

Regular School Board Meeting

Monday, August 1, 2022 6:30 PM

LS-H MS/HS Media Center & Online (if unable to attend in person), 901 Ferry St., Le Sueur, MN 56058

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. MISSION AND VISION STATEMENTS

4. STRATEGIC PLAN REVIEW

5. APPROVAL OF AGENDA

6. OPEN FORUM

7. LE SUEUR-HENDERSON SCHOOL DISTRICT RECOGNIZES

7.1. Donations & Grants Received

8. REPORTS

8.1. Committee Reports

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

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

8.1.3. MVED **Presenter:** Director Steve Cross

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

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

8.1.6. Facility Steering **Presenter:** Director Matt Hathaway

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

8.2. Superintendent Report

8.2.1. Discussion Meal Prices and Application for Benefits

8.2.2. Honeywell Presents **Presenter:** Cindy Auld

9. CONSENT AGENDA

9.1. Approval of District Office Consent Items

9.1.1. Minutes of Special School Board meeting held on 7.18.2022.

9.1.2. Minutes of Regular School Board meeting held on 7.5.2022.

9.2. Approval of Business Office Consent Items

9.2.1. Treasurer's Report-September 2021

9.2.1.1. Receipts for September 2021 in the amount of \$1,308,556.03 subject to annual audit

9.2.1.2. Bills and claims for September 2021 in the amount of \$854,921.91 subject to annual audit

9.2.1.3. Student Activity Summary-September 2021

9.2.2. Treasurer's Report-October 2021

9.2.2.1. Receipts for October 2021 in the amount of \$1,415,668.86 subject to annual audit

9.2.2.2. Bills and claims for October 2021 in the amount of \$783,867.34 subject to annual audit

9.2.2.3. Student Activity Summary-October 2021

9.2.3. Treasurer's Report-November 2021

9.2.3.1. Receipts for November 2021 in the amount of \$448,973.42 subject to annual audit

9.2.3.2. Bills and claims for November 2021 in the amount of \$718,226.76 subject to annual audit

9.2.3.3. Student Activity Summary-November 2021

9.3. Approval of Personnel Consent Items

9.3.1. Hirings

9.3.1.1. Assistant Wrestling Coach- Ben Wilson

9.3.1.2. MSHS Language Arts- Diana Jennings

9.3.1.3. Child Life Specialist - Cassie Wilke

9.3.1.4. MS Social Studies Teacher- Tia Lerud

9.3.1.5. MSHS PE Teacher- Jack Schultz

9.3.2. Resignations

9.3.2.1. 7th Grade Volleyball Coach- Melissa Hollnagel

9.3.2.2. HS Special Ed. Teacher- Casie Wiebe

9.3.2.3. Hilltop & Park Elementary Assistant Principal- Jody Rittmiller

9.3.2.4. One Act Play Resignation- Mikhayla Clausen

9.3.3. Requests

9.3.4. Retirements

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

11. **OLD BUSINESS**

12. **NEW BUSINESS**

- 12.1. Approve the 2021-23 Paraprofessional Master Agreement
- 12.2. Approve the Administrative Support and Secretary Contract for 2021-2023
- 12.3. Approve Handbooks
 - 12.3.1. Middle/High School Student Handbook for 2022-23
 - 12.3.2. Approve Park and Hilltop Elementary Student Handbook for 2022-23
 - 12.3.3. Approve 2022-23 Student Activity Handbook
 - 12.3.4. Approve Student Device Handbook for 2022-23
 - 12.3.5. Approve Staff Handbook for 2022-23
- 12.4. Approve Community Ed & ABE Director FY23 Contract- Nate Warden
- 12.5. Approve Kids Club Coordinator Contract for Cheri Youngren.
- 12.6. Approve Early Childhood Contract for Catherine Goettl.
- 12.7. Approve the ABE Teacher Contract for Valerie Danielson
- 12.8. Approve Meal Prices for 2022-23 School Year.

13. **BOARD MEMBER COMMUNICATIONS / IDEAS EXCHANGE**

14. **NEXT MEETING INFORMATION**

- 14.1. Schedule of Upcoming Meetings

15. **ADJOURN**

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

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

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

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

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

- Le Sueur Knights of Columbus - \$3,040 for softball bus to Pipestone and championship sign,
- Le Sueur Lions Club - \$200 for Hilltop staff appreciation,
- Le Sueur Rotary - \$400 for Giant Buddies program.

Adopted this _____ day of _____, 20____.

Signed:

Attest:

School Board Chair

School Board Clerk

	20-21 Prices	Elior Cost 22-23	Belle Plaine Pricing	St. Peter Elior Cost 21-22	Revenue Per Meal
Breakfast	\$1.50	\$2.10	\$1.55	\$1.20	\$2.38
K-5 Lunch	\$2.75	\$3.86	\$2.90	\$2.59	\$3.23
6-12 Lunch	\$2.90	\$3.86	\$3.05	\$2.59	\$3.38
Extra Milk	\$0.50		\$0.50	\$0.50	
Adult Breakfast	\$2.40				
Adult Lunch	\$3.95				

	Fed Reimbursement	State Reimbursement	Fed Reduced	State Reduced	Fed Free
Breakfast	\$0.33	\$0.55	\$1.67	\$0.30	\$1.97
K-5 Lunch	\$0.35	\$0.125	\$2.91	\$0.525	\$3.31
6-12 Lunch	\$0.35	\$0.125	\$2.91	\$0.525	\$3.31

Current Rate

Projected Revenue 100% Paid	Breakfast	K-5 Lunch	5-12 Lunch	Food Service Fund Revenue	School Account Revenue
September	\$23.50	-\$162.35	-\$124.00	-\$262.85	\$1,695.98
October	\$29.01	-\$156.99	-\$119.91	-\$247.88	\$1,946.09
November	\$31.73	-\$149.47	-\$114.16	-\$231.91	\$1,967.87
December	\$31.57	-\$165.09	-\$126.09	-\$259.62	\$2,037.84
January	\$25.12	-\$124.23	-\$94.88	-\$193.99	\$1,494.38

Projected Revenue 80% Paid	Breakfast	K-5 Lunch	5-12 Lunch	Food Service Fund Revenue	School Account Revenue
September	\$18.80	-\$292.24	-\$223.20	-\$496.64	\$1,547.77
October	\$23.21	-\$282.58	-\$215.83	-\$475.20	\$1,755.01
November	\$25.38	-\$269.05	-\$205.50	-\$449.17	\$1,771.75
December	\$25.26	-\$297.17	-\$226.97	-\$498.88	\$1,840.91
January	\$20.10	-\$223.61	-\$170.79	-\$374.31	\$1,356.94

Projected Revenue 70% Paid	Breakfast	K-5 Lunch	5-12 Lunch	Food Service Fund Revenue	School Account Revenue
September	\$16.45	-\$276.00	-\$210.80	-\$470.35	\$1,473.67
October	\$20.31	-\$266.88	-\$203.84	-\$450.41	\$1,659.47

November	\$22.21	-\$254.10	-\$194.08	-\$425.97	\$1,673.68
December	\$22.10	-\$280.66	-\$214.36	-\$472.92	\$1,742.45
January	\$17.59	-\$211.19	-\$161.30	-\$354.91	\$1,288.22

With Increase

Projected Revenue	Breakfast	K-5 Lunch	5-12 Lunch	Food Service Fund Revenue	School Account Revenue
100% Paid					
September	\$36.09	-\$92.04	-\$49.86	-\$105.81	\$1,865.58
October	\$44.55	-\$89.00	-\$48.21	-\$92.66	\$2,140.70
November	\$48.72	-\$84.74	-\$45.90	-\$81.92	\$2,164.66
December	\$48.48	-\$93.60	-\$50.70	-\$95.81	\$2,241.62
January	\$38.58	-\$70.43	-\$38.15	-\$70.00	\$1,643.82

Projected Revenue	Breakfast	K-5 Lunch	5-12 Lunch	Food Service Fund Revenue	School Account Revenue
80% Paid					
September	\$28.88	-\$165.68	-\$89.74	-\$226.54	\$1,702.55
October	\$35.64	-\$160.20	-\$86.78	-\$211.34	\$1,930.51
November	\$38.98	-\$152.53	-\$82.62	-\$196.18	\$1,948.92
December	\$38.79	-\$168.47	-\$91.26	-\$220.94	\$2,025.00
January	\$30.87	-\$126.77	-\$68.67	-\$164.58	\$1,492.64

Projected Revenue	Breakfast	K-5 Lunch	5-12 Lunch	Food Service Fund Revenue	School Account Revenue
70% Paid					
September	\$25.27	-\$156.47	-\$84.76	-\$215.96	\$1,621.03
October	\$31.19	-\$288.37	-\$81.96	-\$339.14	\$1,825.42
November	\$34.10	-\$274.56	-\$78.03	-\$318.49	\$1,841.05
December	\$33.94	-\$303.25	-\$86.19	-\$355.50	\$1,916.70
January	\$27.01	-\$228.19	-\$64.85	-\$266.04	\$1,417.05



LE SUEUR-HENDERSON PUBLIC SCHOOLS

Comprehensive Energy Program
Program Update
August 1, 2022

Cindy Auld
Josh Hounsell



ORIGINAL PROJECT SCOPE

- **Energy Conservation Measures (ECMs) for Hilltop Elementary and the High School**
 - ❖ **Lighting**
 - ❖ **Mechanical**
 - ❖ **BMS**
 - ❖ **Building Envelope**
 - ❖ **Water**
 - ❖ **Kitchen Hoods**
 - ❖ **Transformers**

PROGRAM UPDATES

- ❖ **Rate Lock secured at 3.8% with Pinnacle Bank until August 10th**
- ❖ **Design and engineering including contractor quotes are completed**
- ❖ **Missed scope items during preliminary assessment**
- ❖ **Additional/removal of scope items identified:**
 - ❖ Unknown structural reinforcement need for adding Hilltop and High School Roof Top Units – carrying \$75,000 customer allowance
 - ❖ Possible asbestos in High School boiler
 - ❖ Customer to complete asbestos evaluation/removal, then put boiler back into scope
 - ❖ Hilltop Elementary, significant work needed in suspended ceiling with duct work and lighting
 - ❖ High School tab and air balancing
 - ❖ Removed both kitchen hoods and transformers from scope

PROJECT OPTIONS

1. Project Cost: \$5,885,000

- Upfront Capital Contribution: \$1,000,000
- Annual Capital Investment: \$92,009

Scope: All ECMs at the High School and Hilltop minus the transformers and kitchen hoods

- ❖ Lighting
- ❖ Mechanical
- ❖ BMS
- ❖ Building Envelope
- ❖ Water

2. Project Cost: \$4,648,500

- Upfront Capital Contribution: \$100,000
- Annual Capital Investment: \$92,015

Scope: Same as Option 1 minus mechanical at Hilltop Elementary

****Escrow Fee: \$750**

		Le Sueur-Henderson Cash Flow Illustration										
		Option 1										
Project Price:		\$ 5,885,000										
Escrow Fee		\$ 750										
Project Price with Escrow:		\$ 5,885,750										
Rebate		\$ (63,102)										
Customer Contribution		\$(1,000,000)										
Amount Financed		\$ 4,822,648										
Term (Years)		20.0										
Payments per Year		1										
Interest Rate		3.800%										
Total Interest Over the Term												
Total Financing Cost to Customer		\$ 7,194,693										
Annual Energy Savings (First Year)		\$ 126,456				3.50%	Escalation Rate					
Annual Operations Savings (First Year)		\$ 62,847				3.50%	Escalation Rate					
Performance Assurance (M&V)		\$ 19,968				3.00%	Escalation Rate					
Forge Contract						0.00%	Escalation Rate					

Cash Flow Analysis												
Year	0	1	2	3	4	5	6	7	8	9	10	
Energy Savings	\$ -	\$ 126,456	\$ 130,882	\$ 135,463	\$ 140,204	\$ 145,111	\$ 150,190	\$ 155,447	\$ 160,887	\$ 166,518	\$ 172,347	
Construction Savings Energy/Operating		\$ 37,223										
Operating Savings		\$ 62,847	\$ 65,047	\$ 67,323	\$ 69,680	\$ 72,118	\$ 74,643	\$ 77,255	\$ 79,959	\$ 82,757	\$ 85,654	
Capital Cost Avoidance	\$ -	\$ 74,754	\$ 92,009	\$ 92,009	\$ 92,009	\$ 92,009	\$ 92,009	\$ 92,009	\$ 92,009	\$ 92,009	\$ 92,009	
Total Savings	\$ -	\$ 301,280	\$ 287,938	\$ 294,795	\$ 301,893	\$ 309,239	\$ 316,842	\$ 324,711	\$ 332,855	\$ 341,285	\$ 350,010	
Performance Assurance (M&V)	\$ -	\$ 19,968	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Lease Payments*		\$ 281,366	\$ 287,992	\$ 294,849	\$ 301,947	\$ 309,293	\$ 316,896	\$ 324,765	\$ 332,910	\$ 341,339	\$ 350,064	
Total Annual Cost	\$ -	\$ 301,334	\$ 287,992	\$ 294,849	\$ 301,947	\$ 309,293	\$ 316,896	\$ 324,765	\$ 332,910	\$ 341,339	\$ 350,064	
Annual Cash Flow	\$ -	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	
Accumulated Cash Flow	\$ -	\$ (54)	\$ (108)	\$ (163)	\$ (217)	\$ (271)	\$ (325)	\$ (380)	\$ (434)	\$ (488)	\$ (542)	

Project Price:	\$ 5,885,000
Escrow Fee	\$ 750
Project Price with Escrow:	\$ 5,885,750
Rebate	\$ (63,102)
Customer Contribution	\$(1,000,000)
Amount Financed	\$ 4,822,648
Term (Years)	20.0
Payments per Year	1
Interest Rate	3.800%
Total Interest Over the Term	
Total Financing Cost to Customer	\$ 7,194,693
Annual Energy Savings (First Year)	\$ 126,456
Annual Operations Savings (First Year)	\$ 62,847
Performance Assurance (M&V)	\$ 19,968
Forge Contract	

Le Sueur-Henderson Cash Flow Illustration Option 1

3.50%	Escalation Rate
3.50%	Escalation Rate
3.00%	Escalation Rate
0.00%	Escalation Rate

Cash Flow Analysis

Year	11	12	13	14	15	16	17	18	19	20	Total
Energy Savings	\$ 178,379	\$ 184,622	\$ 191,084	\$ 197,772	\$ 204,694	\$ 211,858	\$ 219,273	\$ 226,947	\$ 234,891	\$ 243,112	\$ 3,576,135
Construction Savings Energy/Operating											\$ 37,223
Operating Savings	\$ 88,652	\$ 91,755	\$ 94,966	\$ 98,290	\$ 101,730	\$ 105,291	\$ 108,976	\$ 112,790	\$ 116,738	\$ 120,823	\$ 1,777,293
Capital Cost Avoidance	\$ 92,009	\$ 92,009	\$ 92,009	\$ 92,009	\$ 92,009	\$ 92,009	\$ 92,009	\$ 92,009	\$ 92,009	\$ 92,009	\$ 1,822,925
Total Savings	\$ 359,040	\$ 368,386	\$ 378,059	\$ 388,071	\$ 398,433	\$ 409,158	\$ 420,258	\$ 431,746	\$ 443,637	\$ 455,944	\$ 7,213,577
Performance Assurance (M&V)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,968
Lease Payments*	\$ 359,094	\$ 368,440	\$ 378,113	\$ 388,125	\$ 398,487	\$ 409,212	\$ 420,312	\$ 431,801	\$ 443,692	\$ 455,999	\$ 7,194,693
Total Annual Cost	\$ 359,094	\$ 368,440	\$ 378,113	\$ 388,125	\$ 398,487	\$ 409,212	\$ 420,312	\$ 431,801	\$ 443,692	\$ 455,999	\$ 7,214,661
Annual Cash Flow	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (1,085)
Accumulated Cash Flow	\$ (597)	\$ (651)	\$ (705)	\$ (759)	\$ (814)	\$ (868)	\$ (922)	\$ (976)	\$ (1,031)	\$ (1,085)	\$ (1,085)

		Le Sueur-Henderson Cash Flow Illustration	
		Option 2	
Project Price:	\$	4,648,500	
Escrow Fee	\$	750	
Project Price with Escrow:	\$	4,649,250	
Rebate	\$	(63,102)	
Customer Contribution	\$	(100,000)	
Amount Financed	\$	4,486,148	
Term (Years)		20.0	
Payments per Year		1	
Interest Rate		3.800%	
Total Interest Over the Term			
Total Financing Cost to Customer	\$	6,687,104	
Annual Energy Savings (First Year)	\$	118,503	Escalation Rate 3.50%
Annual Operations Savings (First Year)	\$	52,847	Escalation Rate 3.50%
Performance Assurance (M&V)	\$	19,968	Escalation Rate 3.00%
Forge Contract			Escalation Rate 0.00%

