRS rate.
Round Trip Windshield Time will be assessed at the daily rate.

After-hours support shall be any support provided outside of normal support hours (7:00 a.m. to 5:00 p.m. Monday through Friday) or on a SWWC observed holiday.

Participant capacity for on-site training may be restricted depending on the type of training being provided. Capacity will be determined when training is scheduled.

b. **Basic Technology Services.**

i. A Member subscribing to SWWC’s Basic Technology Services shall be entitled to:

1. Access to SWWC’s basic technology services for any employee of the Member.
2. Access to SWWC technology support and integration at discounted rates (discounted rate is dependent on the Member’s contract level), including:
 - Phone support and assessment (additional charges for extended remote support (more than 10 combined minutes per incident) or remote access and site visit support)
 - Development of purchasing specifications for equipment and software
 - Discount pricing for Technology Days as defined below:
 - Discounted admission to technology workshops and presentations
 - Discounted admission rates for SWWC technology conferences
 - Free or discounted fees for SWWC sponsored training sessions
3. Discounted pricing (2% or higher discount) on SWWC Technology Coordinated Consortium Purchase Programs.
4. Complimentary enrollment and participation in SWWC’s BrightBytes Clarity or Modern Learning offering technology evaluation and assessment toolset. Additional fees may apply for professional development, individualized analysis and trainings that may compliment the Clarity tools.

ii. **Basic Technology Service Fee.**

Enrollment less than 501	\$955.00	Enrollment Over 3,000	\$3,140.00
Enrollment 501 to 1,000	\$1,760.00	CCOGA less than 26 employees	\$250.00
Enrollment 1,001 to 2,000	\$2,220.00	CCOGA with 26 or more employees	\$400.00
Enrollment 2,001 to 3,000	\$2,880.00		

c. **Supplemental Technology Support and Integration Services.** The Member may add the following Supplemental Technology Support and Integration Services to its Technology subscription. Such services will entitle the Member to on-site or remote support of network equipment and software (including installations and updates), as well as general assistance to the Member’s current technology leadership and team. The Member will incur additional costs for each service listed below; the additional cost will be billed according to the Member’s Technology Service Rate.

i. **Supplemental Technology Support and Integration Services (On-Call Services) Fees.**

1. A Member subscribing to SWWC’s Basic Technology Services will further be entitled to receipt of on-call services at the following rates:

Technology Service:	\$80.50/Hour
On-site Training Fee:	\$132.50/Hour
Cybersecurity Services:	\$185.00/Hour
After Hours Support:	Billed at normal hourly rate

2. The following additional charges or restrictions may apply:

- Round Trip Mileage will be charged at the current IRS rate;
- After Hours Support shall be billed at the Member’s normal hourly rate;
- Round Trip Windshield Time will be assessed at the daily rate;
- Participant capacity for on-site training may be restricted depending on type of training being provided; capacity will be determined when training is scheduled.

ii. **Supplemental Technology Support and Integration Services “Block Hours”.** A district or entity may purchase block hours at discounted pricing to be utilized on a monthly basis. Block Hours must be used each month and may be carried over one subsequent month. If Block Hours are not used within the following month, they will be forfeited without refund. The following costs, restrictions and stipulations apply to the Member’s purchase of Block Hours:

1. A Basic Technology Services Contract is required in order to receive this pricing.
2. Additional Onsite Trainings will be charged at the rate of \$132.50/hour.
3. Additional Technology Service Hours will be charged at the rate of \$80.50/hour.
4. Block Hour Service Fees:

- 1 day per month block

○ 12 Month Tech Support or Integration Option	\$7,428 / year
○ 9 Month Tech Integration Option	\$5,787 / year
- 2 days per month block

○ 12 Month Tech Support or Integration Option	\$14,160 / year
○ 9 Month Tech Integration Option	\$11,142 / year

5. Round Trip Mileage will be charged at the current IRS rate.
6. 9 Month options are for Technology Integration services only and days must be scheduled between September 1 and May 31 of the contract year.

d. **Technology Coordination or Integration Services.** A district or entity may contract with SWWC for Technology Coordination and Integration Services at dramatically reduced rates from the on-call Technology Services. The days reflected in this contract shall be scheduled upon contract execution or July 1 of the contract year, whichever is later. Contracted days do not count as on-call days. The days contracted must be scheduled for usage on a regular basis. On-call visits or remote support will be billed out at the normal Contracting Entity On-Call Technology Service rate in addition to the actual contract amount, as needed. On contracts of (3) days per week or more, Members may elect to stack technology coordination and integration services into a single contract. Scheduling of substituted days must be arranged prior upon the establishment of the contract term and substitution must occur in a consistent format to accommodate staffing.

- i. Onsite Training will be charged at the rate of \$132.50/hour.
- ii. Additional technology service hours will be charged at the daily rate that corresponds with the selected contract level.
- iii. **Technology Coordinator and Integration Services Fees.** *This service is inclusive of Basic Technology Services; Basic Technology Service Subscription Fee Waived. (Daily rates are provided for comparison purposes only; actual monthly billing will be 1/12th of annual contract.)*

12-Month Contract Rates

- 1 Day per week \$580.00/day = \$30,160 annual contract
- 2 Days per week \$540.00/day = \$56,160 annual contract
- 3 Days per week \$504.00/day = \$78,624 annual contract
- 4 Days per week \$485.00/day = \$100,880 annual contract

9-Month Contract Rates

- 1 Day per week \$615.00/day = \$24,600 annual contract
- 2 Days per week \$581.00/day = \$46,480 annual contract

- A SC L2 security assessment between 6 months and 1 year following the initial SC L1 security assessment.
 - A minimum of 2 scans of the Member’s internal and external networks will be performed to assess network nodes for potential vulnerabilities that will need to be addressed by the Member and any issues/vulnerabilities noted are not included in the Services and shall be the sole responsibility of the Member to address and/or fix.
 - Firewall configuration security review.
 - Cybersecurity procedural review.
 - Development of baseline cybersecurity policy and procedure templates and guidance in implementing policies at Member district.
4. In years 2 through 5 of the Term, SC shall perform the following:
- 1 SC L3 security assessment.
 - Quarterly scans of the Member’s internal and external networks to assess network nodes for potential vulnerabilities that will need to be addressed by the Member and any issues/vulnerabilities noted are not included in the Services and shall be the sole responsibility of the Member to address and/or fix.
 - Firewall configuration security review.
 - Procedural reviews to analyze current practices that may impact cybersecurity mitigation.
 - Development of cybersecurity policy and procedure templates.
 - Development and assistance in implementation of information security templates.
 - Monitoring and coordinating with Member technology department/teams to ensure the proper application of key operating system application, and system patching.
 - Development and monitoring of system lifecycles to ensure Member is eliminating the use of products and systems deemed to be obsolete.
 - Development of model policies that can be implemented by Member.
 - Develop and assist Member in implementation of a “Zero Trust” security architecture. The “Zero Trust” security architecture policies and procedures will be based on the premises that no individual or device, whether internal or external, should be trusted. The “Zero Trust” security architecture will be based on role-based permissions (defined based on network access role-based permissions) and the least amount of access possible that is necessary to complete an individual’s job functions to ensure the appropriate access level.
 - Development of security continuity plan templates for Member to customize and implement.
 - Inventory management processes that include: assessment or guidance on the processes and policies for the effective implementation of physical inventory practices and development of templates and assistance in implementing equipment lifecycle management systems.
 - Development of templates and assistance in implementation of data lifecycle management procedures that include: data inventory and mapping, security clearances, data transmission and flow, and review of data destruction processes.
 - Threat monitoring and logging that includes: automatic vulnerability scanning when threats relevant to Member’s environment are identified and utilize the Department of Homeland Security and Multistate-I Information Sharing and Analysis Center (MS-ISAC) resources for monitoring and resources.
 - Cyber incident response assistance that includes coordination or response efforts should a cybersecurity event occur and includes the following: providing initial analysis and threat assessment of Member’s situation and aid in coordinating an effective and organized response to mitigate further exposure as a result of the incident. SC’s response assistance does not replace the cyber forensics response or investigation that may be required by a cyber-liability insurer.
 - Development and assistance in implementing backup and disaster recovery practices that provide effective mitigation practices for cyber events.

- Research, development, and evaluation of services to ensure Member’s is on the forefront of cybersecurity.
 - Additional services may be added to this Agreement and added services may require added fees. Any additional services must be agreed to in a writing signed by both Parties.
5. **Term.** The term (“the Term”) of this Agreement shall be from the Effective Date until June 30, 2028.
6. **Services Fees.** The full annual rate will be calculated annually based on the enrollment utilized in all SWWC contracts based on prior year enrollments reported to the Department of Education. All base and per-student fees used to calculate the annual rate for the Term shall remain the same for the full Term unless any additional services are added pursuant to this Agreement. There may be up to 3 discounts that apply to the annual rate. The 3 stackable discounts are whether the Member is a SC member (\$2,305 off the base rate), a SC technology subscriber (\$1,155 off the base rate and \$0.40 off per student), a user of SC technology services of at least 1 day per week (\$2,310 off the base rate and \$0.75 off per student), and a member of the SWWC Wide Area Network Consortium (\$800 off the base rate and \$.60 off per student). Applied discounts to the annual rate shall be applied annually based on Member’s membership and subscribed service participation in each applicable fiscal year. Should SC lower its base or per-student pricing for this service in any of the 5 years of the contractual term, the Member shall receive the service at the lower annual rate.