Cash Flow Analysis												
Year	0	1	2	3	4	5	6	7	8	9	10	
Energy Savings	\$ -	\$ 118,503	\$ 122,651	\$ 126,943	\$ 131,386	\$ 135,985	\$ 140,744	\$ 145,670	\$ 150,769	\$ 156,046	\$ 161,507	
Construction Savings Energy/Operating		\$ 37,223										
Operating Savings		\$ 52,847	\$ 54,697	\$ 56,611	\$ 58,592	\$ 60,643	\$ 62,766	\$ 64,962	\$ 67,236	\$ 69,589	\$ 72,025	
Capital Cost Avoidance	\$ -	\$ 74,760	\$ 92,015	\$ 92,015	\$ 92,015	\$ 92,015	\$ 92,015	\$ 92,015	\$ 92,015	\$ 92,015	\$ 92,015	
Total Savings	\$ -	\$ 283,333	\$ 269,362	\$ 275,569	\$ 281,994	\$ 288,643	\$ 295,525	\$ 302,648	\$ 310,020	\$ 317,650	\$ 325,547	
Performance Assurance (M&V)	\$ -	\$ 19,968	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Lease Payments*		\$ 263,419	\$ 269,416	\$ 275,623	\$ 282,048	\$ 288,697	\$ 295,579	\$ 302,702	\$ 310,074	\$ 317,704	\$ 325,602	
Total Annual Cost	\$ -	\$ 283,387	\$ 269,416	\$ 275,623	\$ 282,048	\$ 288,697	\$ 295,579	\$ 302,702	\$ 310,074	\$ 317,704	\$ 325,602	
Annual Cash Flow	\$ -	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	
Accumulated Cash Flow	\$ -	\$ (54)	\$ (108)	\$ (162)	\$ (216)	\$ (270)	\$ (324)	\$ (378)	\$ (432)	\$ (486)	\$ (540)	

		Le Sueur-Henderson Cash Flow			
		Illustration Option 2			
Project Price:	\$	4,648,500			
Escrow Fee	\$	750			
Project Price with Escrow:	\$	4,649,250			
Rebate	\$	(63,102)			
Customer Contribution	\$	(100,000)			
Amount Financed	\$	4,486,148			
Term (Years)		20.0			
Payments per Year		1			
Interest Rate		3.800%			
Total Interest Over the Term					
Total Financing Cost to Customer	\$	6,687,104			
Annual Energy Savings (First Year)	\$	118,503	3.50%	Escalation Rate	
Annual Operations Savings (First Year)	\$	52,847	3.50%	Escalation Rate	
Performance Assurance (M&V)	\$	19,968	3.00%	Escalation Rate	
Forge Contract			0.00%	Escalation Rate	

Cash Flow Analysis												
Year	11	12	13	14	15	16	17	18	19	20	Total	
Energy Savings	\$ 167,160	\$ 173,011	\$ 179,066	\$ 185,333	\$ 191,820	\$ 198,534	\$ 205,483	\$ 212,674	\$ 220,118	\$ 227,822	\$ 3,351,227	
Construction Savings Energy/Operating											\$ 37,223	
Operating Savings	\$ 74,546	\$ 77,155	\$ 79,855	\$ 82,650	\$ 85,543	\$ 88,537	\$ 91,636	\$ 94,843	\$ 98,163	\$ 101,598	\$ 1,494,496	
Capital Cost Avoidance	\$ 92,015	\$ 92,015	\$ 92,015	\$ 92,015	\$ 92,015	\$ 92,015	\$ 92,015	\$ 92,015	\$ 92,015	\$ 92,015	\$ 1,823,045	
Total Savings	\$ 333,721	\$ 342,181	\$ 350,937	\$ 359,999	\$ 369,378	\$ 379,086	\$ 389,134	\$ 399,533	\$ 410,296	\$ 421,436	\$ 6,705,991	
Performance Assurance (M&V)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,968	
Lease Payments*	\$ 333,775	\$ 342,235	\$ 350,991	\$ 360,053	\$ 369,432	\$ 379,140	\$ 389,188	\$ 399,587	\$ 410,350	\$ 421,490	\$ 6,687,104	
Total Annual Cost	\$ 333,775	\$ 342,235	\$ 350,991	\$ 360,053	\$ 369,432	\$ 379,140	\$ 389,188	\$ 399,587	\$ 410,350	\$ 421,490	\$ 6,707,072	
Annual Cash Flow	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (54)	\$ (1,081)	
Accumulated Cash Flow	\$ (594)	\$ (648)	\$ (703)	\$ (757)	\$ (811)	\$ (865)	\$ (919)	\$ (973)	\$ (1,027)	\$ (1,081)	\$ (1,081)	

MN STATUTE 123B.65 SUBD. 2 (B)

Energy-efficiency contract:

(a) Notwithstanding any law to the contrary, a **school district** may enter into a guaranteed energy-savings contract with a qualified provider to significantly reduce energy or operating costs.

(b) Before entering into a contract under this subdivision, the board shall comply with clauses (1) to (5).

(1) The board must seek proposals from multiple qualified providers by publishing notice of the proposed guaranteed energy-savings contract in the board's official newspaper and in other publications if the board determines that additional publication is necessary to notify multiple qualified providers.

(2) The school board must select the qualified provider that best meets the needs of the board. The board must provide public notice of the meeting at which it will select the qualified provider.

(3) The contract between the board and the qualified provider must describe the methods that will be used to calculate the costs of the contract and the operational and energy savings attributable to the contract.

MN STATUTE 123B.65 SUBD. 2 (B)

(4) The qualified provider shall issue a report to the board giving a description of all costs of installations, modifications, or remodeling, including costs of design, engineering, installation, maintenance, repairs, or debt service, and giving detailed calculations of the amounts by which energy or operating costs will be reduced and the projected payback schedule in years.

(5) The board must provide published notice of the meeting in which it proposes to award the contract, the names of the parties to the proposed contract, and the contract's purpose.

(c) The board must provide a copy of any contract entered into under paragraph (a) and the report provided under paragraph (b), clause (4), to the commissioner of commerce within 30 days of the effective date of the contract.

... A guaranteed energy-savings contract that includes a written guarantee that savings will meet or exceed the cost of energy conservation measures is not subject to competitive bidding requirements of section 471.345 or other law or city charter.

TIMELINE

- ❖ **Presentation of Preliminary Assessment Findings** **April 26**
- ❖ **Presentation to Board** **May 2**
- ❖ **Program Options Meetings** **May**
- ❖ **Special Board Meeting/Board Approval** **May 16**
- ❖ **Investment Grade Audit** **June/July**
- ❖ **Select Financial Partner and Secure Rate Lock** **June/July**
- ❖ **Refine Scope/Begin Investment Grade Audit** **June**

NEXT STEPS

- ❖ **Public Notification** **July**
- ❖ **Program Updates/Finance Committee Meeting** **July 13, 14**
- ❖ **Final Scope and Financials Approved** **July 14**
- ❖ **Contract Development** **July 14**
- ❖ **Public Notification of Meeting to Award Contract** **By August 9**
- ❖ **Sign Contract** **August 10**
- ❖ **Project Deployment** **August 15**
- ❖ **Commissioner Notified within 30 days** **By September 10**

DISCUSSION

**THE
FUTURE**
IS
WHAT
WE
MAKE IT.

BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS
MINUTES OF SPECIAL SCHOOL BOARD MEETING
MSHS MEDIA CENTER/ ZOOM
July 18, 2022

Item 1.0 **Call to Order:** The special meeting of the Le Sueur-Henderson Board of Education was called to order at 5:03 PM. Board members in attendance were Brian Sorenson, Gretchen Rehm, Brigid Tuck, Matt Hathaway, Kelsey Schwartz, Bella Holloway, Jennifer Burns

Members Absent: Steve Cross

Also in attendance: Superintendent Jim Wagner; Administrative Assistant, Juanita Flores; Henderson Independent;

Item 2.0 **Pledge of Allegiance:** The pledge was recited.

Item 3.0 **Approval of Agenda:** Motion by Rehm, second by Sorenson, carried 6-0, to approve the meeting agenda.

Item 4.0 **Consent Agenda:** Motion by Burns, second by Rehm, carried 6-0 to approve the meeting agenda.

Item 4.1 Hirings:

Item 4.1.1 MS/HS Social Studies Teacher- Kyle O'Brien

Item 4.1.2 MS/HS Social Studies Teacher- Marshall Dalziel

Item 4.1.3 Library/Media Specialist- Marcia Ranft

Item 4.1.4 Night Custodian- Rebecca Eades

Item 4.1.5 LTS EL Teacher- Rene Quintero

Item 4.1.6 Cross Country Assistant Coach- Sue Hynes

Item 4.1.7 B Team Baseball Coach- Zack Weber

Item 4.1.8 Administrative Assistant- Kristine Baumann

Item 4.1.9 HS Special Ed.- Benjamin Johnson

Item 4.1.10 7th Grade Volleyball Coach- Courtney Faragher

Item 4.1.11 8th Grade Volleyball Coach- Allison Schwandt

Item 5.0 **New Business**

Item 5.1 Motion by Sorenson, second by Tuck, carried 6-0, to approve the FY2023
Adopted Budget as follows:

	Expense	Rev	Net \$ Δ
General Fund	\$12,736,490.00	\$12,691,017.00	-\$45,473.00
Community Ed / Adult Basic Education Fund	\$734,716.00	\$816,754.00	\$82,038.00
Food Service	\$593,087.00	\$615,447.00	\$22,360.00
Debt Service	\$1,306,408.00	\$1,324,012.00	\$17,604.00

Item 8.0 **Adjourn:** Motion by Rehm, second by Hathaway, carried 6-0, to adjourn the
meeting at 5:26 PM.

BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS
MINUTES OF REGULAR SCHOOL BOARD MEETING
MS/HS MEDIA CENTER / ZOOM
July 5, 2022

Item 1.0 **Call to Order:** The regular meeting of the Le Sueur-Henderson Board of Education was called to order at 6:33 PM. Board members in attendance were Brigid Tuck, Matt Hathaway, Bella Holloway, Jennifer Burns, Gretchen Rehm, Brian Sorenson

Members Absent: Steve Cross; Kelsey Schwartz

Also in attendance: Superintendent, Jim Wagner; Administrative Assistant, Juanita Flores; Henderson Independent (Zoom); Le Sueur County News; Cynthia Schmidt; MSHS Principal.

Item 2.0 **Pledge of Allegiance-** The pledge was recited.

Item 3.0 **Mission and Vision Statements**

Item 4.0 **Strategic Plan Review**

Item 5.0 **Approval of Agenda:** Motion by Rehm, second by Burns, carried 5-0, to approve the meeting agenda.

Item 6.0 **Open Forum:**

Item 7.0 **Reports:**

Item 7.1 Committee Reports

Item 7.1.1 Finance

Item 7.1.2 Negotiations

Item 7.1.3 MVED

Item 7.1.4 Human Resources

Item 7.1.5 Policy

Item 7.1.6 Facility Steering

Item 7.1.7 Community Ed Council

Item 7.1.8 Student School Board

Item 7.2 Superintendent Report

Item 7.2.1 Need a Special Meeting between Aug. 19th-Aug. 26th for election purposes.

Item 8.0 **Consent Agenda:** Motion by Sorenson, second by Rehm, carried 4-1, to approve the following consent items: 1 abstain 4-0.

Item 8.1 District Office Consent Items:

Item 8.1.1 Minutes of Regular School Board meeting held on 06.06.22.

Item 8.1.2 Minutes of Special School Board meeting held on 06.21.22.

Item 8.2 Business Office Consent Items:

Item 8.2.1 Authorize Superintendent to Consider and Approve/Disapprove Nonresident Student Tuition Agreements and Enrollment Options Requests on an Individual Basis as received during the 2022-23 School Year.

Item 8.2.2 Authorize School Depositories for the 2022-23 School Year.

Item 8.2.3 Authorize Treasurer to Invest and Transfer Funds within Statutory Limitations for the 2022-23 School Year.

Item 8.2.3.1 Authorize Superintendent and/or District Business Manager to Act on Behalf of Board to Invest, Transfer and Expend Funds within Board Limitations for the 2022-23 School Year.

Item 8.2.3.2 Authorize Superintendent and/or District Business Manager to Act on behalf of the Board to make Electronic Funds Transfers for the 2022-23 School Year.

Item 8.2.4 Authorize the Electronic Transfer of Funds for the A/P system via Commerce Bank for the 2022-23 School year.

Item 8.2.5 Set Substitute Teacher Salary for the 2022-23 School Year at \$130 per Day.

Item 8.2.6 Set Substitute Classified/Custodial Salary for the 2022-23 School Year at 90% of base pay.

Item 8.2.7 Set Co-Curricular Participation and Admission Fees for 2022-23 School year (Rates are attached hereto and made a part of these minutes.)

Item 8.2.8 Renew Membership in Minnesota School Boards Association (MSBA) and Boardbook for the 2022*23 School Year.

Item 8.3 Personnel Consent Items

Item 8.3.1 Hirings:

Item 8.3.1.1 Assistant HS Tennis Coach- Jenny Miller

Item 8.3.1.2 Assistant Track Coach- Tami Burns

Item 8.3.1.3 Assistant Track Coach- Alex Jagler

Item 8.3.1.4 MS Boys Basketball Coach- Alex Jagler

Item 8.3.1.5 MS Girls Basketball Coach- Alex Jagler

Item 8.3.1.6 MSHS English Language Arts- Robin Larson

Item 8.3.1.7 MS Football Coach- Dylan Feeney

Item 8.3.1.8 MS Boys Basketball Coach- Jared Vinkemeier

Item 8.3.1.9 Preschool Teacher- Mackenzie Kodada

Item 8.3.2 Resignations:

Item 8.3.2.1 MSHS Social Studies Teacher- Christian Lohrenz

Item 8.3.2.2 Assistant Wrestling Coach- Brett Schwartz

Item 8.3.2.3 PE and DAPE Teacher- Mike May

Item 8.3.2.4 Park Elem. Para- Michele Nolte

Item 8.3.2.5 Spanish Instructor- Maria Hennen

Item 8.3.2.6 HS Counselor- Ingrid Al-Sattam

Item 8.3.2.7 Night Custodian- Jeff Osborne

Item 8.3.2.8 MSH Principal- Brian Thorstad

Item 8.3.3 Requests

Item 8.3.4 Retirements

Item 9.0 **Purchases Above \$5,000**

Item 9.1 Motion by Rehm, second by Sorenson, carried 5-0, to approve MN Insurance Scholastic Trust (MIST) Renewal.

Item 9.2 Motion by Tuck, second by Hathaway, carried 5-0, to approve Sourcewell Technology-MS Math Curriculum.

Item 9.3 Motion by Tuck, second by Burns, carried 5-0, to approve Imagine Learning-Edgenuity Curriculum for 9-12 ALC.

Item 10.0 **Old Business**

Item 10.1 Provide Summary of the Superintendent Evaluation.

Item 11.0 **New Business**

Item 11.1 A resolution was presented to continue Membership in the Minnesota State High School League for 2022-23. Said resolution is attached hereto and made a part of these minutes. Motion made by Board member Tuck. and upon being seconded by Board member Hathaway said resolution was duly adopted by the following roll count 5-0:

Rehm:	Yes	Hathaway:	Yes
Sorenson:	Yes	Tuck:	Yes
Burns:	Yes		

Item 12.0 **Board Member Communications/Ideas Exchange:**

Item 13.0 **Next Meeting Information:**

Item 13.1 Schedule of Upcoming Meetings

Item 14.0 **Adjourn:** Motion by Rehm, second by Burns, carried 5-0, to adjourn the meeting at 7:00 PM.

Treasurer's Report

The general account receipts and disbursements have been reviewed for the month of September, 2021, and I recommend approval.

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

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

The MSDLAF account receipts and disbursements have been reviewed for the month of September, 2021, and I recommend approval.

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

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

I have reviewed all manual journal entries for the month of September, 2021.

I have reviewed the bank reconciliation completed by Region V for all district accounts for the month of September, 2021.

Regid Todd
School Board Director

7/6/2022
Date

Le Sueur-Henderson Schools

Receipt Listing Report

Deposit			Receipt										
Ctrl No	Batch	Co	Receipt No	Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417688	R2203H	2397	40412	Credit	FFM	SP10966411	09/01/21	Credit Card	1	1019	HS BAND	Applied	35.00
	R2203H	2397	40413	Debit	FFM	SP10966411	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.36)
	R2203H	2397	40414	Credit	FFM	SP10966202	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40415	Debit	FFM	SP10966202	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40416	Credit	FFM	SP10965859	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	60.00
	R2203H	2397	40417	Debit	FFM	SP10965859	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
	R2203H	2397	40418	Credit	FFM	SP10965859	09/01/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	60.00
	R2203H	2397	40419	Debit	FFM	SP10965859	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
	R2203H	2397	40420	Credit	FFM	SP10965134	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40421	Debit	FFM	SP10965134	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40422	Credit	FFM	SP10965134	09/01/21	Credit Card	1	1857	SNACK CART	Applied	40.00
	R2203H	2397	40423	Debit	FFM	SP10965134	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.56)
	R2203H	2397	40424	Credit	FFM	SP10964032	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	60.00
	R2203H	2397	40425	Debit	FFM	SP10964032	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
	R2203H	2397	40426	Credit	FFM	SP10964032	09/01/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	30.00
	R2203H	2397	40427	Debit	FFM	SP10964032	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40428	Credit	FFM	SP10963780	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40429	Debit	FFM	SP10963780	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40430	Credit	FFM	SP10963635	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40431	Debit	FFM	SP10963635	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40432	Credit	FFM	SP10963479	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	60.00
	R2203H	2397	40433	Debit	FFM	SP10963479	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
	R2203H	2397	40434	Credit	FFM	SP10963454	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40435	Debit	FFM	SP10963454	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40436	Credit	FFM	SP10963341	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40437	Debit	FFM	SP10963341	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40438	Credit	FFM	SP10962982	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40439	Debit	FFM	SP10962982	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40440	Credit	FFM	SP10962691	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	60.00
	R2203H	2397	40441	Debit	FFM	SP10962691	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
	R2203H	2397	40442	Credit	FFM	SP10962564	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	60.00
	R2203H	2397	40443	Debit	FFM	SP109652654	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
	R2203H	2397	40444	Credit	FFM	SP10962564	09/01/21	Credit Card	1	1857	SNACK CART	Applied	80.00
	R2203H	2397	40445	Debit	FFM	SP10962564	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(3.12)
	R2203H	2397	40446	Credit	FFM	SP10962512	09/01/21	Credit Card	1	1133	HS GIRLS TENNIS	Applied	70.00
	R2203H	2397	40447	Debit	FFM	SP10962512	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417688	R2203H	2397	40448	Credit	FFM	SP10962353	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40449	Debit	FFM	SP10962353	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40450	Credit	FFM	SP10961339	09/01/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40451	Debit	FFM	SP10961339	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
	R2203H	2397	40452	Credit	FFM	SP10961339	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	60.00
	R2203H	2397	40453	Debit	FFM	SP10961339	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
	R2203H	2397	40454	Credit	FFM	SP10960217	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40455	Debit	FFM	SP10960217	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.16)
	R2203H	2397	40456	Credit	FFM	SP10960217	09/01/21	Credit Card	1	1198	HS CROSS COUNTRY	Applied	110.00
	R2203H	2397	40457	Debit	FFM	SP10960217	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(4.29)
	R2203H	2397	40458	Credit	FFM	SP10960217	09/01/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40459	Debit	FFM	SP10960217	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.75)
	R2203H	2397	40460	Credit	FFM	SP10959266	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	60.00
	R2203H	2397	40461	Debit	FFM	SP10959266	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
	R2203H	2397	40462	Credit	FFM	SP10959266	09/01/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40463	Debit	FFM	SP10959266	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
	R2203H	2397	40464	Credit	FFM	SP10958836	09/01/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40465	Debit	FFM	SP10958836	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
	R2203H	2397	40466	Credit	FFM	SP10958836	09/01/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	60.00
	R2203H	2397	40467	Debit	FFM	SP10958836	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.32)
	R2203H	2397	40468	Credit	FFM	SP10958836	09/01/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	60.00
	R2203H	2397	40469	Debit	FFM	SP10958836	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.37)
	R2203H	2397	40470	Credit	FFM	SP10955840	09/01/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	30.00
	R2203H	2397	40471	Debit	FFM	SP10955840	09/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
Deposit Control Total:												1,484.73	
417689	R2203H	2397	40472	Credit	FFM	SP10968704	09/02/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40473	Debit	FFM	SP10968704	09/02/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
	R2203H	2397	40474	Credit	FFM	SP10968366	09/02/21	Credit Card	1	1134	HS FOOTBALL	Applied	140.00
	R2203H	2397	40475	Debit	FFM	SP10968366	09/02/21	Credit Card	1	2252	SCHOOLPAY	Applied	(5.46)
Deposit Control Total:												201.81	
417690	R2203H	2397	40476	Credit	FFM	SP10982102	09/03/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40477	Debit	FFM	SP10982102	09/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
	R2203H	2397	40478	Credit	FFM	SP10980774	09/03/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40479	Debit	FFM	SP10980774	09/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
Deposit Control Total:												134.54	

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417691	R2203H	2397	40480	Credit	FFM	SP10999591	09/06/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40481	Debit	FFM	SP10999591	09/06/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40482	Credit	FFM	SP10999002	09/06/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40483	Debit	FFM	SP10999002	09/06/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40484	Credit	FFM	SP10998823	09/06/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40485	Debit	FFM	SP10998823	09/06/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
	R2203H	2397	40486	Credit	FFM	SP10998660	09/06/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	60.00
	R2203H	2397	40487	Debit	FFM	SP10998660	09/06/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
	R2203H	2397	40488	Credit	FFM	SP10996779	09/06/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40489	Debit	FFM	SP10996779	09/06/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
	R2203H	2397	40490	Credit	FFM	SP10995555	09/06/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40491	Debit	FFM	SP10995555	09/06/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
	R2203H	2397	40492	Credit	FFM	SP10995555	09/06/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	60.00
	R2203H	2397	40493	Debit	FFM	SP10995555	09/06/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.32)
	R2203H	2397	40494	Credit	FFM	SP10995555	09/06/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	60.00
	R2203H	2397	40495	Debit	FFM	SP10995555	09/06/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.37)
	R2203H	2397	40496	Credit	FFM	SP10995552	09/06/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40497	Debit	FFM	SP10995552	09/06/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
	R2203H	2397	40498	Credit	FFM	SP10995552	09/06/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	30.00
	R2203H	2397	40499	Debit	FFM	SP10995552	09/06/21	Check	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40500	Credit	FFM	SP10994556	09/06/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40501	Debit	FFM	SP10994556	09/06/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
Deposit Control Total:												557.37	
417692	R2203H	2397	40502	Credit	FFM	SP11001192	09/07/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40503	Debit	FFM	SP11001192	09/07/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
Deposit Control Total:												67.27	
417693	R2203H	2397	40504	Credit	FFM	SP11018213	09/08/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	60.00
	R2203H	2397	40505	Debit	FFM	SP11018213	09/08/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
	R2203H	2397	40506	Credit	FFM	SP11016918	09/08/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40507	Debit	FFM	SP11016918	09/08/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40508	Credit	FFM	SP11015741	09/08/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	30.00
	R2203H	2397	40509	Debit	FFM	SP11015741	09/08/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40510	Credit	FFM	SP11015248	09/08/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40511	Debit	FFM	SP11015248	09/08/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
Deposit Control Total:												144.15	

Le Sueur-Henderson Schools Receipt Listing Report

Deposit		Receipt										Status	Amount
Ctrl No	Batch	Co	Receipt No	Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer		
417694	R2203H	2397	40512	Debit	FFM	SP11026266	09/09/21	Credit Card	1	1857	SNACK CART	Applied	(40.00)
	R2203H	2397	40513	Credit	FFM	SP11025337	09/09/21	Credit Card	1	1134	HS FOOTBALL	Applied	140.00
	R2203H	2397	40514	Debit	FFM	SP11025337	09/09/21	Credit Card	1	2252	SCHOOLPAY	Applied	(5.46)
Deposit Control Total:												94.54	
417695	R2203H	2397	40515	Credit	FFM	SP11048263	09/12/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	60.00
	R2203H	2397	40516	Debit	FFM	SP11048263	09/12/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
	R2203H	2397	40517	Credit	FFM	SP11047801	09/12/21	Credit Card	1	1198	HS CROSS COUNTRY	Applied	110.00
	R2203H	2397	40518	Debit	FFM	SP11047801	09/12/21	Credit Card	1	2252	SCHOOLPAY	Applied	(4.30)
	R2203H	2397	40519	Credit	FFM	SP11047801	09/12/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	60.00
	R2203H	2397	40520	Debit	FFM	SP11047801	09/12/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
Deposit Control Total:												221.02	
417696	R2203H	2397	40521	Credit	FFM	SP11064041	09/14/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40522	Debit	FFM	SP11064041	09/14/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
Deposit Control Total:												28.83	
417697	R2203H	2397	40523	Credit	FFM	SP11081245	09/15/21	Credit Card	1	1135	HS VOLLEYBALL	Applied	110.00
	R2203H	2397	40524	Debit	FFM	SP11081245	09/15/21	Credit Card	1	2252	SCHOOLPAY	Applied	(4.29)
	R2203H	2397	40525	Credit	FFM	SP11081245	09/15/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	30.00
	R2203H	2397	40526	Debit	FFM	SP11081245	09/15/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40527	Credit	FFM	SP11072853	09/15/21	Credit Card	1	1134	HS FOOTBALL	Applied	90.00
	R2203H	2397	40528	Debit	FFM	SP11072853	09/15/21	Credit Card	1	2252	SCHOOLPAY	Applied	(3.51)
	R2203H	2397	40529	Credit	FFM	SP11072454	09/15/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40530	Debit	FFM	SP11072454	09/15/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
Deposit Control Total:												288.30	
417698	R2203H	2397	40531	Credit	FFM	SP11084686	09/16/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	60.00
	R2203H	2397	40532	Debit	FFM	SP11084686	09/16/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
Deposit Control Total:												57.66	
417699	R2203H	2397	40533	Credit	FFM	SP11060260	09/13/21	Credit Card	1	1858	TECHNOLOGY FEES	Applied	30.00
	R2203H	2397	40534	Debit	FFM	SP11060260	09/13/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40535	Credit	FFM	SP11054748	09/13/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40536	Debit	FFM	SP11054748	09/13/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
Deposit Control Total:												96.10	
417700	R2203H	2397	40537	Credit	FFM	SP11097029	09/17/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	60.00
	R2203H	2397	40538	Debit	FFM	SP11097029	09/17/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
	R2203H	2397	40539	Credit	FFM	SP11095360	09/17/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	180.00

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Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417700	R2203H	2397	40540	Debit	FFM	SP11095360	09/17/21	Credit Card	1	2252	SCHOOLPAY	Applied	(7.03)
	R2203H	2397	40541	Credit	FFM	SP11093890	09/17/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	180.00
	R2203H	2397	40542	Debit	FFM	SP11093890	09/17/21	Credit Card	1	2252	SCHOOLPAY	Applied	(7.03)
	R2203H	2397	40543	Credit	FFM	SP11092360	09/17/21	Credit Card	1	1134	HS FOOTBALL	Applied	140.00
	R2203H	2397	40544	Debit	FFM	SP11092360	09/17/21	Credit Card	1	2252	SCHOOLPAY	Applied	(5.46)
	R2203H	2397	40545	Credit	FFM	SP11091709	09/17/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	30.00
	R2203H	2397	40546	Debit	FFM	SP11091709	09/17/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
Deposit Control Total:												566.97	
417701	R2203H	2397	40547	Credit	FFM	7700528966	09/17/21	Check	1	2058	HORACE MANN	Applied	250.00
	R2203H	2397	40548	Credit	FFM	7700528967	09/17/21	Check	1	2058	HORACE MANN	Applied	250.00
Deposit Control Total:												500.00	
417702	R2203H	2397	40549	Credit	FFM	045355	09/17/21	Check	1	1252	MN VALLEY ED DISTRICT	Applied	54,623.31
Deposit Control Total:												54,623.31	
417703	R2203H	2397	40550	Credit	FFM	1358	09/17/21	Check	1	1072	P.T.O.	Applied	110.67
	R2203H	2397	40551	Credit	FFM	7875	09/17/21	Check	1	2164	HEINZ, JOAN	Applied	76.76
	R2203H	2397	40552	Credit	FFM	32502	09/17/21	Check	1	1999	THE ROSE LAW FIRM PLLC	Applied	15.00
Deposit Control Total:												202.43	
417704	R2203H	2397	40553	Credit	FFM	23465	09/17/21	Check	1	1828	ISD 2905 TCU	Applied	4,996.67
Deposit Control Total:												4,996.67	
417705	R2203H	2397	40554	Credit	FFM	7304	09/17/21	Check	1	1915	COMMUNITY EDUCATION	Applied	370.00
	R2203H	2397	40555	Credit	FFM		09/17/21	Check	1	1915	COMMUNITY EDUCATION	Applied	447.00
	R2203H	2397	40556	Credit	FFM		09/17/21	Check	1	1718	KIDS CLUB	Applied	70.00
	R2203H	2397	40557	Credit	FFM		09/17/21	Check	1	1964	LITTLE GIANTS PRESCHOOL	Applied	320.00
Deposit Control Total:												1,207.00	
417706	R2203H	2397	40558	Credit	FFM	509850	09/17/21	Check	1	1887	FAMILIES FIRST MN	Applied	955.00
	R2203H	2397	40559	Credit	FFM		09/17/21	Check	1	1915	COMMUNITY EDUCATION	Applied	68.00
	R2203H	2397	40560	Credit	FFM	4344	09/17/21	Check	1	1915	COMMUNITY EDUCATION	Applied	370.00
	R2203H	2397	40561	Credit	FFM		09/17/21	Check	1	1718	KIDS CLUB	Applied	205.00
	R2203H	2397	40562	Credit	FFM		09/17/21	Check	1	1964	LITTLE GIANTS PRESCHOOL	Applied	105.00
Deposit Control Total:												1,703.00	
417707	R2203H	2397	40563	Credit	FFM		09/17/21	Cash	1	1366	HILLTOP OFFICE	Applied	300.00
Deposit Control Total:												300.00	
417708	R2203H	2397	40564	Credit	FFM	8521	09/17/21	Check	1	2283	MERRILL, KIMBERLY	Applied	40.00

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Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417708	R2203H	2397	40565	Credit	FFM	6957	09/17/21	Check	1	2284	SMITH, JOANNE	Applied	80.00
	R2203H	2397	40566	Credit	FFM	8871	09/17/21	Check	1	2285	PFARR, KRISTAN	Applied	160.00
	R2203H	2397	40567	Credit	FFM	2123	09/17/21	Check	1	2105	REDEEMER ELCA WOMEN	Applied	355.00
	R2203H	2397	40568	Credit	FFM	7925	09/17/21	Check	1	2018	SCHOEPPNER & ASSOCIATES, P.A.	Applied	500.00
	R2203H	2397	40569	Credit	FFM		09/17/21	Cash	1	C1	Misc.	Applied	60.00
Deposit Control Total:												1,195.00	
417709	R2203H	2397	40570	Credit	FFM		09/17/21	Check	1	1134	HS FOOTBALL	Applied	5,235.00
	R2203H	2397	40571	Credit	FFM		09/17/21	Check	1	1135	HS VOLLEYBALL	Applied	3,590.00
Deposit Control Total:												8,825.00	
417710	R2203H	2397	40572	Credit	FFM		09/17/21	Check	1	1054	HS BOYS BASKETBALL	Applied	160.00
	R2203H	2397	40573	Credit	FFM		09/17/21	Check	1	1198	HS CROSS COUNTRY	Applied	1,395.00
	R2203H	2397	40574	Credit	FFM		09/17/21	Check	1	1089	HS TRACK	Applied	160.00
	R2203H	2397	40575	Credit	FFM		09/17/21	Check	1	1054	HS BOYS BASKETBALL	Applied	240.00
Deposit Control Total:												1,955.00	
417711	R2203H	2397	40576	Credit	FFM		09/17/21	Check	1	1198	HS CROSS COUNTRY	Applied	250.00
Deposit Control Total:												250.00	
417712	R2203H	2397	40577	Credit	FFM		09/17/21	Check	1	1133	HS GIRLS TENNIS	Applied	2,290.00
Deposit Control Total:												2,290.00	
417713	R2203H	2397	40578	Credit	FFM		09/17/21	Check	1	2097	HS SWIM	Applied	240.00
Deposit Control Total:												240.00	
417714	R2203H	2397	40579	Credit	FFM	0056196398	09/17/21	Check	1	2286	2080 MEDIA INC	Applied	67.14
Deposit Control Total:												67.14	
417715	R2203H	2397	40580	Credit	FFM	SP11103296	09/19/21	Credit Card	1	1146	HS PARKING PERMITS	Applied	70.00
	R2203H	2397	40581	Debit	FFM	SP11103296	09/19/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
Deposit Control Total:												67.27	
417716	R2203H	2397	40582	Credit	FFM	SP11109188	09/20/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	60.00
	R2203H	2397	40583	Debit	FFM	SP11109188	09/20/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
Deposit Control Total:												57.66	
417717	R2203H	2397	40584	Credit	FFM	22983105	09/21/21	Check	1	1105	STATE OF MINNESOTA	Applied	32,291.02
Deposit Control Total:												32,291.02	
417718	R2203H	2397	40585	Credit	FFM		09/21/21	Cash	1	2162	PARK OFFICE	Applied	75.00