Comprehensive Cybersecurity Service contract rates for 5-year contracts established on July 1, 2023 and ending on June 30, 2028.

	Base Rate	Per Student
Non-Member	\$9,815.00	\$13.40
SWWC Member	\$7,510.00	\$13.40
SWWC Technology Subscriber	\$6,355.00	\$13.00
SWWC Technology Services Snap-in	\$4,045.00	\$12.25

A detailed multi-year Comprehensive Cybersecurity Service Contract will provided to the District for review and acceptance upon indicating that the District desires to enter into a contractual relationship for the stated services.

g. E-Rate Coordination Services.

- i. The Member may additionally subscribe to SWWC’s E-Rate Coordination Services. Such services include the coordination and filing of E-Rate applications and forms to the Federal Communications Commission (“FCC”) and the Universal Service Administrative Company’s (“USAC”) School and Libraries Division (“SLD”). SWWC’s E-Rate staff will work with the Member’s staff to collect all data necessary to perform the filings.
- ii. **Special Term.** Notwithstanding any provisions in this Addendum or the Membership Agreement to the contrary, the term of any E-Rate Coordination Services subscription shall be equal to one Funding Year (as defined by the FCC and the Universal Service Administration Company). Participation in E-Rate services requires the School’s commitment to a 5-year term aligned to the FCC E-Rate program’s 5-year Category 2 Budget Cycle. The Current 5-year budget cycle covers E-Rate Fund Year 2021 (Fiscal Year 2022) through Fund year 2025 (Fiscal Year 2026). A contract signed for E-Rate Services covering Fiscal Year 2023-2024 will cover the work required to manage E-Rate Fund Year 2024. A Member that entered into a 5-year E-Rate services term in the Fiscal Year 2022-2023 contract cycle for Fund Year 2021-2025, are entitled to contract continuation rates defined below. A Member that is entering into the Fund Year 2021-2025 Budget Cycle for E-Rate services for the first time in their Fiscal Year 2023-2024 contract are required to pay the New Contract Rates in Fiscal Year 2023-24 and will then qualify for Continuation Rates in subsequent years of the Category 2 Budget Cycle.

iii. Services Fees.

- 1. Continuation Rates – Standard Rate E-Rate Coordination for Member District with a Fund Year 2021-2025 contract in place during 2022-23:

Enrollment less than 301	\$1,150 annual contract
Enrollment 301 to 700	\$1,950 annual contract
Enrollment 701 to 2,000	\$2,850 annual contract
Enrollment 2,001 to 4,500	\$3,650 annual contract
Enrollment over 4,501	Custom Member Pricing

- 2. New Contract Rates – Standard Rate E-Rate Coordination for Member District with a Fund Year 2021-2025 contract in place during 2023-24:

Enrollment less than 301	\$4,600 annual contract
Enrollment 301 to 700	\$5,850 annual contract

Enrollment 701 to 2,000	\$8,550 annual contract
Enrollment over 2,001	\$10,950 annual contract

3. Non-Member Continuation Rates – Standard Rate E-Rate Coordination for Non-Member District with a Fund Year 2021-2025 contract in place during 2022-23:

Enrollment less than 301	\$1,610 annual contract
Enrollment 301 to 700	\$2,730 annual contract
Enrollment 701 to 2,000	\$3,990 annual contract
Enrollment 2,001 to 4,500	\$5,110 annual contract
Enrollment 4,501 to 7,000	\$7,840 annual contract
Enrollment 7,001 to 10,000	\$10,640 annual contract
Enrollment 10,001 to 15,000	\$15,050 annual contract
Enrollment 15,001 to 25,000	\$20,720 annual contract
Enrollment over 25,001	Custom Pricing

4. Non-Member New Contract Rates – Standard Rate E-Rate Coordination for Non-Member District with a Fund Year 2021-2025 contract in place during 2023-24:

Enrollment less than 301	\$4,830 annual contract
Enrollment 301 to 700	\$6,440 annual contract
Enrollment 701 to 2,000	\$14,700 annual contract
Enrollment 2,001 to 4,500	\$20,440 annual contract
Enrollment 4,501 to 7,000	\$31,360 annual contract
Enrollment 7,001 to 10,000	\$42,560 annual contract
Enrollment 10,001 to 15,000	\$60,600 annual contract
Enrollment 15,001 to 25,000	\$82,880 annual contract
Enrollment over 25,001	Custom Pricing

5. Holders of full-time, non-shared Technology Coordination contracts shall receive a \$500.00 annual discount on E-Rate Coordination Services and RFP preparation services shall be provided under the terms of the Full-Time Technology Coordination Contract.

6. Contract includes assistance in the research, development, evaluation assistance, and other activities pertaining to requests for proposals (RFP) and appeals, when necessary.

iv. **Current Funding Year.** This Addendum covers all activities pertaining to the E-Rate Funding Year 2024, starting July 1, 2024, through June 30, 2025. The application process will begin in the fall of 2023. Activities pertaining to previous and future funding years falling within the term date of this contract will require a separate contract for the corresponding funding year.

v. Letters of Agency and other contractual documents for E-Rate specific purposes will contain additional regulatory and program rule conditions and contractual language to which SWWC and the Member shall mutually agree.

vi. **SC Duties.** SWWC’s duties with regard to E-Rate Coordination Services include:

1. Track and assist in the submission all E-Rate related forms for the Member.
2. Meet with appropriate Member personnel to determine proper submission process and eligibilities for district.
3. Assure all applications and forms submission meet processing standards and submission deadlines.
4. Assist in assuring that the Member meets requirements for E-Rate eligibility including but not limited to the Children’s Internet Protection Act (“CIPA”) and records retention.
5. Assist the Member in maintaining duplicate records on behalf of district for up to 10 years as required by the SLD. Member is ultimately responsible for maintaining archived records of all E-Rate related communications for 5 years following the end of any contract receiving E-Rate funding.
6. Coordinate with service providers for the appropriate application of E-Rate discounts.

vii. SWWC does not guarantee that applications submitted by its staff or clients will necessarily result in funding commitments given the ever-changing rules and their interpretations by the staff of the FCC’s Schools and Libraries Division (“SLD”). SWWC shall not be held responsible in the incident that a funding request is not successful or goes under Privacy Impact Assessment review or audit with the SLD or FCC.

- viii. **IMPORTANT:** *E-Rate coordination services do not relinquish the responsibility from the Member to adhere to the program rules and laws placed on the E-Rate program by USAC, the FCC or any other governing agency. SWWC shall under no circumstance be legally or financially responsible for requested or committed funding that is denied or rescinded by USAC or the FCC. The Member is solely responsible for ensuring that all local bid and contract requirements are met by their district when establishing agreements with vendors for E-Rate funded services.*

h. Student Data Privacy Program.

i. Definitions.

1. Technology Provider - established in Minnesota Statute 13.32.subd.1.g. and defines a provider of systems or solutions utilized in a school district as a part of a one-to-one deployment or otherwise that create, receive or maintain education data. Technology providers can be in the form of hardware, software, apps, extensions, plugins, websites, and other solutions that may result in the creation, processing, or maintenance of education data.
2. Approved Technology Provider – A Technology Provider that has been vetted and determined to be in compliance with the statutory requirements of the Minnesota Student Data Privacy Law as defined within Minnesota Statute 13.32.

ii. A Member subscribing to SWWC’s Student Data Privacy Program shall be entitled to the following.

1. SWWC shall provide to the Member access to the SWWC Data Privacy Program. The Program will provide the Member with several services and functions that will include the assembly of a “Technology Provider” inventory. The listing included in this agreement may not be comprehensive as the Program continues to develop and mature.
2. The Program shall provide a service, that when appropriately implemented by the Member, will provide solutions allowing the Member to develop the materials necessary to provide parents and students with annual notifications of Technology Providers in use within the Member school system.
3. SWWC shall provide through its Clearinghouse approval statuses of Member Technology Providers that are discovered both through automated and manual processes.
4. The Member understands that the status of Technology Providers in the Clearinghouse is determined by assessing the provider against requirements of Minnesota State Law, and the Clearinghouse determined status of products applies universally to all school districts participating in the SWWC Data Privacy Program. SWWC shall hold a contract with on behalf of T to fulfill the contractual obligations of this agreement. The cost of the 3rd party service is covered by the costs associated with this agreement.
 - The Member shall be provided with access to automated “Technology Provider” discovery tools provided by a 3rd party service provider
 - The Member will have access to a Technology Provider Inventory of approved Technology Providers that have been identified as being in use in their schools.
 - SWWC will provide Member with the ability to view lists of those Technology Providers found to be in use in their schools that are not currently approved.
5. Data Privacy Agreements will be obtained from Technology Providers for the SWWC Data Privacy Program. Upon finalization of Data Privacy Agreements with Technology Providers, a fully executed copy of the agreement will be made available through the Clearinghouse and attached to the records available through to the Member and through their Technology Provider Inventory listing.
 - The Member confirms that as a Minnesota School District, it is expressly authorizing SWWC Service Cooperative, a public agency defined as Independent School District 991, a statutorily defined joint powers organization under Minnesota Statute 123A.21, to negotiate and execute Data Privacy Agreements on the Member’s behalf, and the Member shall recognize the Data Privacy Agreement as Amendment E to its contract with the defined Technology Provider.
 - SWWC will not, unless expressly authorized to do so under a separate contractual agreement, enter into any agreement that commits the Member to any financial obligation to a Technology Provider.

iii. In consideration of services covered by this agreement.