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Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417718	R2203H	2397	40586	Credit	FFM		09/21/21	Check	1	1857	SNACK CART	Applied	8,013.00
Deposit Control Total:												8,088.00	
417719	R2203H	2397	40587	Credit	FFM		09/21/21	Check	1	1858	TECHNOLOGY FEES	Applied	210.00
Deposit Control Total:												210.00	
417720	R2203H	2397	40588	Credit	FFM		09/21/21	Check	1	1858	TECHNOLOGY FEES	Applied	470.00
Deposit Control Total:												470.00	
417721	R2203H	2397	40589	Credit	FFM		09/21/21	Cash	1	1052	STUDENT PLANNERS	Applied	106.00
Deposit Control Total:												106.00	
417722	R2203H	2397	40590	Credit	FFM	65902	09/21/21	Check	1	1325	ISD 716 (BELLE PLAINE)	Applied	3,555.88
Deposit Control Total:												3,555.88	
417723	R2203S	2397	40591	Credit	FFM		09/22/21	Check	1	2247	ELEM STUDENT COUNCIL	Applied	312.00
Deposit Control Total:												312.00	
417724	R2203H	2397	40592	Credit	FFM		09/22/21	Cash	1	1134	HS FOOTBALL	Applied	1,704.00
Deposit Control Total:												1,704.00	
417725	R2203H	2397	40593	Credit	FFM		09/22/21	Check	1	1146	HS PARKING PERMITS	Applied	3,710.00
Deposit Control Total:												3,710.00	
417726	R2203H	2397	40594	Credit	FFM		09/22/21	Check	1	1857	SNACK CART	Applied	3,180.00
Deposit Control Total:												3,180.00	
417727	R2203H	2397	40595	Credit	FFM		09/22/21	Cash	1	1135	HS VOLLEYBALL	Applied	716.00
	R2203H	2397	40596	Credit	FFM		09/22/21	Cash	1	1135	HS VOLLEYBALL	Applied	482.00
Deposit Control Total:												1,198.00	
417728	R2203S	2397	40597	Credit	FFM		09/22/21	Check	1	2247	ELEM STUDENT COUNCIL	Applied	1,098.00
Deposit Control Total:												1,098.00	
417729	R2203H	2397	40598	Credit	FFM	7770	09/22/21	Check	1	2287	REASONER, ROBERT	Applied	80.00
	R2203H	2397	40599	Credit	FFM	2811	09/22/21	Check	1	2125	SEITZER, CAROL	Applied	30.20
Deposit Control Total:												110.20	
417730	R2203H	2397	40600	Credit	FFM		09/22/21	Check	1	1060	HS ACTIVITY PASS	Applied	1,410.00
Deposit Control Total:												1,410.00	
417731	R2203H	2397	40601	Credit	FFM	23630	09/22/21	Check	1	1828	ISD 2905 TCU	Applied	14,893.12
Deposit Control Total:												14,893.12	

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Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417732	R2203H	2397	40602	Credit	FFM		09/22/21	Check	1	1858	TECHNOLOGY FEES	Applied	1,185.00
Deposit Control Total:												1,185.00	
417733	R2203H	2397	40603	Credit	FFM		09/22/21	Check	1	1858	TECHNOLOGY FEES	Applied	2,250.00
Deposit Control Total:												2,250.00	
417734	R2203S	2397	40604	Credit	FFM		09/22/21	Check	1	1027	HS YEARBOOK	Applied	85.00
	R2203H	2397	40605	Credit	FFM		09/22/21	Cash	1	1793	HS CONCESSIONS	Applied	1,025.00
Deposit Control Total:												1,110.00	
417735	R2203H	2397	40606	Credit	FFM		09/23/21	Wire	1	1868	COMMERCE BANK	Applied	190.14
Deposit Control Total:												190.14	
417736	R2203H	2397	40607	Credit	FFM	SP11143342	09/23/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	30.00
	R2203H	2397	40608	Debit	FFM	SP11143342	09/23/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.17)
	R2203H	2397	40609	Credit	FFM	SP11141761	09/23/21	Credit Card	1	1033	HS DRAMA	Applied	70.00
	R2203H	2397	40610	Debit	FFM	SP11141761	09/23/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
Deposit Control Total:												96.10	
417737	R2203H	2397	40611	Credit	FFM	11800	09/24/21	Check	1	2137	BJORND AHL, WILLIAM	Applied	1,376.84
	R2203H	2397	40612	Credit	FFM	077069	09/24/21	Check	1	1240	ISD 2310 (SIBLEY EAST)	Applied	1,006.70
Deposit Control Total:												2,383.54	
417738	R2203H	2397	40613	Credit	FFM		09/24/21	Check	1	1915	COMMUNITY EDUCATION	Applied	58.00
	R2203H	2397	40614	Credit	FFM		09/24/21	Check	1	1718	KIDS CLUB	Applied	35.00
	R2203H	2397	40615	Credit	FFM		09/24/21	Check	1	1964	LITTLE GIANTS PRESCHOOL	Applied	1,340.00
Deposit Control Total:												1,433.00	
417739	R2203H	2397	40616	Credit	FFM		09/24/21	Cash	1	1052	STUDENT PLANNERS	Applied	321.00
Deposit Control Total:												321.00	
417740	R2203S	2397	40617	Credit	FFM	SP11162145	09/26/21	Check	1	2252	SCHOOLPAY	Applied	45.00
	R2203S	2397	40618	Debit	FFM	SP11162145	09/26/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.75)
Deposit Control Total:												43.25	
417741	R2203S	2397	40619	Credit	FFM	SP11172429	09/27/21	Credit Card	1	2252	SCHOOLPAY	Applied	75.00
	R2203S	2397	40620	Debit	FFM	SP11172429	09/27/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.93)
	R2203S	2397	40621	Credit	FFM	SP11166880	09/27/21	Credit Card	1	2252	SCHOOLPAY	Applied	100.00
	R2203S	2397	40622	Debit	FFM	SP11166880	09/27/21	Credit Card	1	2252	SCHOOLPAY	Applied	(3.90)
	R2203S	2397	40623	Credit	FFM	SP11166558	09/27/21	Credit Card	1	2252	SCHOOLPAY	Applied	90.00

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417741	R2203S	2397	40624	Debit	FFM	SP11166558	09/27/21	Credit Card	1	2252	SCHOOLPAY	Applied	(3.51)
Deposit Control Total:												254.66	
417742	R2203H	2397	40625	Credit	FFM	SP11172202	09/27/21	Credit Card	1	1047	HS KNOWLEDGE BOWL	Applied	60.00
	R2203H	2397	40626	Debit	FFM	SP11172202	09/27/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
	R2203H	2397	40627	Credit	FFM	SP11168956	09/27/21	Credit Card	1	1033	HS DRAMA	Applied	70.00
	R2203H	2397	40628	Debit	FFM	SP11168956	09/27/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
	R2203H	2397	40629	Credit	FFM	SP11168956	09/27/21	Credit Card	1	1134	HS FOOTBALL	Applied	90.00
	R2203H	2397	40630	Debit	FFM	SP11168956	09/27/21	Credit Card	1	2252	SCHOOLPAY	Applied	(3.52)
	R2203H	2397	40631	Credit	FFM	SP11167208	09/27/21	Credit Card	1	1033	HS DRAMA	Applied	70.00
	R2203H	2397	40632	Debit	FFM	SP11167208	09/27/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
Deposit Control Total:												278.68	
417743	R2203S	2397	40633	Credit	FFM	SP11181936	09/28/21	Credit Card	1	2252	SCHOOLPAY	Applied	25.00
	R2203S	2397	40634	Debit	FFM	SP11181936	09/28/21	Credit Card	1	2252	SCHOOLPAY	Applied	(0.97)
	R2203S	2397	40635	Credit	FFM	SP11174725	09/28/21	Credit Card	1	2252	SCHOOLPAY	Applied	75.00
	R2203S	2397	40636	Debit	FFM	SP11174725	09/28/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.93)
Deposit Control Total:												96.10	
417744	R2203H	2397	40637	Credit	FFM	SP11173362	09/28/21	Credit Card	1	1047	HS KNOWLEDGE BOWL	Applied	60.00
	R2203H	2397	40638	Debit	FFM	SP11173362	09/28/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
Deposit Control Total:												57.66	
417745	R2203H	2397	40639	Credit	FFM	SP11195600	09/30/21	Credit Card	1	1060	HS ACTIVITY PASS	Applied	75.00
	R2203H	2397	40640	Debit	FFM	SP11195600	09/30/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.93)
Deposit Control Total:												72.07	
417746	R2203H	2397	40641	Credit	FFM	045388	09/30/21	Check	1	1252	MN VALLEY ED DISTRICT	Applied	38,473.97
Deposit Control Total:												38,473.97	
417747	R2203H	2397	40642	Credit	FFM	7887	09/30/21	Check	1	2164	HEINZ, JOAN	Applied	153.52
	R2203H	2397	40643	Credit	FFM	412619	09/30/21	Check	1	2161	RIVERVIEW LAW OFFICE PLLC	Applied	15.00
Deposit Control Total:												168.52	
417748	R2203H	2397	40644	Credit	FFM		09/28/21	Wire	1	1370	MN DEPT OF FINANCE	Applied	11,265.57
Deposit Control Total:												11,265.57	
417749	R2203H	2397	40645	Credit	FFM		09/30/21	Wire	1	1110	FFM	Applied	75.39
Deposit Control Total:												75.39	
417751	R2203H	2397	40648	Credit	FFM		09/01/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	225.00

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417751	R2203H	2397	40649	Credit	FFM		09/01/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	405.00
Deposit Control Total:												630.00	
417752	R2203H	2397	40650	Credit	FFM		09/02/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	25.00
	R2203H	2397	40651	Credit	FFM		09/02/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	5.00
Deposit Control Total:												30.00	
417753	R2203H	2397	40652	Credit	FFM		09/03/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	70.00
	R2203H	2397	40653	Credit	FFM		09/03/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	484.00
Deposit Control Total:												554.00	
417754	R2203H	2397	40654	Credit	FFM		09/07/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	35.00
Deposit Control Total:												35.00	
417755	R2203H	2397	40655	Credit	FFM		09/07/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	70.00
Deposit Control Total:												70.00	
417756	R2203H	2397	40656	Credit	FFM		09/07/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	35.00
Deposit Control Total:												35.00	
417757	R2203H	2397	40657	Credit	FFM		09/09/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	35.00
	R2203H	2397	40658	Credit	FFM		09/09/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	140.00
Deposit Control Total:												175.00	
417758	R2203H	2397	40659	Credit	FFM		09/10/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	51.00
	R2203H	2397	40660	Credit	FFM		09/10/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	60.00
Deposit Control Total:												111.00	
417759	R2203H	2397	40661	Credit	FFM		09/13/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	370.00
	R2203H	2397	40662	Credit	FFM		09/13/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	35.00
Deposit Control Total:												405.00	
417760	R2203H	2397	40663	Credit	FFM		09/13/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	2,295.00
Deposit Control Total:												2,295.00	
417761	R2203H	2397	40664	Credit	FFM		09/13/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	35.00
Deposit Control Total:												35.00	
417762	R2203H	2397	40665	Credit	FFM		09/15/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	241.00
	R2203H	2397	40666	Credit	FFM		09/15/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	100.00
Deposit Control Total:												341.00	
417763	R2203H	2397	40667	Credit	FFM		09/16/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	265.00

Le Sueur-Henderson Schools Receipt Listing Report

Deposit			Receipt										
Ctrl No	Batch	Co	Receipt No	Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417763	R2203H	2397	40668	Debit	FFM		09/16/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	(44.00)
Deposit Control Total:												221.00	
417764	R2203H	2397	40669	Credit	FFM		09/17/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	4,640.00
	R2203H	2397	40670	Credit	FFM		09/17/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	378.00
Deposit Control Total:												5,018.00	
417765	R2203H	2397	40671	Credit	FFM		09/20/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	40.00
Deposit Control Total:												40.00	
417766	R2203H	2397	40672	Credit	FFM		09/20/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	3,866.00
	R2203H	2397	40673	Credit	FFM		09/20/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	143.00
Deposit Control Total:												4,009.00	
417767	R2203H	2397	40674	Credit	FFM		09/21/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	10.00
	R2203H	2397	40675	Credit	FFM		09/21/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	429.00
Deposit Control Total:												439.00	
417768	R2203H	2397	40676	Credit	FFM		09/22/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	2.00
	R2203H	2397	40677	Credit	FFM		09/22/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	146.00
Deposit Control Total:												148.00	
417769	R2203H	2397	40678	Credit	FFM		09/23/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	370.00
	R2203H	2397	40679	Debit	FFM		09/23/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	(145.00)
Deposit Control Total:												225.00	
417770	R2203H	2397	40680	Credit	FFM		09/24/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	174.00
	R2203H	2397	40681	Credit	FFM		09/24/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	65.00
Deposit Control Total:												239.00	
417771	R2203H	2397	40682	Credit	FFM		09/27/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	20.00
	R2203H	2397	40683	Credit	FFM		09/27/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	26.00
Deposit Control Total:												46.00	
417772	R2203H	2397	40684	Credit	FFM		09/27/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	3,235.00
Deposit Control Total:												3,235.00	
417773	R2203H	2397	40685	Credit	FFM		09/28/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	71.00
Deposit Control Total:												71.00	
417774	R2203H	2397	40686	Credit	FFM		09/29/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	122.00
Deposit Control Total:												122.00	
417775	R2203H	2397	40687	Credit	FFM		09/30/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	85.00

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417775	R2203H	2397	40688	Credit	FFM		09/30/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	740.00
Deposit Control Total:												825.00	
417816	R2203L	2397	40786	Credit	MSDL		09/02/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	19,027.12
Deposit Control Total:												19,027.12	
417817	R2203L	2397	40787	Credit	MSDL		09/15/21	Wire	1	1012	IDEAS	Applied	305,722.38
Deposit Control Total:												305,722.38	
417818	R2203L	2397	40788	Credit	MSDL	N0000098	09/23/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	238.00
	R2203L	2397	40838	Credit	MSDL		09/23/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	0.00
Deposit Control Total:												238.00	
417835	R2203L	2397	40833	Credit	MSDL	Q0000031	09/24/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	88,530.37
	R2203L	2397	40834	Credit	MSDL	Q0000035	09/24/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	5,729.45
	R2203L	2397	40835	Credit	MSDL	Q0000039	09/24/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	18,111.69
Deposit Control Total:												112,371.51	
417836	R2203L	2397	40836	Credit	MSDL		09/30/21	Wire	1	1012	IDEAS	Applied	628,740.11
	R2203L	2397	40837	Credit	MSDL	R0000657	09/30/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	7,198.29
Deposit Control Total:												635,938.40	
417837	R2203L	2397	40839	Credit	MSDL		09/30/21	Wire	1	1001	MSDLAF	Applied	74.31
Deposit Control Total:												74.31	
417978	R2203H	2397	41087	Credit	FFM		09/30/21	Wire	1	2099	A'VIANDS	Applied	1,366.14
	R2203H	2397	41088	Debit	FFM		09/30/21	Wire	1	2252	SCHOOLPAY	Applied	(49.47)
Deposit Control Total:												1,316.67	
Report Total:												1,308,556.03	

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount	
												Date		
FFM	P2202C	80913		CB	1	16545	R1	QUILL LLC		Yes	Yes	Yes	09/22/2021	(232.29)
FFM	P2203C	80970		CB	1	10080		LAKESHORE LEARNING MATERIALS		No	Yes	No	09/01/2021	78.17
FFM	P2203C	80971		CB	1	1565		NAC		No	Yes	No	09/01/2021	6,326.28
FFM	P2203C	80972		CB	1	18081	CK1	SCHOOL SPECIALTY LLC	LLC - Partnership	No	Yes	No	09/01/2021	4,291.57
FFM	P2203F	81014		Wire	1	1065		MN CHILD SUPPORT PAYMENT CTR		No	Yes	No	09/15/2021	651.50
FFM	P2203F	81015		Wire	1	10850		LE SUEUR HENDERSON ED ASSOC		No	Yes	No	09/15/2021	2,928.95
FFM	P2203F	81016		Wire	1	12832		MN DEPT OF REVENUE		No	Yes	No	09/15/2021	8,716.29
FFM	P2203F	81017		Wire	1	13146		MN TEACHERS RETIREMENT ASSOC		No	Yes	No	09/15/2021	31,458.09
FFM	P2203F	81018		Wire	1	1324		INTERNAL REVENUE SERVICE		No	Yes	No	09/15/2021	54,158.40
FFM	P2203F	81019		Wire	1	16487		PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	09/15/2021	9,056.32
FFM	P2203F	81020		Wire	1	5317		FURTHER		Yes	Yes	Yes	09/15/2021	0.00
FFM	P2203F	81021		Wire	1	6573	P1	EDUCATORS BENEFIT CONSULTANTS		Yes	Yes	Yes	09/15/2021	0.00
FFM	P2203C	81069		CB	1	10080		LAKESHORE LEARNING MATERIALS		No	Yes	No	09/21/2021	681.15
FFM	P2203C	81070		CB	1	12176	R1	METRO SALES		No	Yes	No	09/21/2021	2,616.37
FFM	P2203C	81071		CB	1	1565		NAC		No	Yes	No	09/21/2021	9,061.00
FFM	P2203C	81072		CB	1	18081	CK1	SCHOOL SPECIALTY LLC	LLC - Partnership	No	Yes	No	09/21/2021	211.72
FFM	P2203G	81073		Wire	1	14843		XCEL ENERGY		No	Yes	No	09/16/2021	1,847.28
FFM	P2203G	81074		Wire	1	8309		METRONET		No	Yes	No	09/21/2021	3,852.38
FFM	P2203G	81075		Wire	1	10660	R1	CITY OF LE SUEUR		No	Yes	No	09/24/2021	29,499.84
FFM	P2203G	81077		Wire	1	2347		FIRST FARMERS & MERCHANTS		No	Yes	No	09/21/2021	110.00
FFM	P2203C	81084		CB	1	10080		LAKESHORE LEARNING MATERIALS		No	Yes	No	09/29/2021	669.16
FFM	P2203C	81085		CB	1	1565		NAC		No	Yes	No	09/29/2021	14,444.97
FFM	P2203C	81086		CB	1	1628	R2	FUN EXPRESS		No	Yes	No	09/29/2021	15.78
FFM	P2203C	81087		CB	1	18081	CK1	SCHOOL SPECIALTY LLC	LLC - Partnership	No	Yes	No	09/29/2021	213.79
FFM	P2203T	81180		Wire	1	5305		DELTA DENTAL OF MINNESOTA		No	Yes	No	09/30/2021	4,663.65
FFM	P2203G	81285		Wire	1	2347		FIRST FARMERS & MERCHANTS		No	Yes	No	09/27/2021	47.00
FFM	P2203F	81291		Wire	1	5317		FURTHER		No	Yes	No	09/08/2021	1,000.00
FFM	P2203F	81292		Wire	1	5317		FURTHER		No	Yes	No	09/15/2021	74.99
FFM	P2203F	81295		Wire	1	5317		FURTHER		No	Yes	No	09/15/2021	6,081.25
FFM	P2203F	81297		Wire	1	5317		FURTHER		No	Yes	No	09/20/2021	307.95
FFM	P2203T	81301		Wire	1	10850		LE SUEUR HENDERSON ED ASSOC		No	Yes	No	09/30/2021	2,928.95
FFM	P2203G	81302		Wire	1	2347		FIRST FARMERS & MERCHANTS		No	Yes	No	09/30/2021	21.95
FFM	P2203G	81339		Wire	1	8295		PINEAPPLE PAYMENTS		No	Yes	No	09/03/2021	40.70
FFM	P2203G	81340		Wire	1	8295		PINEAPPLE PAYMENTS		No	Yes	No	09/03/2021	706.85
FFM	P2203G	81440		Wire	1	2347		FIRST FARMERS & MERCHANTS		No	Yes	No	09/13/2021	15.00
FFM	P2203G	81441		Wire	1	2347		FIRST FARMERS & MERCHANTS		No	Yes	No	09/28/2021	15.00
FFM	P2203F	81710		Wire	1	6573	P1	EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	09/15/2021	10,362.07
FFM	P21APG	80948	80600	Check	1	8252		EDUCERE LLC		Yes	Yes	No	09/01/2021	58.00
FFM	P2203G	80965	80601	Check	1	7804		7 MINDSETS		Yes	Yes	No	09/01/2021	7,000.00