1. SWWC will, in good faith, evaluate Technology Provider contracts which may consist of their Terms and Conditions, End User License Agreement, Privacy Policy, Data Privacy Agreement, and other

documentation provided by the Technology Provider to provide evidence of their compliance with the Minnesota Student Data Privacy Law.

- SWWC shall not be responsible for any errors or omissions in the assessment of a Technology Provider's compliance.
 - SWWC shall not be responsible for any documentation or statements provided by a Technology Provider to make these determinations.
2. Member District shall review all Technology Provider records identified as being in use in its schools.
 - Member District shall notify SWWC of any known Technology Providers not listed as being in use to have them manually added to the Member District's inventory.
 - Member District shall notify SWWC of any Technology Providers identified as being in use, but not authorized for use in its schools that should be removed from the Member District's inventory.
 - Member District is completely responsible for the timely direct annual communication to parents and students as required by law.
 3. Through participation in the SWWC Data Privacy Program, SWWC and Member District will be working collaboratively and in good faith to perform due diligence in the evaluation and vetting of Technology Providers. Member District acknowledges that it is ultimately responsible for the accuracy of data representing its schools and ensuring that the requirements of the Minnesota Student Data Privacy Law are satisfied for Member District's schools.
- iv. Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2024.
- v. Services Fees.** The "Base Fee" for Student Data Privacy Program shall be \$1,800 per school district per year and the per student fee is \$.60 per student per year. Pro-rated pricing for services beginning after July 1st is not available.

i. Email Security Service.

- i. In consideration of services covered by this agreement.
 1. Services are compatible with GSuite (Google Mail/Gmail), Microsoft 365, Microsoft Exchange on-premises, and SMTP based Email systems.
 2. Email Security service provides Spam Detection (99.7% effectiveness), advanced multi-layer malware detection, security message delivery, message tracking, virus outbreak response service, email data loss prevention, content disarm and reconstruction, URL click protection, impersonation analysis, cloud sandboxing.
 3. For Microsoft 365 mailboxes, the following features are included in the service: Realtime scanning of mailboxes for existing or newly discovered threats already delivered to an inbox. Post-delivery "clawback" of newly discovered email threats allowing the service or administrators to remove identified threats already delivered to the inbox.
 4. Integration with LDAP is available. The Member is responsible for the setup and provision of domain access credentials for setup of the LDAP service.
 5. Members that begin services after July 1 will receive pro-rated billing for the services based on the actual start date, but no more than 50% of the full annual service fee.
 6. SWWC will perform Email Account Audits periodically to verify the number of email accounts that the Member has in their filtered domain(s) and contact the Member to verify numbers.
 7. The Member is responsible for making minor changes to the DNS records as provided by SWWC, if SWWC does not host the Member's DNS, for the domains to be filtered. SWWC shall be held harmless of issues with DNS records not held by SWWC.
- ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2024.

iii. **Services Fees.** The annual service fee for this service is \$6.25 per email account per year. An additional one-time setup fee of \$50.00 will be assessed upon initial start of service.

j. **Email Archiving Service.**

- i. In consideration of services covered by this agreement.
 1. The Member may subscribe to Level 1 or Level Services, but not both. The Service is compatible with GSuite (Google Mail/Gmail), Microsoft 365, Microsoft Exchange on premises.
 2. The number of email accounts for which the Services are provided shall be calculated annually based upon the actual number of active email accounts on the email server being archived. Inactive accounts (*i.e.*, former employee accounts) shall continue to be retained according to the Service Level retention schedules attached hereto as Exhibit A, however those accounts shall no longer be counted in the annual billing as so long as the email account was inactive for the entire period of July 1 through June 30 of the billing year.
 3. Emails retained and archived by SWWC under this Agreement will be stored in a database referred to as the "Email Archive". Access to the Email Archive shall be restricted to up to two administrators designated by the Member; one administrator must be the Member's technology administrator.
 4. Member administrators may create legal holds on data within the Email Archive by contacting SWWC's support staff. The creation of a legal hold on data may cause such data to be retained longer than the automated retention period for which the Member has subscribed.
 5. Services provided by SWWC shall provide the Member with an email archival system capable of meeting generally acceptable data retention requirements. The Member acknowledges that the Member is fully responsible for the Member's email archiving and data retention policies and acknowledges that the Level(s) of Service provided by SWWC have been properly selected by the Member to meet the Member's internal policies. Under no conditions shall SWWC be responsible for providing any Services or Level of Service which does not meet the requirements mandated by the Member's email archiving and document retention policies, or local, state or federal laws.
 6. SWWC shall perform backups of any data stored within the Email Archive. In the event of a failure of the Email Archive or any equipment used or associated with the Services provided under this Agreement, SWWC will be unable to guarantee immediate system availability; a period of up to 7 days may be required to replace failed equipment and fully restore archival databases. Upon restoration of the archival system Member data may still be archived if the Member's email system is properly equipped and configured to maintain journaling or archival logs for such purposes. The Member acknowledges that it is the Member's responsibility and obligation to ensure that its email server is properly configured to allow for archival of emails during any disruption in Services.
 7. In the event of loss of Services due to circumstances outside of SWWC's control, such as a reduction in or loss of network connectivity, or general acts of God, SWWC may be unable to archive email and other data in real-time and a delay in archival communications may occur. The Member acknowledges that depending on the Member's server/system settings at, some data may not be archived during prolonged communication issues.
 8. SWWC will perform audits of the Member's email accounts Audits periodically to verify the number of email accounts that a Member has in their archived domain(s) and contact the Member to verify numbers.
 9. If SWWC does not host the Member's email server, the Member shall be responsible for making changes, alterations and updates to the Member's email server as directed by SWWC.
 10. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.
 11. SWWC shall further be held harmless of any data requests or subpoenas that cannot be met by the Member. Meeting such requests shall be the full responsibility of the Member. Assistance in accessing

data to meet such requests may be provided by SWWC staff to the Member's administrators for an additional cost.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2024.

iii. **Services Fees.**

1. Level 1: Service levels for staff email accounts. Student email archiving provided at no additional charge.
 - Three-year email retention for staff accounts at \$8.50 per staff email account.
 - Five-year email retention for staff accounts at \$10.00 per staff email account.
2. Level 2: Service levels for student email accounts.
 - One-year email retention for student accounts at \$3.00 per student email account.
 - Three-year email retention for student accounts at \$5.00 per student email account.

k. **Secured Remote Backup Service.**

i. In consideration of services covered by this agreement.

1. The total amount of data for which the Services are provided shall be calculated annually based upon the actual capacity consumed by the data being backed up. Data capacity consumed will be based on the amount of data utilized during the peak utilization during the fiscal year to allow for SWWC to appropriately provide data capacity sufficient to cover peak utilization for all participating entities in this service.
2. Data backups will be performed directly from the Member's servers to either the SWWC data center in Windom or Marshall, Minnesota. Replication of the Member's backed up data shall then take place to the SWWC data center that is not the primary data backup site for the Member. Access to data backups shall be restricted only to qualified and trained technology support personnel as defined by the Member.
3. The Member shall set versioning requirements, retention policies and identify server logical hard disks which will be included in offsite backups. The Member's requests will directly impact the overall amount of data being consumed in this service and therefore directly impacting the billable amount that SWWC shall invoice to the Member.
4. Pursuant to applicable data retention laws, the Member, its agents, employees and administrators are prohibited from deleting any information from the data backups that is being vaulted for purposes of investigations or data requests by investigative entities or entities having jurisdiction.
5. Member administrators may create legal holds on data within the data backups by contacting SWWC's support staff. The creation of a legal hold on data may cause such data to be retained longer than the automated retention period for which the Member has subscribed.
6. Services provided by SWWC shall provide the Member with a data backup solution capable of meeting offsite, disaster recovery compliant standards. The Member acknowledges that the Member is fully responsible for the Member's data backup and data retention policies and acknowledges that the Level(s) of Service provided by SWWC have been properly identified by the Member to meet the Member's internal policies. Under no conditions shall SWWC be responsible for providing any Services or Level of Service which does not meet the requirements mandated by the Member's data backup and retention policies, or local, state or federal laws.
7. SWWC shall perform backups of any data stored within identified servers in the Member. In the event of a failure of the Data Backup System or any equipment used or associated with the Services provided under this Agreement, SWWC will be unable to guarantee immediate system availability; a period of up to 7 days may be required to replace failed equipment and fully restore hardware related to this service. Upon restoration of the data backup system the Member data may still be backed up to the offsite service if unless already deleted from the Member's servers.
8. In the event of loss of Services due to circumstances outside of SWWC's control, such as a reduction in or loss of network connectivity, or general acts of God, SWWC may be unable to backup data in real-

time and a delay in data backup communications may occur. The Member acknowledges that depending on the Member's server/system settings at, some data may not be backed up during prolonged communication issues.

9. SWWC will perform audits of the Member's data backup utilization periodically to verify the backup space requirements and retention policies that the Member has identified are being met and that appropriate storage space will continue to be available on SWWC equipment to provide continual backup services.
 10. If SWWC does not host the Member's servers, the Member shall be responsible for making changes, alterations and updates to the Member's servers as directed by SWWC in order to prepare for and install any software required for SWWC to provide Data Backup Services to the Member. The Member may elect to contract with SWWC to provide installation support on the Member's equipment for the provision of this service, in which case the Member will be billed on an hourly basis based on the Member's hourly subscription rate for SWWC Technology Services.
 11. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.
 12. SWWC shall further be held harmless of any data requests or subpoenas that cannot be met by the Member. Meeting such requests shall be the full responsibility of the Member. Assistance in accessing data to meet such requests may be provided by SWWC staff to Member administrators for an additional cost.
- ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2024.
- iii. **Services Fees.** \$900.00 annually for first 500 GB of space consumed by the Member's backup files. \$100.00 annually for each additional 100 GB of space by Member's backup files beyond initial 500 GB.
1. SWWC Technology Solutions representatives and Member designated staff shall establish a customized service level agreement for the Member's backups including:
 - Servers and/or end-user equipment and the corresponding drives to be backed up on those devices.
 - Full and incremental backup strategy for server and computer files.
 - Number of backup versions retained for individual backups.
 - Retention of backups under special circumstances.
 2. The Member defined service level may result in a higher annual fee for additional backup storage space necessary to retain the number of versions or special retention schedules.

1. **Website ADA Accessibility and Usability Support with Siteimprove.**

- i. In consideration of services covered by this agreement.
 1. The Member hereby agrees to purchase, and SWWC agrees to provide, participation in services through a cooperatively purchased subscription to Siteimprove provided solutions to ensure website usability and ADA compliance.
 2. The Services shall include:
 - Quality Assurance: Crawls website and identifies quality issues.
 - Policy: Allows Customer to set website parameters to ensure consistency in content.
 - Accessibility: Checks website against selected WCAG 2.0 accessibility standards and WAI-ARIA techniques.

- SEO: Details technical and content-related issues affecting search engine rankings and traffic to the website.
 - Priority: Allows Customer to set criteria for order in which issues and errors are reported. This service requires the implementation of a script on the website.
 - Accessibility Community Membership: Membership to Siteimprove's Accessibility Community.
 - PDF Scanning: Assessment of PDF's on website to ensure accessibility requirements are met.
 - Response: Monitors website's availability and performance.
 - Usability: Understand your users' experience on your website with Heat Maps, Scroll Maps, Click Maps, Online User Survey, Internal Search Stats.
- ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2024.
- iii. **Services Fees.** Fees for the service are fully dependent on the number of webpages and PDF files contained in the Member's website. Discounts available to the Member by participating in this service are based on the overall participation of SWWC member school districts.
- m. **OnDemand IT Certification Training Solution with Stormwind Studios.**
- i. In consideration of services covered by this agreement.
1. The number of licenses for which the Services are provided shall be calculated annually based upon the actual number of active users needing access to the system.
 2. The Member is responsible for informing SWWC of licenses needing to be cancelled or removed from automatic renewal.
 3. The Member may transfer licenses from an employee whose employment is ending to a new employee during the term of this agreement by notifying SWWC of the changes.
 4. SWWC and Member are subject to the terms and conditions of the End-user License Agreement(s) and Terms and Conditions of Stormwind Studios. Under no conditions shall the SWWC be responsible for providing any Services or Level of Service under the terms of this agreement other than the benefit of aggregated purchasing discounts that are passed on to Customer.
 5. SWWC may, at its discretion, offer in-kind or fee-for-service value added offerings that complement the trainings being provided through Stormwind Studios.
 6. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Member agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suite or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.
- ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2024.
- iii. **Services Fees.** Ultimate Access includes access to all Stormwind Studios Training Content, which is over 250 courses for technology-industry leading certification preparation.
- \$1,250.00 annually per user license for SWWC Technology Subscribers
 - \$1,500.00 annually per user license for SWWC Members without Technology Subscriptions
- n. **Learn360 Video and Digital Curriculum Content Service.**
- i. In consideration of services covered by this agreement.
1. Full details pertaining to the services provided in the Learn360 product by Infobase learning can be obtained on the Infobase website: <https://www.infobase.com/products/learn360/>
 2. SWWC and Member are subject to the terms and conditions of the End-user License Agreement(s) and Terms and Conditions of Infobase Learning. Under no conditions shall the SWWC be responsible for

providing any Services or Level of Service under the terms of this agreement other than the benefit of aggregated purchasing discounts that are passed on to Customer.

3. SWWC may, at its discretion, offer in-kind or fee-for-service value added offerings that complement the trainings being provided through Learn360
4. Under no circumstances shall SWWC be liable to the Member for any damages which arise in any way, in whole or in part, as a result of any action, error, mistake or omission, whether or not negligence on the part of SWWC occurs. The Contracting Agency agrees to indemnify, defend and hold SWWC harmless for any and all claims, demands, suits or actions, including attorneys' fees, arising out of SWWC's performance or failure to perform under the terms of this Agreement.

ii. **Term.** The term ("the Term") of this Agreement shall be from the Effective Date until June 30, 2024.

iii. **Services Fees.** Learn360 Access is billed at a fee of \$1.20 annually per enrolled student in district with a minimum annual charge of \$460.00 and a maximum annual charge of \$700.00.

2. **Agreement.** Being fully informed of each technology service option available to it, the Member desires to subscribe to those technology services indicated at Section 5 of this Addendum. SWWC agrees to provide such services according to the terms of the Membership Agreement and the terms set forth in this Addendum. The Member agrees to remit timely payment for such services as provided herein.
3. In Consideration of all contracted supplemental technology services: Contracted Time purchased for Technology Services is for use within the contracting entity only. Services provided at the Member site, or the location of a Member sponsored event, in which attendees other than those of the Member will be in attendance, shall be billed at the "on-site training fee" for entities with no contract as listed in Section 1a.
4. **Hold Harmless.** SWWC shall hold no liability for any equipment malfunctions, loss of data or data privacy violations that may occur at the Member site. The Member is solely responsible for ensuring that backups, data consistency and retention of data is being performed as well as all other day-to-day operations of the Technology Department of the Member. The Member is responsible for ensuring that all filings, certifications and licensing are met. Loss of funding or fines imposed on the Member are the sole responsibility of the Member and not the responsibility of SWWC. The Member agrees to hold SWWC harmless for any cost, fees or liabilities, including attorneys' fees that SWWC may incur as a result of any service discussed in this Addendum.
5. **Subscription.** Listed below are the General Technology Services fees for your district based upon what was subscribed to in the previous fiscal year.

Basic Technology Services (payable on or before July 30, 2023)	\$955.00
Supplemental Technology Support or Integration Services Block Hours (payable monthly)	\$0.00
Technology Coordinator or Integration Services (payable monthly)	\$0.00
E-Rate Coordination Services (payable after the Form 470 has been completed)	\$1,950.00
Comprehensive Cyber Security Services (payable monthly)	\$0.00
Student Data Privacy Program (payable on or before July 30, 2023)	\$1,500.00
Email Security Service (payable on or before June 30, 2024)	No
Email Archiving Service (payable on or before June 30, 2024)	No
Secured Remote Backup Service (payable on or before June 30, 2024)	No
Website ADA – Siteimprove (payable on or before July 30, 2023)	No
OnDemand IT Cert Training – Stormwind (payable on or before June 30, 2024)	No
Learn360 (payable on or before July 30, 2023)	No

6. **Payment.** SWWC shall invoice the Member for all charges incurred pursuant to this Addendum as such charges accrue. The Member agrees to pay all amounts due SWWC pursuant to this Addendum within forty-five (45) days of receipt of an invoice from SWWC. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM F
TO MEMBERSHIP AGREEMENT
SPECIAL EDUCATION SERVICES
2023-24

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** The Member hereby subscribes to SWWC's Special Education Services (the "Services"), specifically subscribing to those Services indicated at Section 12 below. As noted at Section 12, the Services are classified as either "Direct Services" or "Administrative Services". As used herein, the phrase "Administrative Services" shall include Special Education Director, and Due Process Specialist services. The Member hereby agrees and acknowledges that the timelines governing its ability to withdraw from such Services depends upon this classification.
2. **Term.** SWWC shall provide the Services to the Member from August 15 through June 15 during the Initial Term (as defined below) and shall continue to provide such services from August 15 through June 15 during each Extended Term (as defined below) in which this Addendum is in effect.
3. **Administrative Services: Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provisions in the Membership Agreement to the contrary, the parties' obligations regarding the Member's subscription to Administrative Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twenty-four (24) months (the "Administrative Services Initial Term"). The provisions of this Addendum shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with a minimum of twelve (12) months' notice of the Member's intent to discontinue its subscription to the Administrative Services by delivering to SWWC a written notice of such intent (referred to as "Notice of Intent to Withdraw from Administrative Services") to SWWC on or before June 30 (the "Administrative Services Withdrawal Deadline"). If such Notice of Intent to Withdraw from Administrative Services is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the following fiscal year. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Administrative Services for the next Extended Term.
4. **Direct Services: Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provision in the Membership Agreement or this Addendum to the contrary, the parties' obligations regarding the Member's subscription to Direct Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months (the "Direct Services Initial Term"). The provision of this Addendum shall thereafter automatically and continuously renew from year to year (each, an "Extended Term") unless the Member provides SWWC with written notice of its intent to discontinue its subscription to any Direct Service (referred to as "Notice of Withdrawal from Direct Service") on or before March 1 (the "Direct Service Withdrawal Deadline"). If such Notice of Withdrawal from Direct Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Direct Services for the next Extended Term.
5. **Payment.** In exchange for SWWC's agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall be responsible for the TOTAL ADDENDUM PRICE set forth at Page 2 to this Addendum. SWWC shall estimate such usage for Direct Services for the Member at the beginning of the term. Actual usage shall then be reconciled by SWWC at the final payment at the end of the term. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four installments, one of each which is due on or before August 15, November 15, February 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.
7. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below; however, if a personnel's time is not fully utilized Members will share such unused cost proportionally based on overall usage. Specialized equipment for student use is not included. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
8. Required SWWC service personnel who are funded at the lower "Single District Rate" level shall be entitled to receive all of the rights and benefits of personnel who are funded at the "Full Service Rate".
9. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.