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2203G	80954	80602	Check	1 1518	R1	CDW GOVERNMENT INC		Yes	Yes	No	09/01/2021		14,359.73
FFM	P2203G	80956	80603	Check	1 21090		CENTURYLINK		Yes	Yes	No	09/01/2021		70.00
FFM	P2203G	80950	80604	Check	1 1071		CITY OF ST PETER		Yes	Yes	No	09/01/2021		50.00
FFM	P2203G	80949	80605	Check	1 03582		COLE PAPERS INC		Yes	Yes	No	09/01/2021		6,853.78
FFM	P2203G	80969	80606	Check	1 8343		COR ADVANTAGE		Yes	Yes	No	09/01/2021		895.50
FFM	P2203G	80958	80607	Check	1 3277	R2	INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	09/01/2021		268.09
FFM	P2203G	80959	80608	Check	1 4501		K & R GRAPHICS		Yes	Yes	No	09/01/2021		1,665.00
FFM	P2203G	80951	80609	Check	1 10833	R4	LE SUEUR COUNTY AUDITOR TREASU		Yes	Yes	No	09/01/2021		7.60
FFM	P2203G	80966	80610	Check	1 8162		MERCADO, JESSE		Yes	Yes	No	09/01/2021		3,000.00
FFM	P2203G	80952	80611	Check	1 13151	R1	MN VALLEY ELECTRIC COOPERATIVE		Yes	Yes	No	09/01/2021		24.82
FFM	P2203G	80953	80612	Check	1 14990		NUESSMEIER ELECTRIC INC		Yes	Yes	No	09/01/2021		88.16
FFM	P2203G	80964	80613	Check	1 7607		ONSITE SANITATION-MANKATO		Yes	Yes	No	09/01/2021		123.50
FFM	P2203G	80968	80614	Check	1 8342		REVIER WELDING LLC		Yes	Yes	No	09/01/2021		3,800.00
FFM	P2203G	80955	80615	Check	1 17559		SAM'S CLUB DIRECT		Yes	Yes	No	09/01/2021		502.97
FFM	P2203G	80960	80616	Check	1 5629	R3	SANCO EQUIPMENT LLC		Yes	Yes	No	09/01/2021		765.98
FFM	P2203G	80963	80617	Check	1 7145		ST. PAUL'S UNITED CHURCH OF CHRIS		Yes	Yes	No	09/01/2021		750.00
FFM	P2203G	80961	80618	Check	1 6412		STROM, KRISTI		Yes	Yes	No	09/01/2021		27.40
FFM	P2203G	80967	80619	Check	1 8334		SUPERIOR TRANSPORTATION SERVIC		Yes	Yes	No	09/01/2021		44,550.00
FFM	P2203G	80962	80620	Check	1 6639		WILLAERT, PAT		Yes	Yes	No	09/01/2021		112.60
FFM	P2203G	80957	80621	Check	1 22185	CK	ZANER-BLOSER INC		Yes	Yes	No	09/01/2021		2,191.99
FFM	P2203G	80983	80622	Check	1 6392		PETTY CASH		Yes	Yes	No	09/07/2021		80.00
FFM	P2203G	80984	80623	Check	1 6392		PETTY CASH		Yes	Yes	No	09/07/2021		75.00
FFM	P2202T	80985	80624	Check	1 7988		MN PEIP		Yes	Yes	No	09/14/2021		99,305.22
FFM	P2202T	80987	80625	Check	1 12756		NATIONAL INSURANCE SERVICES OF \		Yes	Yes	No	09/14/2021		2,840.57
FFM	P2202T	80986	80626	Check	1 15695		NCPERS GROUP LIFE INS		Yes	Yes	No	09/14/2021		16.00
FFM	P2202T	80988	80627	Check	1 18080		SCHOOL SERVICE EMPLOYEES		Yes	Yes	No	09/14/2021		523.80
FFM	P21APG	80990	80628	Check	1 1286		INTERMEDIATE DISTRICT 287		Yes	Yes	No	09/14/2021		1,462.80
FFM	P21APG	80989	80629	Check	1 10819		LE SUEUR COUNTRY CLUB		Yes	Yes	No	09/14/2021		1,400.00
FFM	P21APG	80991	80630	Check	1 13152		MN VALLEY EDUCATION DISTRICT		Yes	Yes	No	09/14/2021		4,597.10
FFM	P21APG	80992	80631	Check	1 8344		NELSEN, BREANNE		Yes	No	No	09/14/2021		35.00
FFM	P2203S	80993	80632	Check	1 7695		DUFAULT PUBLISHING INC		Yes	Yes	No	09/14/2021		13.00
FFM	P2203G	81012	80633	Check	1 8348		CAPTIVATE MEDIA + CONSULTING	LLC - S Corp	Yes	Yes	No	09/14/2021		5,000.00
FFM	P2203G	81005	80634	Check	1 6573	P1	EDUCATORS BENEFIT CONSULTANTS		Yes	Yes	No	09/14/2021		112.54
FFM	P2203G	80994	80635	Check	1 08470		HOLIDAY		Yes	Yes	No	09/14/2021		317.38
FFM	P2203G	81004	80636	Check	1 5512	R1	KENDELL DOORS & HARDWARE INC		Yes	Yes	No	09/14/2021		2,859.00
FFM	P2203G	81007	80637	Check	1 7571		KENNEDY & GRAVEN, CHARTERED		Yes	Yes	No	09/14/2021		611.00
FFM	P2203G	81002	80638	Check	1 4212		MACGILL & CO		Yes	Yes	No	09/14/2021		142.83
FFM	P2203G	81006	80639	Check	1 7097	R1	MEI		Yes	Yes	No	09/14/2021		272.56
FFM	P2203G	81001	80640	Check	1 3846	R1	MN DEPT OF LABOR AND INDUSTRY		Yes	Yes	No	09/14/2021		90.00

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2203G	80996	80641	Check	1	13010	MN RIVER CONFERENCE		Yes	Yes	No	09/14/2021		192.00
FFM	P2203G	80995	80642	Check	1	13000	MN STATE HIGH SCHOOL LEAGUE	C Corporation	Yes	Yes	No	09/14/2021		5,489.20
FFM	P2203G	80997	80643	Check	1	13152	MN VALLEY EDUCATION DISTRICT		Yes	Yes	No	09/14/2021		41,233.00
FFM	P2203G	80998	80644	Check	1	13855	NAPA AUTO PARTS OF LE SUEUR		Yes	Yes	No	09/14/2021		115.03
FFM	P2203G	81000	80645	Check	1	2728	NELSON PRINTING		Yes	Yes	No	09/14/2021		752.65
FFM	P2203G	81010	80646	Check	1	8124	RAMY TURF PRODUCTS		Yes	Yes	No	09/14/2021		1,620.00
FFM	P2203G	81009	80647	Check	1	8016	RIVERSIDE INSIGHTS	R1	Yes	Yes	No	09/14/2021		249.41
FFM	P2203G	81008	80648	Check	1	7725	ROE, REBECCA		Yes	Yes	No	09/14/2021		31.62
FFM	P2203G	81003	80649	Check	1	4564	SHERWIN WILLIAMS		Yes	Yes	No	09/14/2021		550.86
FFM	P2203G	81011	80650	Check	1	8334	SUPERIOR TRANSPORTATION SERVIC		Yes	Yes	No	09/14/2021		14,157.60
FFM	P2203G	80999	80651	Check	1	1643	TOPPERS & TRAILERS PLUS		Yes	Yes	No	09/14/2021		29.96
FFM	P2203G	81013	80652	Check	1	8323	4 ACE PRODUCTIONS	Ind/Sole Proprietor	Yes	Yes	No	09/14/2021		265.00
FFM	P21APG	81023	80653	Check	1	4501	K & R GRAPHICS		Yes	Yes	No	09/21/2021		9,941.43
FFM	P21APG	81022	80654	Check	1	13152	MN VALLEY EDUCATION DISTRICT		Yes	Yes	No	09/21/2021		58,746.00
FFM	P21APG	81024	80655	Check	1	7536	SOUTHERN MINNESOTA INSPECTION		Yes	Yes	No	09/21/2021		3,928.32
FFM	P2203G	81035	80656	Check	1	1184	AG PARTNERS	R2	Yes	Yes	No	09/21/2021		405.10
FFM	P2203G	81025	80657	Check	1	03581	BENDER'S TRUE VALUE		Yes	Yes	No	09/21/2021		177.78
FFM	P2203G	81038	80658	Check	1	1426	BERNDT, CHRIS		Yes	Yes	No	09/21/2021		70.00
FFM	P2203G	81026	80659	Check	1	08112	CITY OF HENDERSON		Yes	Yes	No	09/21/2021		126.81
FFM	P2203G	81050	80660	Check	1	4488	ENGEL, STEPH		Yes	Yes	No	09/21/2021		210.00
FFM	P2203G	81062	80661	Check	1	7974	FEENEY, DYLAN		Yes	Yes	No	09/21/2021		70.00
FFM	P2203G	81064	80662	Check	1	8026	FRISCHMON, MIKE		Yes	Yes	No	09/21/2021		45.00
FFM	P2203G	81054	80663	Check	1	5034	GILLETTE PEPSI	P1	Yes	Yes	No	09/21/2021		1,187.68
FFM	P2203G	81053	80664	Check	1	4677	GOLD MEDAL	R1	Yes	Yes	No	09/21/2021		352.95
FFM	P2203G	81029	80665	Check	1	08297	HILLYARD/HUTCHINSON		Yes	Yes	No	09/21/2021		2,080.41
FFM	P2203G	81063	80666	Check	1	8010	HOLICKY, TAYLOR		Yes	Yes	No	09/21/2021		50.00
FFM	P2203G	81059	80667	Check	1	7410	HOUSE OF PRINT		Yes	Yes	No	09/21/2021		1,051.04
FFM	P2203G	81065	80668	Check	1	8189	INGLES, JESSICA		Yes	Yes	No	09/21/2021		35.95
FFM	P2203G	81049	80669	Check	1	3277	INNOVATIVE OFFICE SOLUTIONS	R2	Yes	Yes	No	09/21/2021		346.81
FFM	P2203G	81031	80670	Check	1	08956	ISD 108 NYA		Yes	Yes	No	09/21/2021		200.00
FFM	P2203G	81057	80671	Check	1	6667	ISD 2905		Yes	Yes	No	09/21/2021		200.00
FFM	P2203G	81030	80672	Check	1	08820	ISD 77 MANKATO WEST ACTIVITIES	WEST	Yes	Yes	No	09/21/2021		125.00
FFM	P2203G	81068	80673	Check	1	8353	JONES, SAMANTHA		Yes	Yes	No	09/21/2021		70.00
FFM	P2203G	81051	80674	Check	1	4501	K & R GRAPHICS		Yes	Yes	No	09/21/2021		1,292.00
FFM	P2203G	81032	80675	Check	1	10540	LE SUEUR CHAMBER OF COMMERCE		Yes	Yes	No	09/21/2021		175.00
FFM	P2203G	81047	80676	Check	1	2853	LEWIS, ANNE		Yes	Yes	No	09/21/2021		155.00
FFM	P2203G	81040	80677	Check	1	17020	MATHESON TRI-GAS INC	R2	Yes	Yes	No	09/21/2021		170.32
FFM	P2203G	81039	80678	Check	1	1638	MINNEAPOLIS PUBLIC SCHOOLS	R1	Yes	Yes	No	09/21/2021		528.00
FFM	P2203G	81034	80679	Check	1	1108	MN SAFETY COUNCIL		Yes	Yes	No	09/21/2021		943.00

Le Sueur-Henderson Schools Payment Reg by Bank and Check

													Pay/Void	
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount	
FFM	P2203G	81036	80680	Check	1	13000	MN STATE HIGH SCHOOL LEAGUE	C Corporation	Yes	Yes	No	09/21/2021	173.00	
FFM	P2203G	81056	80681	Check	1	6524	R1 NEW DOMINION SCHOOL		Yes	Yes	No	09/21/2021	526.06	
FFM	P2203G	81060	80682	Check	1	7607	ONSITE SANITATION-MANKATO		Yes	Yes	No	09/21/2021	183.13	
FFM	P2203G	81067	80683	Check	1	8277	R2 QUADIENT FINANCE USA INC	C Corporation	Yes	Yes	No	09/21/2021	500.00	
FFM	P2203G	81027	80684	Check	1	08117	R1 RACHEL MILLER		Yes	Yes	No	09/21/2021	54.00	
FFM	P2203G	81028	80685	Check	1	08117	R1 RACHEL MILLER		Yes	Yes	No	09/21/2021	35.00	
FFM	P2203G	81037	80686	Check	1	13000	2A-DS REGION 2A, MSHSL	C Corporation	Yes	Yes	No	09/21/2021	1,000.00	
FFM	P2203G	81066	80687	Check	1	8215	R1 SAVVAS LEARNING COMPANY		Yes	Yes	No	09/21/2021	1,068.40	
FFM	P2203G	81042	80688	Check	1	1920	R1 SCHOOL SPECIALTY/CLASSROOM DIR		Yes	Yes	No	09/21/2021	388.13	
FFM	P2203G	81058	80689	Check	1	7313	SHOEMAKER, COURTNEY		Yes	Yes	No	09/21/2021	53.35	
FFM	P2203G	81041	80690	Check	1	18980	SOUTH CENTRAL SERVICE COOP		Yes	Yes	No	09/21/2021	629.94	
FFM	P2203G	81043	80691	Check	1	19553	ST ANNE'S		Yes	Yes	No	09/21/2021	118.00	
FFM	P2203G	81048	80692	Check	1	29886	SULLIVAN, MARTY		Yes	No	No	09/21/2021	70.00	
FFM	P2203G	81033	80693	Check	1	11020	TRUSTWORTHY HARDWARE OF LE SL		Yes	Yes	No	09/21/2021	575.17	
FFM	P2203G	81044	80694	Check	1	1956	TUREK, TERRY		Yes	Yes	No	09/21/2021	45.00	
FFM	P2203G	81061	80695	Check	1	7826	U.S. BANK EQUIPMENT FINANCE		Yes	Yes	No	09/21/2021	1,497.00	
FFM	P2203G	81045	80696	Check	1	20680	UNITED FARMERS COOPERATIVE		Yes	Yes	No	09/21/2021	272.19	
FFM	P2203G	81055	80697	Check	1	5997	VERIZON WIRELESS		Yes	Yes	No	09/21/2021	332.51	
FFM	P2203G	81046	80698	Check	1	2150	VRKLAN, TODD		Yes	Yes	No	09/21/2021	343.80	
FFM	P2203G	81052	80699	Check	1	4591	WILMES, LYNN		Yes	Yes	No	09/21/2021	105.00	
FFM	P2203G	81076	80700	Check	1	16545	R1 QUILL LLC		Yes	Yes	No	09/27/2021	232.29	
FFM	P21APG	81080	80701	Check	1	7673	R1 A'VIANDS LLC		Yes	Yes	No	09/29/2021	64,457.85	
FFM	P21APG	81081	80702	Check	1	8252	EDUCERE LLC		Yes	Yes	No	09/29/2021	448.50	
FFM	P21APG	81079	80703	Check	1	1286	INTERMEDIATE DISTRICT 287		Yes	Yes	No	09/29/2021	92.76	
FFM	P2203S	81082	80704	Check	1	8305	GATEWAY MUSIC FESTIVALS & TOURS		Yes	Yes	No	09/29/2021	959.88	
FFM	P2203S	81083	80705	Check	1	8362	KLESCHULT, LUCY		Yes	Yes	No	09/29/2021	24.99	
FFM	P2203G	81088	80706	Check	1	00520	ALPHA WIRELESS COMMUNICATIONS		Yes	Yes	No	09/29/2021	416.25	
FFM	P2203G	81116	80707	Check	1	7649	AMERICA'S FUN SCIENCE LLC		Yes	Yes	No	09/29/2021	360.00	
FFM	P2203G	81127	80708	Check	1	8350	BEMMELS, HALLE		Yes	Yes	No	09/29/2021	500.00	
FFM	P2203G	81078	80709	Check	1	4801	R1 CENTERPOINT ENERGY		Yes	Yes	No	09/29/2021	442.42	
FFM	P2203G	81104	80710	Check	1	4801	R1 CENTERPOINT ENERGY		Yes	Yes	No	09/29/2021	21.00	
FFM	P2203G	81098	80711	Check	1	21090	CENTURYLINK		Yes	Yes	No	09/29/2021	70.00	
FFM	P2203G	81113	80712	Check	1	7310	R1 GRAINGER		Yes	Yes	No	09/29/2021	178.48	
FFM	P2203G	81123	80713	Check	1	8242	GREGERSEN, LAUREN		Yes	Yes	No	09/29/2021	500.00	
FFM	P2203G	81125	80714	Check	1	8347	HANDY'S WORKSHOP	Ind/Sole Proprietor	Yes	Yes	No	09/29/2021	147.00	
FFM	P2203G	81130	80715	Check	1	8354	HARTMANN, TAYLOR		Yes	No	No	09/29/2021	500.00	
FFM	P2203G	81110	80716	Check	1	6977	HEIM, JACLYN		Yes	Yes	No	09/29/2021	158.26	
FFM	P2203G	81089	80717	Check	1	08470	HOLIDAY		Yes	Yes	No	09/29/2021	131.52	
FFM	P2203G	81120	80718	Check	1	7950	R1 HUBERT COMPANY		Yes	Yes	No	09/29/2021	1,404.00	

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Date	Amount
												Date		
FFM	P2203G	81131	80719	Check	1	8356	HUDSON, ELIZA		Yes	Yes	No	09/29/2021	500.00	
FFM	P2203G	81103	80720	Check	1	4501	K & R GRAPHICS		Yes	Yes	No	09/29/2021	379.90	
FFM	P2203G	81105	80721	Check	1	5033	KNUTSON, ABBY		Yes	Yes	No	09/29/2021	595.00	
FFM	P2203G	81101	80722	Check	1	2885	R2 LE SUEUR COUNTY ASSESSOR		Yes	Yes	No	09/29/2021	15.00	
FFM	P2203G	81102	80723	Check	1	4253	LUNA, CHRISTA		Yes	Yes	No	09/29/2021	47.42	
FFM	P2203G	81111	80724	Check	1	7097	R1 MEI		Yes	Yes	No	09/29/2021	117.81	
FFM	P2203G	81090	80725	Check	1	12039	MENARDS		Yes	Yes	No	09/29/2021	728.68	
FFM	P2203G	81106	80726	Check	1	5089	MILLERS REFRIGERATION		Yes	Yes	No	09/29/2021	525.31	
FFM	P2203G	81091	80727	Check	1	13151	R1 MN VALLEY ELECTRIC COOPERATIVE		Yes	Yes	No	09/29/2021	23.77	
FFM	P2203G	81093	80728	Check	1	1720	NEY NATURE CENTER		Yes	Yes	No	09/29/2021	40.00	
FFM	P2203G	81092	80729	Check	1	14990	NUESSMEIER ELECTRIC INC		Yes	Yes	No	09/29/2021	2,071.07	
FFM	P2203G	81114	80730	Check	1	7607	ONSITE SANITATION-MANKATO		Yes	Yes	No	09/29/2021	234.09	
FFM	P2203G	81107	80731	Check	1	5105	OTTO, KATHERINE		Yes	Yes	No	09/29/2021	25.50	
FFM	P2203G	81133	80732	Check	1	8360	PETERSON BROS ROOFING & CONST		Yes	Yes	No	09/29/2021	6,450.00	
FFM	P2203G	81124	80733	Check	1	8277	R1 QUADIENT LEASING USA INC	C Corporation	Yes	Yes	No	09/29/2021	471.99	
FFM	P2203G	81099	80734	Check	1	21290	RADERMACHER'S		Yes	Yes	No	09/29/2021	176.59	
FFM	P2203G	81126	80735	Check	1	8349	RIOS, STEPHANIE ARLETT		Yes	No	No	09/29/2021	500.00	
FFM	P2203G	81095	80736	Check	1	18380	R2 SAAFE	LLC - S Corp	Yes	Yes	No	09/29/2021	2,056.00	
FFM	P2203G	81094	80737	Check	1	17559	SAM'S CLUB DIRECT		Yes	Yes	No	09/29/2021	540.91	
FFM	P2203G	81115	80738	Check	1	7608	R1 SCAN AIR FILTER INC		Yes	Yes	No	09/29/2021	463.77	
FFM	P2203G	81132	80739	Check	1	8357	SHEPHERD, RILEY		Yes	Yes	No	09/29/2021	750.00	
FFM	P2203G	81109	80740	Check	1	6256	R1 SIBLEY COUNTY RECORDER		Yes	Yes	No	09/29/2021	15.00	
FFM	P2203G	81121	80741	Check	1	8078	SIWEK LUMBER & MILLWORK		Yes	Yes	No	09/29/2021	1,468.55	
FFM	P2203G	81096	80742	Check	1	18980	SOUTH CENTRAL SERVICE COOP		Yes	Yes	No	09/29/2021	3,551.55	
FFM	P2203G	81097	80743	Check	1	19553	ST ANNE'S		Yes	Yes	No	09/29/2021	187.70	
FFM	P2203G	81129	80744	Check	1	8352	STROM, ABIGAIL		Yes	Yes	No	09/29/2021	500.00	
FFM	P2203G	81119	80745	Check	1	7789	P1 SUMMIT COMPANIES		Yes	Yes	No	09/29/2021	79.50	
FFM	P2203G	81118	80746	Check	1	7777	R1 SWANK MOVIE LICENSING USA		Yes	Yes	No	09/29/2021	536.00	
FFM	P2203G	81128	80747	Check	1	8351	TOLZMANN, MEGAN		Yes	Yes	No	09/29/2021	500.00	
FFM	P2203G	81108	80748	Check	1	5997	VERIZON WIRELESS		Yes	Yes	No	09/29/2021	1,640.49	
FFM	P2203G	81117	80749	Check	1	7682	WINGNUT WELDING & REPAIR		Yes	Yes	No	09/29/2021	1,960.00	
FFM	P2203G	81112	80750	Check	1	7308	WINTERS PLUMBING & HEATING INC		Yes	Yes	No	09/29/2021	93.75	
FFM	P2203G	81100	80751	Check	1	22185	CK ZANER-BLOSER INC		Yes	Yes	No	09/29/2021	740.38	
FFM	P2203G	81122	80752	Check	1	8235	ZEIHER, APRIL		Yes	Yes	No	09/29/2021	237.39	
Bank Total:													\$668,448.93	
MSDL	P2203M	81152		PC	1	10819	LE SUEUR COUNTRY CLUB		No	Yes	No	09/03/2021	200.00	
MSDL	P2203M	81153		PC	1	11060	LE SUEUR POSTMASTER		No	Yes	No	09/03/2021	7.95	
MSDL	P2203M	81154		PC	1	11060	R1 USPS		No	Yes	No	09/03/2021	7.00	

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Pay/Void		Amount
											Void	Date	
MSDL	P2203M	81155		PC	1	13827	MUSIC THEATRE INTERNATIONAL		No	Yes	No	09/03/2021	2,465.00
MSDL	P2203M	81156		PC	1	14920	NORTHWEST GAS		No	Yes	No	09/03/2021	83.45
MSDL	P2203M	81157		PC	1	17559	SAM'S CLUB DIRECT		No	Yes	No	09/03/2021	1,606.97
MSDL	P2203M	81158		PC	1	19740	SUPREME SCHOOL SUPPLY CO		No	Yes	No	09/03/2021	197.34
MSDL	P2203M	81159		PC	1	19852	PCARD TARGET/P-CARD		No	Yes	No	09/03/2021	110.22
MSDL	P2203M	81160		PC	1	20954	USPS		No	Yes	No	09/03/2021	311.40
MSDL	P2203M	81161		PC	1	2104	R1 REALLY GOOD STUFF, LLC		No	Yes	No	09/03/2021	50.98
MSDL	P2203M	81162		PC	1	2138	CHRISTIANBOOK LLC		No	Yes	No	09/03/2021	277.63
MSDL	P2203M	81163		PC	1	2819	AMAZON.COM		No	Yes	No	09/03/2021	9,537.43
MSDL	P2203M	81164		PC	1	3053	PIZZA RANCH INC.		No	Yes	No	09/03/2021	142.94
MSDL	P2203M	81165		PC	1	3585	WOODWORKER'S SUPPLY INC		No	Yes	No	09/03/2021	311.79
MSDL	P2203M	81166		PC	1	4913	LJP ENTERPRISES TRUCKING LLC		No	Yes	No	09/03/2021	1,164.57
MSDL	P2203M	81167		PC	1	4990	P-CARD		No	Yes	No	09/03/2021	901.14
MSDL	P2203M	81168		PC	1	6150	VISTAPRINT.COM		No	Yes	No	09/03/2021	62.60
MSDL	P2203M	81169		PC	1	6889	r1 TEACHER SYNERGY LLC		No	Yes	No	09/03/2021	41.76
MSDL	P2203M	81170		PC	1	7292	HOME DEPOT		No	Yes	No	09/03/2021	1,082.01
MSDL	P2203M	81171		PC	1	7720	MICROSOFT CORPORATION		No	Yes	No	09/03/2021	814.98
MSDL	P2203M	81172		PC	1	7815	HARBOR FREIGHT		No	Yes	No	09/03/2021	189.99
MSDL	P2203M	81173		PC	1	7851	EASYKEYS.COM		No	Yes	No	09/03/2021	10.97
MSDL	P2203M	81174		PC	1	7985	SOLUTION TREE		No	Yes	No	09/03/2021	89.95
MSDL	P2203M	81175		PC	1	8075	PTCFAST.COM		No	Yes	No	09/03/2021	100.00
MSDL	P2203M	81176		PC	1	8081	R1 MOSYLE CORPORATION		No	Yes	No	09/03/2021	70.11
MSDL	P2203M	81177		PC	1	8216	ZOOM VIDEO COMMUNICATIONS INC		No	Yes	No	09/03/2021	14.99
MSDL	P2203M	81178		PC	1	8231	SMORE		No	Yes	No	09/03/2021	149.00
MSDL	P2203M	81179		PC	1	8339	MITCHELL INSTRUMENT COMPANY		No	Yes	No	09/03/2021	2,097.90
MSDL	P2203M	81442		Wire	1	2964	US BANK		No	Yes	No	09/20/2021	164,372.91
Bank Total:												\$186,472.98	
Report Total:												\$854,921.91	

Le Sueur-Henderson ISD 2397
Student Activity Summary
September 2021

Account Code	Account Description	Beginning Balance	Receipts	Disbursements	Transfers	Ending Balance
939	HS BASEBALL	\$ 2,385.56	\$ -	\$ -	\$ -	\$ 2,385.56
947	HS SPEECH	\$ 309.03	\$ -	\$ -	\$ -	\$ 309.03
949	HS YEARBOOK	\$ 4,618.67	\$ 85.00	\$ (13.00)	\$ -	\$ 4,690.67
951	HS BAND	\$ 8,951.84	\$ -	\$ -	\$ -	\$ 8,951.84
952	HS SOFTBALL	\$ 9.31	\$ -	\$ -	\$ -	\$ 9.31
956	6TH GR FIELD TRIPS	\$ 573.26	\$ -	\$ -	\$ -	\$ 573.26
961	HS CHOIR	\$ 10,424.96	\$ -	\$ (959.88)	\$ -	\$ 9,465.08
973	HS SPANISH CLUB	\$ 5,057.14	\$ -	\$ -	\$ -	\$ 5,057.14
974	MS STUDENT COUNCIL	\$ 1,603.42	\$ -	\$ -	\$ -	\$ 1,603.42
975	HS STUDENT COUNCIL	\$ 1,100.65	\$ -	\$ (112.75)	\$ -	\$ 987.90
984	ELEM STUDENT COUNCIL	\$ 6,029.15	\$ 1,820.00	\$ (15.99)	\$ -	\$ 7,833.16
986	HS DRAMA	\$ 276.14	\$ -	\$ -	\$ -	\$ 276.14
991	CLASS OF 2022	\$ 3,452.54	\$ -	\$ -	\$ -	\$ 3,452.54
992	CLASS OF 2023	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTALS	\$ 44,791.67	\$ 1,905.00	\$ (1,101.62)	\$ -	\$ 45,595.05

Treasurer's Report

The general account receipts and disbursements have been reviewed for the month of ~~September~~, 20 21, and I recommend approval.

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

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

The MSDLAF account receipts and disbursements have been reviewed for the month of October, 20 21, and I recommend approval.

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

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

I have reviewed all manual journal entries for the month of October, 20 21.

I have reviewed the bank reconciliation completed by Region V for all district accounts for the month of October, 20 21.

Angela Tude
School Board Director

7/6/2022
Date

Le Sueur-Henderson Schools Receipt Listing Report

Deposit		Receipt											Status	Amount
Ctrl No	Batch	Co	Receipt No	Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer			
417777	R2204S	2397	40690	Credit	FFM	SP11210141	10/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	75.00	
	R2204S	2397	40691	Debit	FFM	SP11210141	10/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.93)	
	R2204S	2397	40692	Credit	FFM	SP11202248	10/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	45.00	
	R2204S	2397	40693	Debit	FFM	SP11202248	10/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.75)	
Deposit Control Total:													115.32	
417778	R2204S	2397	40694	Credit	FFM	SP11212461	10/02/21	Credit Card	1	2252	SCHOOLPAY	Applied	10.00	
	R2204S	2397	40695	Debit	FFM	SP11212461	10/02/21	Credit Card	1	2252	SCHOOLPAY	Applied	(0.39)	
	R2204S	2397	40696	Credit	FFM	SP11212157	10/02/21	Credit Card	1	2252	SCHOOLPAY	Applied	20.00	
	R2204S	2397	40697	Debit	FFM	SP11212157	10/02/21	Credit Card	1	2252	SCHOOLPAY	Applied	(0.78)	
Deposit Control Total:													28.83	
417779	R2204H	2397	40698	Credit	FFM	SP11215921	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	60.00	
	R2204H	2397	40699	Debit	FFM	SP11215921	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)	
	R2204H	2397	40700	Credit	FFM	SP11214973	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	70.00	
	R2204H	2397	40701	Debit	FFM	SP11214973	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)	
Deposit Control Total:													124.93	
417780	R2204S	2397	40702	Credit	FFM	SP11215921	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	75.00	
	R2204S	2397	40703	Debit	FFM	SP11215921	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.93)	
	R2204S	2397	40704	Credit	FFM	SP11215847	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	75.00	
	R2204S	2397	40705	Debit	FFM	SP11215847	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.93)	
	R2204S	2397	40706	Credit	FFM	SP11215731	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	45.00	
	R2204S	2397	40707	Debit	FFM	SP11215731	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.75)	
	R2204S	2397	40708	Credit	FFM	SP11215568	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	75.00	
	R2204S	2397	40709	Debit	FFM	SP11215568	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.93)	
	R2204S	2397	40710	Credit	FFM	SP11215528	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	50.00	
	R2204S	2397	40711	Debit	FFM	SP11215528	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.95)	
	R2204S	2397	40712	Credit	FFM	SP11213787	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	10.00	
	R2204S	2397	40713	Debit	FFM	SP11213787	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	(0.39)	
	R2204S	2397	40714	Credit	FFM	sp11213699	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	15.00	
	R2204S	2397	40715	Debit	FFM	SP11213699	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	(0.58)	
	R2204S	2397	40716	Credit	FFM	SP11213577	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	100.00	
	R2204S	2397	40717	Debit	FFM	SP11213577	10/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	(3.90)	
Deposit Control Total:													427.64	
417781	R2204H	2397	40718	Credit	FFM	SP11221870	10/04/21	Credit Card	1	2252	SCHOOLPAY	Applied	130.00	