10. SWWC will exercise its best efforts to provide to the Member the services of those professionals specifically contracted for. However, the Member recognizes that the availability of required SWWC personnel may change.
11. All performance reviews of required service personnel shall be conducted by a SWWC special education administrator and shall be in accordance with the policies and procedures established by SWWC.
12. **Services.** The Member hereby agrees to subscribe to those services indicated below:

<u>Direct Services:</u> includes office/prep time	<u>TOTAL ESTIMATED PRICE</u>
School Psychologist Services	\$22,650.00
Speech/Language Pathologist Services	\$104,640.00
Social Worker Services	\$0.00
Teacher of the Visually Impaired Services	\$0.00
ECSE Teacher Services	\$54,125.00
DAPE Teacher	\$0.00
Teacher of the Deaf/Hard of Hearing	\$0.00
Occupational Therapy Services	\$36,630.00
Orientation and Mobility	\$0.00
Physical Therapy Services	\$10,328.00
Autism Consultant Services	\$0.00
<u>Administrative Services:</u>	
Regional ECSE Coordination Services	\$1,620.00
Special Education Cooperative Membership Fee	\$10,945.00
Shared Special Education Administrative Services	\$30,939.00
Single District Special Education Administrator	\$0.00
TOTAL ADDENDUM PRICE	<u>\$271,877.00</u>

SC MEMBER

SWWC SERVICE COOPERATIVE

BY: _____
Authorized Signature

BY: _____
Authorized Signature

ADDENDUM G
TO MEMBERSHIP AGREEMENT
BEHAVIORAL HEALTH SERVICES
2023-24

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. **Subscription.** The Member has chosen to subscribe to SWWC’s Behavioral Health Services (the “Services”). The Services may include Behavior Analytic Services and Mental Health Services.
2. **Term.** SWWC shall provide the Services to the Member from August 15 through June 15 during the Initial Term (as defined below) and shall continue to provide such services from August 15 through June 15 during each Extended Term (as defined below) in which this Addendum is in effect.
3. **Automatic Renewal; Timeline for Withdrawal.** Notwithstanding any provision in the Membership Agreement or this Addendum to the contrary, the parties’ obligations regarding the Member’s subscription to Services shall commence on the Effective Date set forth in the Membership Agreement and shall continue for a period of twelve (12) months (the “Services Initial Term”). The provision of this Addendum shall thereafter automatically and continuously renew from year to year (each, an “Extended Term”) unless the Member provides SWWC with written notice of its intent to discontinue its subscription to any Services (referred to as “Notice of Withdrawal from Direct Service”) on or before March 1 (the “Direct Service Withdrawal Deadline”). If such Notice of Withdrawal from Service is timely executed and delivered to SWWC, such Notice will be effective as of June 30 of the fiscal year in which it was delivered. If not timely delivered, the Member agrees and acknowledges that it shall be obligated to pay all fees for previously subscribed-to Services for the next Extended Term.
4. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four equal installments, one of each which is due on or before August 15, November 15, February 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
5. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. Specialized equipment for student use is not included. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.
7. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
8. SWWC will exercise its best efforts to provide to the Member the services of those professionals specifically contracted for. However, the Member recognizes that the availability of required SWWC personnel may change.
9. All performance reviews of required service personnel shall be conducted by a SWWC administrator and shall be in accordance with the policies and procedures established by SWWC.
10. **Services.** The Member hereby agrees to subscribe to those services indicated below:

SERVICES	PACKAGE	TOTAL PRICE
Behavior Analytic Services	Package B	\$8,220.00
Mental Health Services		\$0.00
Licensed School Nursing Services	Package A	\$5,100.00
TOTAL ADDENDUM PRICE		\$13,320.00

ADDENDUM H
TO MEMBERSHIP AGREEMENT
SHARED SERVICES
**(STANDARDS ALIGNMENT, PROFESSIONAL LEARNING COMMUNITIES,
PROFESSIONAL DEVELOPMENT AND CURRICULUM)**
2023-24

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Shared Services (*Standards Alignment, Professional Learning Communities, Professional Development, and Curriculum*) (the “Services”). The services to be provided by SWWC may include:

Data Mining and/or Data Retreat
Coordination of Standards Alignment

- Unpacking Standards
- Creating Learning Targets
- Prioritizing Standards
- Creating Common Assessments
- Selecting Appropriate Instructional Strategies

Professional Development

- Coordination/Facilitation of workshops/early release
- Professional Learning Community Implementation
- Support Leadership Teams
- Curriculum Coordination
- Coordination of Standards-Based Curriculum Selection and Implementation

2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the subscribed-for services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without additional cost or charge to the Member. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
5. The dates and times for the furnishing of the services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the package cost as calculated below:

TOTAL ADDENDUM PRICE

\$0.00

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM I
TO MEMBERSHIP AGREEMENT
TEACHING AND LEARNING COLLABORATIVE
2023-24

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Teaching and Learning Collaborative Services (collectively referred to as the “Services”). The Services may include the following:

Coordination of Standards Alignment

- Unpacking Standards
- Creating Learning Targets
- Prioritizing Standards
- Creating Common Assessments
- Selecting Appropriate Instructional Strategies

Data Mining and/or Data Retreat

Professional Development

- Content area meetings for subject areas/grade levels
- Professional Learning Community Implementation
- Support Leadership Teams

Common In-Service Day for all participating districts

Monthly Principal PLC Meeting

2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
5. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the TOTAL ADDENDUM PRICE as set forth below:

TOTAL ADDENDUM PRICE	<u>\$12,408.00</u>
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7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM J
TO MEMBERSHIP AGREEMENT
TEACHING AND LEARNING DELUXE/CUSTOMIZED SERVICES
2023-24

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Teaching and Learning Deluxe/Customized Services (the “Services”). The Services may include the following: math and reading intervention & data support, guided reading support, standards alignment, standards based grading, curriculum and assessments, PLC work, or best practices in instruction.
 - a. Deluxe Services
 - i. Districts subscribing to Shared Services or Teaching and Learning Collaboratives: \$800/day when purchasing five or more days.
 - b. Customized Services
 - i. Districts not subscribing to Shared Services or Teaching and Learning Collaboratives: \$900/day when purchasing five or more days.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. The Member agrees to pay all transportation expenses for required service personnel in addition to the TOTAL ADDENDUM PRICE set forth below, which will be invoiced to the Member at the conclusion of the term of the membership agreement.
5. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the TOTAL ADDENDUM PRICE as set forth below:

TOTAL ADDENDUM PRICE **\$0.00**

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM K
TO MEMBERSHIP AGREEMENT
INSTRUCTIONAL COACHING FOR TEACHERS
2023-24

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to Instructional Coaching for Teachers Services (the “Services”). The Services may include the following: Up to 180 minutes of monthly, direct teacher support (as recommended by New Teacher Center) plus follow-up per teacher.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment for the “TOTAL ADDENDUM PRICE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in three equal installments, one of each which is due on or before August 15, October 15, and February 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
8. SWWC agrees to provide all necessary personnel (contingent upon availability), materials, or equipment required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the TOTAL ADDENDUM PRICE set forth below. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
4. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
5. In consideration for such services, the Member agrees to pay to SWWC the TOTAL ADDENDUM PRICE as set forth below:

TOTAL ADDENDUM PRICE **\$0.00**

6. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.

ADDENDUM L
TO MEMBERSHIP AGREEMENT
STARRS ONLINE ACADEMY
2023-24

Lester Prairie Public School

This Addendum to the Membership Agreement supplements the Membership Agreement made by the parties and by their acceptance of the terms thereof the parties have agreed to the following additional terms, covenants and responsibilities:

1. The Member has chosen to subscribe to STARRS Online Academy Services (the “Services”). The Services may include the following: Access to supplemental online learning school. Students enrolled in the STARRS Online Academy will have access to a variety of content courses and elective offerings.
2. **Term.** SWWC shall provide the Services to the Member from July 1 through June 30 during the Initial Term of the Membership Agreement and shall continue to provide such services from July 1 through June 30 during each Extended Term of the Membership Agreement until such time as the Member provides SWWC with written notice of its intent to withdraw from or reduce such Services pursuant to the terms of the Membership Agreement.
3. **Payment.** In exchange for SWWC’s agreement to provide the Services, the Member acknowledges and agrees that it shall remit payment at the “PER CREDIT RATE” set forth below. Notwithstanding any provision to the contrary in the Membership Agreement, the Member shall remit payment to SWWC in four installments, one of each which is due on or before October 15, December 15, March 15, and July 15 during the Initial and any Extended Term of the Membership Agreement. The Member further agrees to pay a late payment charge at the rate of one and one half (1 1/2) percent per month, or at the maximum late payment charge permitted by applicable law, whichever is less, on any unpaid amount for each calendar month (or fraction thereof) that such payment is late.
4. SWWC agrees to provide all necessary personnel (contingent upon availability) and instructional materials required to fulfill its obligations under this Addendum without causing the Member to incur costs or charges in excess of the PER CREDIT RATE set forth below. Districts must provide the student access to a laptop, desktop or chrome book and ensure the student has access to high-speed internet. SWWC further agrees to pay all transportation expenses for required service personnel without additional cost or charge to the Member.
5. The dates and times for the furnishing of the Services and materials at issue in this Addendum shall be arranged in advance by mutual agreement between the parties.
6. In consideration for such services, the Member agrees to pay to SWWC the PER CREDIT RATE as set forth below. A minimum of twelve credits are required to enroll in the Services.

PER CREDIT RATE **\$0.00**

7. **Capitalized Terms.** Unless otherwise defined in this Addendum, all capitalized terms shall have the same meaning ascribed to such terms in the Membership Agreement.



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 4
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 distractive 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. **Hat prohibited between 8:15 AM and 3:00 PM, except on school-approved occasions**
3. 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.
4. Shirts and shoes must be worn at all times for health and safety reasons.
5. Outdoor coats, jackets, bags, and backpacks must be kept in the lockers during the day.
6. Stomachs should not be seen.
7. Undergarments should not be seen or exposed.
8. 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. Five days in-school suspension~~

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.

2022-2023
Lester Prairie Bulldogs
Athletic and Activities
Participant/Parent Handbook



*"Show class, have pride, and display character.
If you do, winning takes care of itself."*
--Paul "Bear" Bryant

Phone Numbers and Email Addresses

Activities Director - Jenna Wolff
Admin. Asst. - Kelly Elling
Principal - Mike Lee

320-395-3005
320-395-3000
320-395-3011

wolff@lp.k12.mn.us
elling@lp.k12.mn.us
lee@lp.k12.mn.us

Minnesota State High School League

This is the governing body of high school athletics in the State of Minnesota. This website will give you information on eligibility, section assignments, state meets, game results, etc.

Minnesota River Conference

This website contains the conference schedule and other important information relating to the schools in the Minnesota River Conference (MRC). Lester Prairie joined the MRC starting the 2021-22 school year.

Philosophy & Goals

It is the mission of Lester Prairie Schools to develop every learner to the learner's maximum potential, to succeed and continue to learn in a changing world. The opportunities in our activities program are natural extensions of this mission. Within this context, it is the purpose of the Lester Prairie Schools activities program to foster and promote:

1. The ideals of competition, teamwork, and sportsmanship while achieving the twin goals of success and participation.
2. The development of self-confidence, self-discipline, organization, decision-making skills, and goal orientation.
3. The concept of an integral relationship between a sound mind and a sound body leading to a lifetime appreciation for physical fitness and good health habits.
4. A positive feeling of school loyalty and pride which can be shared by all participants, other students, parents/guardians, coaches, and the community as a whole.

Player Philosophy & Goals

You as a player determine your success and failures in athletics and in life; not your parents, teachers, opponents, officials, the weather, your teammates, or your coaches. The key is accepting full responsibility for your actions, development, and motivation.

Registration

Registration for extracurricular activities is available online on the school website. All registration forms and fees must be submitted and cleared by the Activities Office prior to beginning participation in an activity. A participant who starts late must pay the full activity fee (current and new students included).

Athletic Participation Fees

Regular Fee:

Grades 7-8 \$90 per activity
Grades 9-12 \$120 per activity

*Secondary sport in the same season: \$40/sport

Discounted Fee: *(Families on Free and Reduced Lunch Program qualify for discounted fees)*

Grades 7-8 \$50 per activity -- \$100 maximum per school year
Grades 9-12 \$70 per activity -- \$140 maximum per school year

Non-Athletic Participation Fees

\$40 per activity

Knowledge Bowl: \$70 for all ages

Refund Policy:

- 75% refund if participant quits within first five days of practice
- If participant is injured or has an illness and cannot continue activity beyond the midway point of the season, a 50% refund will be granted. There will be no refund if participant quits beyond the fifth day of practice or injury or illness occurs after the midway point of the season
- There will be no refund for a student that becomes ineligible

Student Responsibilities

Behavior/Detention

- All students are expected to follow the behavior expectations and policies as outlined in the LP Student Handbook and on the school website
- If a student is assigned detention, he/she will serve the assigned detention before attending practice
- Students will be expected to attend practice following the detention
- Any student athlete or fine arts participant who does not make up detention when assigned will be in violation of the “Student Code of Responsibilities” and subject to additional consequences, up to and including missing team events, as determined by the Dean of Students/Principal and Coach

Academic Eligibility

Academic achievement and extracurricular activity participation go hand in hand to promote the educational growth of each student. Whenever there is a question of priority, however, we at Lester Prairie Schools believe that academics takes precedence. For this reason and to encourage student achievement in both curricular and extracurricular areas, the following academic standards and eligibility guidelines have been established:

- Grade checks will be done at each mid-quarter and quarter breaks.
- A student with a failing grade at mid-quarter will be ineligible until they are passing all classes and have a Return to Eligibility form signed by the teacher and the student.
- A student with a failing grade at the end of a quarter will be ineligible until the following mid-quarter and must be passing all classes at the mid-quarter check. Note: A 4th quarter failing grade will result in the student sitting out until the start of the next school 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.
- 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.

School Attendance

- 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.
- Students who have an excused absence are not required to attend 4 full class periods (i.e. college

visit, doctor visit that requires most of the day). Administration will review all situations. Get pre-approval prior to the absence to be sure it is acceptable.

- 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.

Locker Room Lockers/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.

Practice/Game Attendance

If you must miss a game or practice, contact your coach as soon as possible. Having a teammate tell them you will be gone is not acceptable. Unexcused absences will result in a loss of playing time. Students must attend school each day in order to practice or play.

Captain's Practice

Attendance at these practices must be optional and cannot be organized or supervised by the coaches of that activity. School administration very strongly recommends an adult be present during captain's practices.

Playing Time

Junior High

- Equal playing time for participants who do not miss practice and give acceptable effort.
- Winning is good; however, the focus is on developing the players' skills.

9th Grade level

- Winning mentality is introduced; the focus is still on player development.
- Not equal playing time; however, everyone will participate in each contest.

Junior Varsity

- Playing time will be based on merit.

Varsity

- Coaches will play the players who have earned the most playing time.
- Playing time will be based on merit.

MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)

BYLAW 205.00 CHEMICAL ELIGIBILITY

1. At any time during the calendar year, a student shall not, regardless of the quantity:

- A. use or consume, have in possession a beverage containing alcohol;
- B. use or consume, have in possession tobacco; or,
- C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
- D. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.
“Tobacco products” means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
- E. use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

2. Penalties for Category I Activities

Definition - Category I Activities: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
- Fine Arts Activities

1) Debate

2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.

- A. **First Violation Penalty** - The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.
- B. **Second Violation Penalty** - 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.
- C. **Third or Subsequent Violation Penalty** -
 - 1) 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.
 - 2) A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
 - a) The student is assessed as chemically dependent,
 - b) enters treatment voluntarily, and
 - c) the director of the treatment center certifies that the student has successfully completed the treatment program.
 - d) The treatment option cannot be used for the first or second violation.Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

D. Applying the Penalty

- 1) Penalties shall be progressive beginning with the student’s first violation and continuing throughout the student’s high school career. Penalties shall be served consecutively.
- 2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has

violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.

3) Counting Weeks:

- a) The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
 - b) For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed and the student/student's parents or guardians are notified.
 - c) At the beginning of the season, practice and conditioning weeks are counted.
 - d) The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
- 4) A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
- 5) Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
- 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
- 7) *Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.*

3. Penalties for Category II MSHSL activities: Category II activities are those 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, although attendance at prom only is authorized, not participation in prom activities. 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 a five day in-school suspension.

SPECIAL RULES ON INELIGIBILITY AND ONE-YEAR INELIGIBILITY

Student 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 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.

BYLAW 206.00 GOOD STANDING AND GENERAL ELIGIBILITY REQUIREMENTS

1. Good Standing - In order to be eligible for regular season and League tournament competition a student must be in good standing.

Definition: The term “Good Standing” shall mean that the student is eligible under all of the conditions and eligibility requirements of that school as well as the eligibility requirements of the MSHSL.

2. Student Code of Responsibilities - Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in League and school sponsored activities, I understand and accept the following responsibilities:

- A. I will respect the rights of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the property of others.
- D. I will respect and obey the rules of my school and the laws of community, state and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

3. Penalty - A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing.

- A student may be withdrawn from competition by the principal for academic or disciplinary reasons after an informal hearing with the student and the parents. Students will also jeopardize leadership roles in school programs based on violations of Bylaw 206.

Program Evaluation

Student-athletes will have an opportunity at the end of their season to fill out a brief online survey evaluating the program. We encourage participation in this as a way to continue to grow and develop our athletic programs. Survey results will be used to better our programs for everyone involved, not for disciplinary action.

Parent Responsibilities

Lester Prairie Activities Department Parent/Coach Communication

Both parenting and coaching are extremely tough jobs. By establishing an understanding for each position, we are better able to accept the actions of the other and provide a better experience for the student athlete. As a parent, when your child becomes involved in a Lester Prairie Schools activities program, you have a right to understand the expectations that are placed on your child. This begins with clear communication from the coach of your child’s team.