Le Sueur-Henderson Schools Receipt Listing Report

Deposit			Receipt									Status	Amount
Ctrl No	Batch	Co	Receipt No	Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer		
417781	R2204H	2397	40719	Debit	FFM	SP11221870	10/04/21	Credit Card	1	2252	SCHOOLPAY	Applied	(5.07)
Deposit Control Total:												124.93	
417782	R2204S	2397	40720	Credit	FFM	SP11225989	10/04/21	Credit Card	1	2252	SCHOOLPAY	Applied	75.00
	R2204S	2397	40721	Debit	FFM	SP11225989	10/04/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.93)
	R2204S	2397	40722	Credit	FFM	SP11221557	10/04/21	Credit Card	1	2252	SCHOOLPAY	Applied	100.00
	R2204S	2397	40723	Debit	FFM	SP11221557	10/04/21	Credit Card	1	2252	SCHOOLPAY	Applied	(3.90)
	R2204S	2397	40724	Credit	FFM	SP11220951	10/04/21	Credit Card	1	2252	SCHOOLPAY	Applied	75.00
	R2204S	2397	40725	Debit	FFM	SP11220951	10/04/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.93)
	R2204S	2397	40726	Credit	FFM	SP11219746	10/04/21	Credit Card	1	2252	SCHOOLPAY	Applied	150.00
	R2204S	2397	40727	Debit	FFM	SP11219746	10/04/21	Credit Card	1	2252	SCHOOLPAY	Applied	(5.86)
	R2204S	2397	40728	Credit	FFM	SP11217492	10/04/21	Credit Card	1	2252	SCHOOLPAY	Applied	75.00
	R2204S	2397	40729	Debit	FFM	SP11217492	10/04/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.93)
	R2204S	2397	40730	Credit	FFM	SP11217260	10/04/21	Credit Card	1	2252	SCHOOLPAY	Applied	75.00
	R2204S	2397	40731	Debit	FFM	SP11217260	10/04/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.93)
Deposit Control Total:												528.52	
417783	R2204S	2397	40732	Credit	FFM	SP11235207	10/05/21	Credit Card	1	2252	SCHOOLPAY	Applied	45.00
	R2204S	2397	40733	Debit	FFM	SP11235207	10/05/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.75)
Deposit Control Total:												43.25	
417784	R2204H	2397	40734	Credit	FFM	SP11229564	10/05/21	Credit Card	1	2252	SCHOOLPAY	Applied	70.00
	R2204H	2397	40735	Debit	FFM	SP11229564	10/05/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
Deposit Control Total:												67.27	
417785	R2204S	2397	40736	Credit	FFM	SP11243762	10/06/21	Credit Card	1	2252	SCHOOLPAY	Applied	10.00
	R2204S	2397	40737	Debit	FFM	SP11243762	10/06/21	Credit Card	1	2252	SCHOOLPAY	Applied	(0.39)
Deposit Control Total:												9.61	
417786	R2204S	2397	40738	Credit	FFM	SP11254679	10/08/21	Credit Card	1	2252	SCHOOLPAY	Applied	40.00
	R2204S	2397	40739	Debit	FFM	SP11254679	10/08/21	Credit Card	1	2252	SCHOOLPAY	Applied	(1.56)
Deposit Control Total:												38.44	
417787	R2204H	2397	40740	Credit	FFM	SP11264969	10/11/21	Credit Card	1	2252	SCHOOLPAY	Applied	60.00
	R2204H	2397	40741	Debit	FFM	SP11264969	10/11/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.34)
Deposit Control Total:												57.66	
417788	R2204S	2397	40742	Credit	FFM		10/21/21	Cash	1	2247	ELEM STUDENT COUNCIL	Applied	28.60
Deposit Control Total:												28.60	

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417789	R2204S	2397	40743	Credit	FFM		10/21/21	Check	1	2247	ELEM STUDENT COUNCIL	Applied	4,335.32
Deposit Control Total:												4,335.32	
417790	R2204S	2397	40744	Credit	FFM		10/21/21	Cash	1	2247	ELEM STUDENT COUNCIL	Applied	66.00
Deposit Control Total:												66.00	
417791	R2204S	2397	40745	Credit	FFM		10/21/21	Check	1	2247	ELEM STUDENT COUNCIL	Applied	795.00
Deposit Control Total:												795.00	
417792	R2204H	2397	40746	Credit	FFM		10/20/21	Check	1	1915	COMMUNITY EDUCATION	Applied	195.00
	R2204H	2397	40747	Credit	FFM		10/20/21	Check	1	1718	KIDS CLUB	Applied	70.00
	R2204H	2397	40748	Credit	FFM	99	10/20/21	Check	1	2189	LSH YOUTH TENNIS	Applied	310.00
Deposit Control Total:												575.00	
417793	R2204H	2397	40749	Credit	FFM		10/20/21	Check	1	1915	COMMUNITY EDUCATION	Applied	420.00
	R2204H	2397	40750	Credit	FFM		10/20/21	Check	1	1718	KIDS CLUB	Applied	35.00
Deposit Control Total:												455.00	
417794	R2204H	2397	40751	Credit	FFM	71946	10/20/21	Check	1	1163	ISD 391 (CLEVELAND)	Applied	9,343.04
Deposit Control Total:												9,343.04	
417795	R2204H	2397	40752	Credit	FFM	5157	10/20/21	Check	1	1193	MN RIVER CONFERENCE	Applied	960.00
	R2204H	2397	40753	Credit	FFM	50346	10/20/21	Check	1	2276	LE SUEUR COMMUNITY FOUNDATION	Applied	360.00
	R2204H	2397	40754	Credit	FFM	171386	10/20/21	Check	1	2282	BIX PRODUCE COMPANY	Applied	525.31
Deposit Control Total:												1,845.31	
417796	R2204H	2397	40755	Credit	FFM		10/21/21	Check	1	1857	SNACK CART	Applied	80.00
Deposit Control Total:												80.00	
417797	R2204H	2397	40756	Credit	FFM		10/21/21	Cash	1	1152	3RD GRADE PARTY MONEY	Applied	66.00
Deposit Control Total:												66.00	
417798	R2204H	2397	40757	Credit	FFM		10/21/21	Cash	1	1330	NSF COLLECTED	Applied	110.00
	R2204H	2397	40758	Credit	FFM	5671	10/21/21	Check	1	1291	DOLLARS FOR SCHOLARS	Applied	11.50
	R2204H	2397	40759	Credit	FFM	8878	10/21/21	Check	1	2285	PFARR, KRISTAN	Applied	40.00
	R2204H	2397	40760	Credit	FFM	0074852	10/21/21	Check	1	1462	PEPSI	Applied	115.51
Deposit Control Total:												277.01	
417799	R2204H	2397	40761	Credit	FFM		10/21/21	Check	1	1857	SNACK CART	Applied	760.00
Deposit Control Total:												760.00	
417800	R2204H	2397	40762	Credit	FFM	SP11357548	10/25/21	Credit Card	1	2252	SCHOOLPAY	Applied	260.00

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417800	R2204H	2397	40763	Debit	FFM	SP11357548	10/25/21	Credit Card	1	2252	SCHOOLPAY	Applied	(10.15)
Deposit Control Total:												249.85	
417801	R2204H	2397	40764	Credit	FFM	SP11377794	10/27/21	Credit Card	1	2252	SCHOOLPAY	Applied	70.00
	R2204H	2397	40765	Debit	FFM	SP11377794	10/27/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)
Deposit Control Total:												67.27	
417802	R2204H	2397	40766	Credit	FFM	SP11386039	10/28/21	Credit Card	1	2252	SCHOOLPAY	Applied	150.00
	R2204H	2397	40767	Debit	FFM	SP11386039	10/28/21	Credit Card	1	2252	SCHOOLPAY	Applied	(5.86)
Deposit Control Total:												144.14	
417803	R2204S	2397	40768	Credit	FFM		10/28/21	Check	1	2247	ELEM STUDENT COUNCIL	Applied	9,223.00
Deposit Control Total:												9,223.00	
417804	R2204S	2397	40769	Credit	FFM		10/28/21	Cash	1	2247	ELEM STUDENT COUNCIL	Applied	1,957.00
Deposit Control Total:												1,957.00	
417805	R2204H	2397	40770	Credit	FFM	66545	10/28/21	Check	1	1223	LE SUEUR COUNTY	Applied	629,777.71
Deposit Control Total:												629,777.71	
417806	R2204H	2397	40771	Credit	FFM	200424	10/28/21	Check	1	1045	NICOLLET COUNTY	Applied	16,000.00
Deposit Control Total:												16,000.00	
417807	R2204H	2397	40772	Credit	FFM	2812	10/28/21	Check	1	2125	SEITZER, CAROL	Applied	30.20
	R2204H	2397	40773	Credit	FFM	025057	10/28/21	Check	1	1115	MN NEW COUNTRY SCHOOL	Applied	378.10
	R2204H	2397	40774	Credit	FFM	074412	10/28/21	Check	1	1130	SOUTH CENTRAL SERVICE COOP	Applied	139.95
Deposit Control Total:												548.25	
417808	R2204H	2397	40775	Credit	FFM		10/28/21	Check	1	1915	COMMUNITY EDUCATION	Applied	1,480.00
	R2204H	2397	40776	Credit	FFM	65804	10/28/21	Check	1	1521	LE SUEUR COMMUNITY CENTER	Applied	304.00
Deposit Control Total:												1,784.00	
417809	R2204H	2397	40777	Credit	FFM		10/28/21	Cash	1	1718	KIDS CLUB	Applied	21.55
Deposit Control Total:												21.55	
417810	R2204H	2397	40778	Credit	FFM	3731	10/28/21	Check	1	1466	LE SUEUR ROTARY CLUB	Applied	700.00
	R2204H	2397	40779	Credit	FFM	157383	10/28/21	Check	1	2288	RODENBURG LLP	Applied	15.00
Deposit Control Total:												715.00	
417811	R2204H	2397	40780	Credit	FFM	296023	10/28/21	Check	1	1514	SFM	Applied	881.00
Deposit Control Total:												881.00	
417812	R2204H	2397	40781	Credit	FFM	SP11393060	10/29/21	Credit Card	1	2252	SCHOOLPAY	Applied	260.00

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417812	R2204H	2397	40782	Debit	FFM	SP11393060	10/29/21	Credit Card	1	2252	SCHOOLPAY	Applied	(10.15)
Deposit Control Total:												249.85	
417813	R2204S	2397	40783	Credit	FFM	1249	10/29/21	Check	1	2247	ELEM STUDENT COUNCIL	Applied	95.00
Deposit Control Total:												95.00	
417814	R2204H	2397	40784	Credit	FFM	200542	10/29/21	Check	1	1045	NICOLLET COUNTY	Applied	16,000.00
Deposit Control Total:												16,000.00	
417815	R2204H	2397	40785	Credit	FFM	13331	10/22/21	Wire	1	1037	SIBLEY COUNTY	Applied	106,950.12
Deposit Control Total:												106,950.12	
417827	R2204H	2397	40809	Credit	FFM		10/27/21	Wire	1	1370	MN DEPT OF FINANCE	Applied	461.15
Deposit Control Total:												461.15	
417828	R2204S	2397	40810	Credit	FFM		10/14/21	Check	1	1027	HS YEARBOOK	Applied	90.00
Deposit Control Total:												90.00	
417829	R2204S	2397	40811	Credit	FFM		10/14/21	Check	1	1021	HS CHOIR	Applied	6,373.00
Deposit Control Total:												6,373.00	
417830	R2204S	2397	40812	Credit	FFM		10/15/21	Cash	1	1020	HS STUDENT COUNCIL	Applied	450.75
	R2204S	2397	40813	Credit	FFM		10/15/21	Check	1	1040	HS SPANISH	Applied	16,897.00
	R2204S	2397	40814	Credit	FFM		10/15/21	Check	1	1019	HS BAND	Applied	2,503.50
	R2204S	2397	40815	Credit	FFM		10/15/21	Check	1	1087	LE SUEUR KNIGHTS OF COLUMBUS	Applied	2,500.00
	R2204S	2397	40816	Credit	FFM		10/15/21	Cash	1	1019	HS BAND	Applied	253.50
Deposit Control Total:												22,604.75	
417831	R2204H	2397	40817	Credit	FFM		10/15/21	Cash	1	1135	HS VOLLEYBALL	Applied	582.00
	R2204H	2397	40818	Credit	FFM		10/15/21	Cash	1	1135	HS VOLLEYBALL	Applied	692.00
	R2204H	2397	40819	Credit	FFM		10/15/21	Cash	1	1135	HS VOLLEYBALL	Applied	524.00
	R2204H	2397	40820	Credit	FFM		10/15/21	Cash	1	1135	HS VOLLEYBALL	Applied	494.00
Deposit Control Total:												2,292.00	
417832	R2204H	2397	40821	Credit	FFM		10/15/21	Cash	1	1793	HS CONCESSIONS	Applied	3,000.00
Deposit Control Total:												3,000.00	
417833	R2204H	2397	40822	Credit	FFM		10/15/21	Cash	1	1134	HS FOOTBALL	Applied	936.00
	R2204H	2397	40823	Credit	FFM		10/15/21	Cash	1	1134	HS FOOTBALL	Applied	120.00
	R2204H	2397	40824	Credit	FFM		10/15/21	Cash	1	1134	HS FOOTBALL	Applied	550.00
	R2204H	2397	40825	Credit	FFM		10/15/21	Cash	1	1134	HS FOOTBALL	Applied	1,866.00
Deposit Control Total:												3,472.00	

Le Sueur-Henderson Schools Receipt Listing Report

Deposit			Receipt										Status	Amount
Ctrl No	Batch	Co	Receipt No	Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer			
417834	R2204H	2397	40826	Credit	FFM		10/15/21	Cash	1	1134	HS FOOTBALL	Applied	135.00	
	R2204H	2397	40827	Credit	FFM		10/15/21	Check	1	1033	HS DRAMA	Applied	210.00	
	R2204H	2397	40828	Credit	FFM		10/15/21	Check	1	1047	HS KNOWLEDGE BOWL	Applied	240.00	
	R2204H	2397	40829	Credit	FFM		10/15/21	Cash	1	1858	TECHNOLOGY FEES	Applied	30.00	
	R2204H	2397	40830	Credit	FFM		10/15/21	Check	1	1146	HS PARKING PERMITS	Applied	350.00	
	R2204H	2397	40831	Credit	FFM		10/15/21	Cash	1	1060	HS ACTIVITY PASS	Applied	285.00	
	R2204H	2397	40832	Credit	FFM	23655	10/15/21	Check	1	1828	ISD 2905 TCU	Applied	150.00	
Deposit Control Total:												1,400.00		
417838	R2204H	2397	40840	Credit	FFM		10/01/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	50.00	
Deposit Control Total:												50.00		
417839	R2204H	2397	40841	Credit	FFM		10/04/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	65.00	
	R2204H	2397	40842	Debit	FFM		10/04/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	(43.00)	
Deposit Control Total:												22.00		
417840	R2204H	2397	40843	Credit	FFM		10/04/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	3,087.00	
Deposit Control Total:												3,087.00		
417841	R2204H	2397	40844	Credit	FFM		10/06/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	80.00	
	R2204H	2397	40845	Credit	FFM		10/06/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	36.00	
	R2204H	2397	40846	Debit	FFM		10/06/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	(25.00)	
Deposit Control Total:												91.00		
417842	R2204H	2397	40847	Credit	FFM		10/07/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	140.00	
	R2204H	2397	40848	Credit	FFM		10/07/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	4,980.00	
Deposit Control Total:												5,120.00		
417843	R2204H	2397	40849	Credit	FFM		10/08/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	35.00	
	R2204H	2397	40850	Credit	FFM		10/08/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	54.00	
Deposit Control Total:												89.00		
417844	R2204H	2397	40851	Credit	FFM		10/12/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	15.00	
	R2204H	2397	40852	Credit	FFM		10/12/21	Credit Card	1	2265	rSCHOOL TODAY	Void	170.00	
	R2204H	2397	40853	Credit	FFM		10/12/21	Check-Void	1	2265	rSCHOOL TODAY	Void	(170.00)	
Deposit Control Total:												15.00		
417845	R2204H	2397	40854	Credit	FFM		10/12/21	Wire	1	2265	rSCHOOL TODAY	Applied	170.00	
Deposit Control Total:												170.00		