Communication You Should Expect From Your Child’s Coach

1. The philosophy of the coach and program
2. The members of the coaching staff specifically working with your child
3. Expectations the coach has for your child and other team members
4. Locations and times of all practices, contests, and team functions
5. Team requirements, such as fees, special equipment, off-season conditioning expectations, and team rules

6. Procedures to be followed should your child be injured during practice or a contest
7. Discipline procedures that may result in the denial of your child's participation

Communication Coaches Should Expect from Parents

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts well in advance
3. Specific medical problems that could adversely impact your child's performance and/or safety
4. Specific concerns should be directly communicated with the coach
 - *As your child becomes involved in the Lester Prairie Schools activities programs, they will experience some of the greatest and most rewarding moments of their young lives. It is also vital to recognize and understand that there will be times when things do not go the way you or your child wishes. At times such as these, discussion with your child's coach is encouraged.*

Appropriate Concerns to Discuss with Coaches

1. The treatment of your child mentally and/or physically
2. Ways to help your child improve
3. Concerns about the behavior of your child
4. Family concerns that may have an impact on your child and subsequent activity participation
 - *It is very difficult to accept your child not playing as much as you hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all members of a team. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as the following items, must always be left to the discretion of the coach.*

Issues Not Appropriate to Discuss With Coaches

1. Playing time
2. Team strategy
3. Play calling
4. Lineups
5. Substitutions
6. Other members of the team

Problem/Conflict Resolution

In order for our programs to be successful, we must all work together; parent/guardian, coach, and student. We strive to do what is best for each individual student-athlete. As teachers and coaches, we care a great deal about your son or daughter and want to contribute to his/her individual development in a positive way. We cannot promise that all concerns can be resolved to individual preferences, but we can promise that we will listen to your concerns and respond to the best of our ability.

To allow for an appropriate exchange of opinions when the need arises in either athletics or activities, a procedure has been developed to create an open line of communication between the school, parent/guardian, student, and coach. The following procedure will allow for an exchange of opinions in a professional manner.

1. Most conflicts are better resolved with an appropriate cooling down period. No conflict between a parent/guardian, student, official, or coach/advisor should be addressed during or immediately after an activity. The activity site, practice field, lobby or locker room are not appropriate places to handle conflict. If you have a concern, please contact the coach/advisor the following work day after the incident, practice, or game and arrange a meeting with the participant, parent, and coach. Many of our coaches teach in the district and have voicemail/email, where a message may be left. If your concern has not been addressed to your satisfaction, then refer to the flowchart below.

2. Chain of Communication

Every organization has, and needs, an orderly process to use when problems/issues arise. The chain of communication for Lester Prairie High School Activities is:

Player contacts Coach/Advisor

I

Parents/Guardians contact Coach/Advisor

I

Parents/Guardians contact Activities Director

I

~~Parents/Guardians contact High School Principal~~

↓

Parents/Guardians contact Superintendent of Schools

I

Parents/Guardians contact School Board

Tips for Parents of Student-Athletes

- 1) TEACH RESPECT FOR AUTHORITY.** There will be times when you disagree with a coach or an official, but always remember they are trying to do their best.
- 2) BE SUPPORTIVE OF THE COACH/PROGRAM.** When talking with your child about any coach, be supportive and positive about the decisions the coach is making. If there is a problem, speak directly with the coach about it.
- 3) GET TO KNOW THE COACH.** Coaches can have a powerful influence on your child, take the time to attend all pre-season meetings and get to know the coach's expectations, philosophy, and guidelines for the season.
- 4) LET THE COACH DO THE COACHING.** It is confusing for an athlete when they are hearing a different message from their parents. It may actually be affecting their participation if they are doing what you tell them and not what the coach expects.
- 5) SHOW UNCONDITIONAL LOVE.** Let your child know that you love him/her whether they win or lose, whether they played in the game or not, and whether they played well or not.
- 6) LISTEN TO YOUR CHILD.** Always take the time to listen and support your child, but remember to stay rational until you know the whole story. Keep winning and losing in proper perspective.
- 7) BE A POSITIVE ROLE MODEL.** Take a good honest look at your actions and reactions in an athletic setting.
- 8) INSIST ON GOOD GRADES.** Check on your child's grades frequently.
- 9) INSIST ON FOLLOWING THE RULES.** Help lead your child to follow all MSHSL, Lester Prairie, and team rules. It is your duty to hold them accountable and report any violations to the head coach.
- 10) NO EXCUSES.** Do not offer excuses if your child is not participating as much as you would like or if they are not at the level you would like.

Parents/spectators should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar, racial, derogatory, or disparaging remarks are never appropriate. Parents/spectators should allow their athletes to enjoy the benefits of competition, remembering that not everyone can be the star, be on the first team, or have equal playing time.

Any acts of misconduct may result in disciplinary action, whether or not this misconduct is directly involved with a school event or activity. The Minnesota State High School League authorizes school administration to discipline spectators for violations of MSHSL, Section, or Local School Rules. Disciplinary action may include removal from a contest and/or permanent removal from MSHSL- or Lester Prairie School-sponsored events.

Coach/Advisor Positions

Fall

Volleyball

Varsity Head - Brian Herrmann
B Squad - Mary Otto
C Squad - TBD
8th Grade - Emma McCleary
7th Grade -

Football

Varsity Head - Joe Scoblic
Asst. - Ross Scheevel
Asst. - Derek Zebell
Asst. - Tyler Helland
JH - Wes Kapping
JH - Brian Malady

Cross Country

Varsity Head - Jake Oie
Asst. - Maria Willkom

Cheer

Lisa Feltmann

Soccer (Co-op)

Boys Head - Michael Forsythe (Sibley East)
Girls Head - TBD

Winter

Girls Basketball

Varsity Head - Blaine Walstrom
Asst. - Jay Rogotzke
JH - Anthony Frank

Boys Basketball

Varsity Head - Andrew Dahl
Asst. - Nick Hauer
C Squad - Josh Volness
8th Grade - Brian Malady
7th Grade - Anthony Frank

Wrestling (Co-op with GSL)

Varsity Head - Lance Wurm (GSL)

Spring

Track and Field Boys and Girls

Varsity Head - Wes Kapping
Asst. - Emilie Berry

Baseball

Varsity Head - Ben Machemehl
Asst. - Anthony Frank
C Squad - Brandon Kutz
8th Grade - Jon Koehler
7th Grade - Blaine Walstrom

Softball

Varsity Head - Kelly Elling
Asst. - Mike Bjork
JH - TBD

Trap Shooting Team

Head - Mike Bjork
Asst. - Arlyn DeBruyckere

Golf (Co-op)

Head - TBD

Non-Athletic Activity Leaders

Band

Director - Terri Schuft-Helland

Choir

Director - David Rue

Fall Play

Director - TBD

One Act Play

Director - Rachel Stender

Spring Play

Director - TBD

Robotics

Advisor -

Knowledge Bowl

Advisor - Katie Carmine

Awards

Lettering Requirements

Participants are not eligible to earn a letter award if they violate any MSHSL student eligibility policies during the season. If not participating in an activity when the violation occurs, the consequence will apply to their next season of participation.

In all activities, coach/advisor discretion is the final criteria.

Volleyball

- Attend and contribute at practice, play in 17 matches in the regular season, be a member of the section team
- Seniors who have played all 4 years of HS

Criteria for managers:

- Attend 80% of matches and tournaments and perform the jobs that are expected of you. Ex: Miss 1 tourney and 1-2 matches and can still letter

Football

- 8 quarters played
- All good standing members of a State Tournament Team will earn a letter

Cross Country

- Must run in more than 50% of Varsity meets

Soccer (Co-op)

Girls Basketball

- Must play in 50% of all regular season games (26 halves)
- All seniors will letter

Boys Basketball

- Must play in 50% of all regular season games (26 halves)
- All seniors will letter

Wrestling (Co-op with GSL)

Track & Field Boys and Girls

- Completes the season with a positive attitude
- 10 Varsity meet points earned
- Competitor or alternate at Section Meet
- Senior
- Captain

- Any Junior out for their 2nd year
- Any Sophomore out for their 3rd year
- Any Statistician who attended all Varsity meets

Baseball

- Must appear in $\frac{1}{3}$ of regular season games and be on the playoff roster
- All seniors will letter

Softball

- Must appear in $\frac{1}{3}$ of regular season games and be on the playoff roster
- All seniors will letter

Golf (Co-op)

Clay Target (Trap Shooting)

50 points are needed to earn a letter. A Senior who completes the regular season will automatically qualify for a letter

Points:

- Obtain JV level with shooting average - 10 pts
- Obtain Varsity level with shooting average - 15 pts
- Maintain Varsity level with shooting average (more than 3 weeks) - 20 pts
- Shoot a perfect score of 25 targets - 25 pts
- Finish Regular Season in Top 25 of Conference - 10 pts
- 1st Place in Conference - 30 pts
- 2nd Place in Conference - 25 pts
- 3rd Place in Conference - 20 pts
- Score counts for team points each week - 2 pts per week
- Compete at league Championship Shoot - 15 pts
- Compete in the MSHSL Tournament shoot - 25 pts

Other Requirements:

- * Must maintain academic eligibility through the season
- * Must NOT violate safety rules while on range
- * Must clean up shooting range and club house before leaving each week

Band

You must earn 10 points by completing any of the following activities:

- Perform a solo or in a small ensemble for school concert or contest (2 points for each piece)
- Perform a solo or in a small ensemble for an event outside of school (1 point possible for each event)
- Tally an extra 60 minutes of practice (Signed by parent/guardian or Mrs. Schuft-Helland) (1 point each practice sheet completed-can earn 5 points total)

- Attend an approved concert and written evaluation completed, with program attached (1 point each)
- Listening Evaluation completed (1 point each-3 point total)
- Perform in a musical group outside of school, such as jazz band or drumline (3 points each group)
- Attending an Honor Band or All-State experience (3 points)

Please note - Each year participating in the high school band earns you 2 points. Example: A senior in band that has participated for four years automatically starts the year with 8 points towards a letter.

Choir

75 points and higher qualifies for a letter. Students must maintain a B- to A grade each year to earn a letter.

- 5 points for each year in Choir (grades 9-12)
- 5 points for each solo performed
- Veterans' Day Program - 5 points
- Winter Concert - 20 points
- Large Group Contest - 15 points
- Spring Concert - 20 points
- Officer or Title held - 20 points
- Accompaniment - 10 points
- One individual lesson outside of Choir - 5 points

Drama/One Act Play

100 points qualifies for the initial letter. 60 additional points for subsequent letter awards (no more than one letter award can be earned in a school year)

- Fall/Spring Lead Part- 30 points
- Fall/Spring Minor Part - 20 points
- Fall/Spring Non-Speaking Part - 10 points
- Fall/Spring Stage Manager - 30 points
- Fall/Spring Stage Crew (attend at least 15 practices) - 20 points
- Fall/Spring Stage Crew (attend less than 15 practices) - 10 points
- One Act Lead Part - 50 points
- One Act Minor Part - 30 points
- One Act Non-Speaking Part - 20 points
- One Act Stage Manager - 40 points
- One Act Stage Crew - 20 points
- One Act Award (MRC) - 35 points
- Must attend all practices, including morning practices and must keep the director informed of absences. Student misses no more than 3 unexcused or unapproved absences per play. The student also must be present at the dress rehearsal.
- The student helps take down the set, washes & returns costumes, cleans the stage, cleans the drama closet, and takes personal items home the final night of the performance

Robotics

Knowledge Bowl

In order to letter in Knowledge Bowl, the student must accumulate at least 65 points in a single season and compete in at least 3 meets at the varsity level.

Points will be awarded as follows:

- Practice: 2 points each attendance
- Meets: 10 points each
- Sub-Regional and Regional Meets: 12 points
- State Meet: 20 points

The advisor will deduct points for not letting me know if you are attending meets with enough time for registering our team. I do understand that things come up, but I do not want to spend extra time to find out if you are going to the meet or not.

MRC All-Conference Academic Award

To be eligible, the student/athlete:

1. Must be a senior in good standing that has earned a minimum of four (4) varsity letters in grades 9-12 in an MRC sponsored activity (including anticipated letters in the spring season of graduation year).
2. Must have earned a cumulative GPA of 3.7 or higher throughout his/her high school career.
3. Must not have received any MSHSL violations during their high school career (grades 9-12).
4. Must have lettered in at least one activity their senior year.

Pay Equity Implementation Report

Part A: Jurisdiction Identification

Jurisdiction: ISD No. 424 - Lester Prairie

Jurisdiction Type: School

131 Hickory Avenue
Lester Prairie, MN 55354

Contact: Melissa Radeke

Phone: (320) 395-3001

E-Mail: radeke@lp.k12.mn.us

Contact: Alice Daak

Phone: (320) 395-3221

E-Mail: daak@lp.k12.mn.us

Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: State Job Match

Description:

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and:

There is no difference and female classes are not at a disadvantage.

3. An official notice has been posted at:

Bulletin board in Staff workroom

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

Lester Prairie School Board

(governing body)

Corby Hentges

(chief elected official)

Board Chairperson

(title)

Part C: Total Payroll

is the annual payroll for the calendar year just ended December 31.

- Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

Date Submitted:1/30/2023

Posting date:

1-31-23

Jurisdiction Name:

ISD No. 424 - Lester Prairie

NOTICE: 2023 Pay Equity Report

This jurisdiction is submitting a pay equity implementation report to Minnesota Management & Budget as required by the **Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999**. The report must be submitted to the department by January 31, 2023.

The report is public data under the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. That means that the report is available to anyone requesting this information.

This notice is being sent to all union representatives (if any) in this jurisdiction. In addition, this notice must remain posted in a prominent location for at least 90 days from the date the report was submitted.

For more information about this jurisdiction's pay equity program, or to request a copy of the implementation report, please contact:

Supt. Melissa Radeke
131 Hickory St. N.
320-395-2521
(Local contact person's name, address, telephone)

For more information about the state pay equity law, you may contact the Pay Equity Office at:

pay.equity@state.mn.us

Pay Equity Office
Minnesota Management & Budget
400 Centennial Office Building
658 Cedar Street
St. Paul, MN 55155

534 SCHOOL MEALS POLICY

Note: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111 that now states that Minnesota school districts that participate in the national school lunch program must adopt a school meals policy.

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. All meal purchases are to be prepaid before meal service begins. Families may pay for meals by sending payment in cash/check to the school or using the online system. A student who does not have sufficient funds will not be allowed to charge meals or a la carte items until additional money is deposited in the student's account.
- B. If the school district receives school lunch aid under Minnesota Statutes section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.
- E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.

~~F. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. The cost of the alternative meal will be charged to the student's account or otherwise charged to the student.~~

GF. When a student has a negative account balance, the student will not be allowed to charge breakfast and/or a la carte items.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families will be notified of an outstanding negative balance once the negative balance reaches +\$10.00. Families will be notified by email and letters sent home.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than \$0, not paid prior to end of the year, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

- E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The School district will not limit a student’s participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1. all households at or before the start of each school year;
 - 2. students and families who transfer into the school district, at the time of enrollment; and
 - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district’s website, in addition to providing the required written notification described above.

Legal References: *Minn. Stat.* § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111, Lunch Aid; Food Service Accounting
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: *None*



Jenna Wolff <wolff@lp.k12.mn.us>

Cheer Resignation

1 message

Lisa Feltmann <feltmann@lp.k12.mn.us>
To: Jenna Wolff <wolff@lp.k12.mn.us>

Mon, Nov 28, 2022 at 11:16 AM

Dear Ms. Wolff,

Please accept this letter as my resignation from Head Cheerleading Coach. It has been a pleasure working with the girls and I have enjoyed my time coaching.
Thanks for the opportunity.

Lisa M. Feltmann

--

Lisa M. Feltmann

Special Ed - Para
Cheer Coach
Lester Prairie Schools



Jenna Wolff <wolff@lp.k12.mn.us>

Spring Play

2 messages

Julie Malady <jmalady@lp.k12.mn.us>
To: Jenna Wolff <wolff@lp.k12.mn.us>

Tue, Dec 20, 2022 at 8:57 AM

Good morning Jenna,

After much consideration, I have decided that I will not be able to direct the Spring Play this year. It has been a privilege to be given the opportunity and though I enjoyed my experience, it is best for my family and our spring schedules for me to take a break.

Thank you for the opportunity,

Julie Malady

Math Teacher
Lester Prairie High School
131 Hickory Street North
Lester Prairie, MN 55354
(320)395-2521



Jenna Wolff <wolff@lp.k12.mn.us>
To: Julie Malady <jmalady@lp.k12.mn.us>

Tue, Dec 20, 2022 at 10:47 AM

Thank you, Julie.

Jenna Wolff
Lester Prairie Schools
Activities Director
Dean of Students
Community Education Coordinator
Lester Prairie Schools
320-395-3005 (office)
Ext. 1184



[Quoted text hidden]



Jenna Wolff <wolff@lp.k12.mn.us>

Cheer Resignation

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Jenna Wolff
Lester Prairie Schools
Activities Director
Dean of Students
Community Education Coordinator
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320-395-3005 (office)
Ext. 1184



[Quoted text hidden]

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: 12/1/22

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 **Emilie Vaske** for the following extra curricular assignment:

Assistant Track Coach BA-1 (7% @ \$41,866.00)

For this assignment you will be paid a total of \$ 2,931.00 ***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.

I hereby accept the assignment as indicated:


Coach's Signature

12-17-2022
Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE SIGNED AND 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 CONTRACT
LESTER PRAIRIE ISD #424
2023-2024

DATE: 02/03/2023

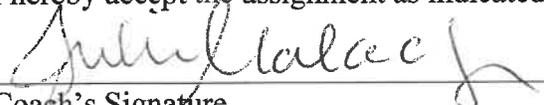
The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2023, enters into this agreement with **Julie Malady** for the following extra curricular assignment:

Football Cheerleading Coach BA-0 (3% @ \$40,941.00)

For this assignment you will be paid a total of \$1,228.00. ***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.

I hereby accept the assignment as indicated:


Coach's Signature

2-3-23
Date

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

*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.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this _____ day of _____, 2023. 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 CONTRACT
LESTER PRAIRIE ISD #424
2022-2023

DATE: 2/20/23

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 Angie Christen for the following extra curricular assignment:

JH Softball Coach BA-0 (5% @ \$40,941.00)

For this assignment you will be paid a total of \$2,047.00. *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.

I hereby accept the assignment as indicated:

Angie Christen
Coach's Signature

02/21/2023
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)