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417846	R2204H	2397	40855	Credit	FFM		10/12/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	3,742.50
Deposit Control Total:												3,742.50	
417847	R2204H	2397	40856	Credit	FFM		10/13/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	10.00
	R2204H	2397	40857	Credit	FFM		10/13/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	370.00
Deposit Control Total:												380.00	
417848	R2204H	2397	40858	Credit	FFM		10/14/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	740.00
	R2204H	2397	40859	Credit	FFM		10/14/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	238.00
Deposit Control Total:												978.00	
417849	R2204H	2397	40860	Credit	FFM		10/15/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	1,480.00
Deposit Control Total:												1,480.00	
417850	R2204H	2397	40861	Credit	FFM		10/18/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	370.00
	R2204H	2397	40862	Debit	FFM		10/18/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	(108.00)
	R2204H	2397	40863	Debit	FFM		10/18/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	(15.00)
Deposit Control Total:												247.00	
417851	R2204H	2397	40864	Credit	FFM		10/18/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	3.00
	R2204H	2397	40865	Credit	FFM		10/18/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	3,187.00
Deposit Control Total:												3,190.00	
417852	R2204H	2397	40866	Credit	FFM		10/18/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	740.00
Deposit Control Total:												740.00	
417853	R2204H	2397	40867	Credit	FFM		10/19/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	3.00
Deposit Control Total:												3.00	
417854	R2204H	2397	40868	Credit	FFM		10/20/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	384.00
	R2204H	2397	40869	Credit	FFM		10/20/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	10.00
Deposit Control Total:												394.00	
417855	R2204H	2397	40870	Credit	FFM		10/21/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	180.00
Deposit Control Total:												180.00	
417856	R2204H	2397	40871	Credit	FFM		10/22/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	35.00
Deposit Control Total:												35.00	
417857	R2204H	2397	40872	Credit	FFM		10/25/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	740.00
	R2204H	2397	40873	Credit	FFM		10/25/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	3,649.50
Deposit Control Total:												4,389.50	

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417858	R2204H	2397	40874	Credit	FFM		10/27/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	8.00
Deposit Control Total:												8.00	
417859	R2204H	2397	40875	Credit	FFM		10/28/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	186.00
Deposit Control Total:												186.00	
417860	R2204H	2397	40876	Credit	FFM		10/29/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	6.00
	R2204H	2397	40877	Credit	FFM		10/29/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	35.00
Deposit Control Total:												41.00	
417861	R2204H	2397	40878	Credit	FFM		10/26/21	Wire	1	1868	COMMERCE BANK	Applied	77.31
Deposit Control Total:												77.31	
417862	R2204H	2397	40879	Credit	FFM		10/20/21	Wire	1	1441	PFM ASSET MANAGEMENT LLC	Applied	860.95
Deposit Control Total:												860.95	
417863	R2204H	2397	40880	Credit	FFM		10/31/21	Wire	1	1110	FFM	Applied	76.25
Deposit Control Total:												76.25	
417885	R2204L	2397	40921	Credit	MSDL		10/15/21	Wire	1	1012	IDEAS	Applied	208,609.12
	R2204L	2397	40922	Credit	MSDL		10/15/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	8,400.00
Deposit Control Total:												217,009.12	
417886	R2204L	2397	40923	Credit	MSDL		10/21/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	16,185.80
Deposit Control Total:												16,185.80	
417887	R2204L	2397	40924	Credit	MSDL	82705	10/26/21	Wire	1	1013	SCOTT COUNTY	Applied	2,645.28
Deposit Control Total:												2,645.28	
417888	R2204L	2397	40925	Credit	MSDL		10/27/21	Wire	1	1200	MN STATE UNIVERSITY MANKATO	Applied	139.95
Deposit Control Total:												139.95	
417889	R2204L	2397	40926	Credit	MSDL	V00000765	10/28/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	3,568.00
Deposit Control Total:												3,568.00	
417890	R2204L	2397	40927	Credit	MSDL		10/29/21	Wire	1	1012	IDEAS	Applied	281,118.53
Deposit Control Total:												281,118.53	
417891	R2204L	2397	40928	Credit	MSDL		10/29/21	Wire	1	1001	MSDLAF	Applied	70.03
Deposit Control Total:												70.03	
417903	R2204H	2397	40942	Credit	FFM		10/13/21	Wire	1	1370	MN DEPT OF FINANCE	Applied	20,041.97
Deposit Control Total:												20,041.97	
418002	R2204H	2397	41145	Credit	FFM		10/31/21	Wire	1	2099	A'VIANDS	Applied	4,729.48

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
418002	R2204H	2397	41146	Debit	FFM		10/31/21	Wire	1	2252	SCHOOLPAY	Applied	(37.13)
	R2204H	2397	41147	Debit	FFM		10/31/21	Wire	1	1110	FFM	Applied	(4.00)
Deposit Control Total:												4,688.35	
Report Total:												1,415,668.86	

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2203T	81135		Wire	1	1065	MN CHILD SUPPORT PAYMENT CTR		No	Yes	No	10/04/2021		651.50
FFM	P2203T	81136		Wire	1	10850	LE SUEUR HENDERSON ED ASSOC		Yes	Yes	Yes	10/04/2021		0.00
FFM	P2203T	81137		Wire	1	12832	MN DEPT OF REVENUE		No	Yes	No	10/04/2021		8,966.57
FFM	P2203T	81138		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC		No	Yes	No	10/04/2021		31,279.35
FFM	P2203T	81139		Wire	1	1324	INTERNAL REVENUE SERVICE		No	Yes	No	10/04/2021		54,946.13
FFM	P2203T	81140		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	10/04/2021		8,987.45
FFM	P2203T	81141		Wire	1	5317	FURTHER		Yes	Yes	Yes	10/04/2021		0.00
FFM	P2203T	81142		Wire	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	10/04/2021		10,052.07
FFM	P2204C	81237		CB	1	10080	LAKESHORE LEARNING MATERIALS		No	Yes	No	10/12/2021		38.98
FFM	P2204C	81238		CB	1	12176	R1 METRO SALES		No	Yes	No	10/12/2021		237.00
FFM	P2204C	81239		CB	1	1565	NAC		No	Yes	No	10/12/2021		6,164.15
FFM	P2204F	81240		Wire	1	1065	MN CHILD SUPPORT PAYMENT CTR		No	Yes	No	10/15/2021		651.50
FFM	P2204F	81241		Wire	1	10850	LE SUEUR HENDERSON ED ASSOC		Yes	Yes	Yes	10/15/2021		0.00
FFM	P2204F	81242		Wire	1	12832	MN DEPT OF REVENUE		No	Yes	No	10/15/2021		8,484.86
FFM	P2204F	81243		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC		No	Yes	No	10/15/2021		32,211.74
FFM	P2204F	81244		Wire	1	1324	INTERNAL REVENUE SERVICE		No	Yes	No	10/15/2021		54,587.18
FFM	P2204F	81245		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	10/15/2021		9,491.67
FFM	P2204F	81246		Wire	1	5317	FURTHER		Yes	Yes	Yes	10/15/2021		0.00
FFM	P2204F	81247		Wire	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	10/15/2021		9,973.17
FFM	P2204C	81280		CB	1	10080	LAKESHORE LEARNING MATERIALS		No	Yes	No	10/18/2021		117.23
FFM	P2204C	81281		CB	1	15420	PAAPE COMPANIES INC		No	Yes	No	10/18/2021		284.20
FFM	P2204C	81282		CB	1	1565	NAC		No	Yes	No	10/18/2021		10,412.08
FFM	P2204G	81283		Wire	1	14843	XCEL ENERGY		No	Yes	No	10/15/2021		2,633.95
FFM	P2204G	81284		Wire	1	8309	METRONET		No	Yes	No	10/18/2021		3,852.39
FFM	P2204F	81293		Wire	1	5317	FURTHER		No	Yes	No	10/13/2021		725.80
FFM	P2204T	81294		Wire	1	5317	FURTHER		No	Yes	No	10/20/2021		3,000.00
FFM	P2204F	81296		Wire	1	5317	FURTHER		No	Yes	No	10/15/2021		12,162.50
FFM	P2204F	81298		Wire	1	5317	FURTHER		No	Yes	No	10/20/2021		334.90
FFM	P2204C	81303		CB	1	12176	R1 METRO SALES		No	Yes	No	10/26/2021		340.00
FFM	P2204C	81304		CB	1	6754	IXL LEARNING		No	Yes	No	10/26/2021		1,900.00
FFM	P2204G	81338		Wire	1	10660	R1 CITY OF LE SUEUR		No	Yes	No	10/26/2021		31,797.95
FFM	P2204G	81344		Wire	1	8295	PINEAPPLE PAYMENTS		No	Yes	No	10/04/2021		584.24
FFM	P2204G	81345		Wire	1	8295	PINEAPPLE PAYMENTS		No	Yes	No	10/08/2021		55.60
FFM	P2204T	81346		Wire	1	1065	MN CHILD SUPPORT PAYMENT CTR		No	Yes	No	10/29/2021		651.50
FFM	P2204T	81347		Wire	1	10850	LE SUEUR HENDERSON ED ASSOC		No	Yes	No	10/29/2021		3,254.12
FFM	P2204T	81348		Wire	1	12832	MN DEPT OF REVENUE		No	Yes	No	10/29/2021		9,559.57
FFM	P2204T	81349		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC		No	Yes	No	10/29/2021		32,894.27
FFM	P2204T	81350		Wire	1	1324	INTERNAL REVENUE SERVICE		No	Yes	No	10/29/2021		57,800.25
FFM	P2204T	81351		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT ASS		No	Yes	No	10/29/2021		8,992.82

Le Sueur-Henderson Schools Payment Reg by Bank and Check

											Pay/Void			
Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Date	Amount	
FFM	P2204T	81352		Wire	1 5317		FURTHER		Yes	Yes	Yes	10/29/2021	0.00	
FFM	P2204T	81353		Wire	1 6573	P1	EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	10/29/2021	9,902.79	
FFM	P2204T	81354		Wire	1 5317		FURTHER		No	Yes	No	10/27/2021	206.26	
FFM	P2204G	81719		Wire	1 2347		FIRST FARMERS & MERCHANTS		No	Yes	No	10/13/2021	15.00	
FFM	P2204G	81720		Wire	1 2347		FIRST FARMERS & MERCHANTS		No	Yes	No	10/28/2021	15.00	
FFM	P2204G	81721		Wire	1 2347		FIRST FARMERS & MERCHANTS		No	Yes	No	10/29/2021	21.95	
FFM	P2204T	81725		Wire	1 5317		FURTHER		No	Yes	No	10/29/2021	6,081.25	
FFM	P2204T	81728		Wire	1 5305		DELTA DENTAL OF MINNESOTA		No	Yes	No	10/30/2021	4,501.50	
FFM	P2204F	81729		Wire	1 10850		LE SUEUR HENDERSON ED ASSOC		No	Yes	No	10/15/2021	4,142.63	
FFM	P2204G	81150	80753	Check	1 8361		DAYTRIPPERS DINNER THEATRE		Yes	Yes	No	10/05/2021	715.50	
FFM	P2204G	81149	80754	Check	1 13000	2A-DS	REGION 2A, MSHSL	C Corporation	Yes	Yes	No	10/05/2021	150.00	
FFM	P2203T	81144	80755	Check	1 7988		MN PEIP		Yes	Yes	No	10/05/2021	104,044.72	
FFM	P2203T	81147	80756	Check	1 13147		MN TEAMSTERS NO 320		Yes	Yes	No	10/05/2021	1,230.00	
FFM	P2203T	81145	80757	Check	1 12756		NATIONAL INSURANCE SERVICES OF V		Yes	Yes	No	10/05/2021	2,460.43	
FFM	P2203T	81143	80758	Check	1 15695		NCPERS GROUP LIFE INS		Yes	Yes	No	10/05/2021	16.00	
FFM	P2203T	81146	80759	Check	1 18080		SCHOOL SERVICE EMPLOYEES		Yes	Yes	No	10/05/2021	523.80	
FFM	P2202T	81151	80760	Check	1 5306		AMERITAS GROUP		Yes	Yes	No	10/05/2021	1,136.16	
FFM	P2204G	81182	80761	Check	1 00520		ALPHA WIRELESS COMMUNICATIONS		Yes	Yes	No	10/12/2021	5,185.00	
FFM	P2204G	81183	80762	Check	1 03581		BENDER'S TRUE VALUE		Yes	Yes	No	10/12/2021	55.03	
FFM	P2204G	81189	80763	Check	1 1426		BERNDT, CHRIS		Yes	Yes	No	10/12/2021	70.00	
FFM	P2204G	81204	80764	Check	1 4043		COMPUTER TECHNOLOGY SOLUTIONS		Yes	Yes	No	10/12/2021	3,900.00	
FFM	P2204G	81217	80765	Check	1 7722		CONSTRUCTION & TREE SERVICES LL		Yes	Yes	No	10/12/2021	1,100.00	
FFM	P2204G	81209	80766	Check	1 5145		CONTINENTAL CLAY CO		Yes	Yes	No	10/12/2021	521.80	
FFM	P2204G	81212	80767	Check	1 6573	P1	EDUCATORS BENEFIT CONSULTANTS		Yes	Yes	No	10/12/2021	112.54	
FFM	P2204G	81206	80768	Check	1 4488		ENGEL, STEPH		Yes	Yes	No	10/12/2021	105.00	
FFM	P2204G	81205	80769	Check	1 4183		EVOLUTION MEDIA & DESIGN		Yes	Yes	No	10/12/2021	199.62	
FFM	P2204G	81220	80770	Check	1 7974		FEENEY, DYLAN		Yes	Yes	No	10/12/2021	105.00	
FFM	P2204G	81210	80771	Check	1 5337		GREEN CARE		Yes	Yes	No	10/12/2021	7,690.85	
FFM	P2204G	81226	80772	Check	1 8308		HARDEL, SETH		Yes	Yes	No	10/12/2021	500.00	
FFM	P2204G	81234	80773	Check	1 8366		HEIFORT, MICHAEL		Yes	Yes	No	10/12/2021	110.00	
FFM	P2204G	81219	80774	Check	1 7964		HERNANDEZ, JORGE		Yes	Yes	No	10/12/2021	1,400.00	
FFM	P2204G	81222	80775	Check	1 8010		HOLICKY, TAYLOR		Yes	Yes	No	10/12/2021	100.00	
FFM	P2204G	81221	80776	Check	1 7987		HUDL	C Corporation	Yes	Yes	No	10/12/2021	3,799.00	
FFM	P2204G	81185	80777	Check	1 08949		ISD 840		Yes	Yes	No	10/12/2021	120.00	
FFM	P2204G	81228	80778	Check	1 8353		JONES, SAMANTHA		Yes	Yes	No	10/12/2021	140.00	
FFM	P2204G	81207	80779	Check	1 4501		K & R GRAPHICS		Yes	Yes	No	10/12/2021	3,687.30	
FFM	P2204G	81236	80780	Check	1 8368		KOPPANG, MICHAEL		Yes	Yes	No	10/12/2021	110.00	
FFM	P2204G	81203	80781	Check	1 3287		KRANZ POWER EQUIPMENT		Yes	Yes	No	10/12/2021	639.94	
FFM	P2204G	81200	80782	Check	1 2853		LEWIS, ANNE		Yes	Yes	No	10/12/2021	105.00	

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2204G	81232	80783	Check	1	8364	LUNDBERG, ISAIAH		Yes	Yes	No	10/12/2021		110.00
FFM	P2204G	81223	80784	Check	1	8023	MALO, KANE		Yes	Yes	No	10/12/2021		110.00
FFM	P2204G	81193	80785	Check	1	17020	R2 MATHESON TRI-GAS INC		Yes	Yes	No	10/12/2021		50.00
FFM	P2204G	81213	80786	Check	1	7097	R1 MEI		Yes	Yes	No	10/12/2021		272.56
FFM	P2204G	81186	80787	Check	1	12039	MENARDS		Yes	Yes	No	10/12/2021		714.60
FFM	P2204G	81198	80788	Check	1	2405	MN IRON & METAL		Yes	Yes	No	10/12/2021		1,481.60
FFM	P2204G	81187	80789	Check	1	13152	MN VALLEY EDUCATION DISTRICT		Yes	Yes	No	10/12/2021		41,233.00
FFM	P2204G	81188	80790	Check	1	13855	NAPA AUTO PARTS OF LE SUEUR		Yes	Yes	No	10/12/2021		342.43
FFM	P2204G	81199	80791	Check	1	2728	NELSON PRINTING		Yes	Yes	No	10/12/2021		1,038.75
FFM	P2204G	81211	80792	Check	1	6524	R1 NEW DOMINION SCHOOL		Yes	Yes	No	10/12/2021		5,260.60
FFM	P2204G	81190	80793	Check	1	14700	NICKLASSON ATHLETIC CO		Yes	Yes	No	10/12/2021		32.00
FFM	P2204G	81191	80794	Check	1	14990	NUESSMEIER ELECTRIC INC		Yes	Yes	No	10/12/2021		567.28
FFM	P2204G	81235	80795	Check	1	8367	OLSON, THOR		Yes	Yes	No	10/12/2021		110.00
FFM	P2204G	81201	80796	Check	1	28989	PFARR, KRISTAN		Yes	Yes	No	10/12/2021		80.95
FFM	P2204G	81227	80797	Check	1	8340	PIONEER ATHLETICS		Yes	Yes	No	10/12/2021		299.90
FFM	P2204G	81192	80798	Check	1	16060	PLUNKETTS INC		Yes	Yes	No	10/12/2021		696.78
FFM	P2204G	81194	80799	Check	1	1814	POWELL, KELLY		Yes	Yes	No	10/12/2021		35.00
FFM	P2204G	81230	80800	Check	1	8359	RABAEY, JUSTIN		Yes	Yes	No	10/12/2021		250.00
FFM	P2204G	81224	80801	Check	1	8024	RAYMOND, KELLY		Yes	Yes	No	10/12/2021		110.00
FFM	P2204G	81215	80802	Check	1	7683	SCHAEFER, JOHN		Yes	Yes	No	10/12/2021		110.00
FFM	P2204G	81225	80803	Check	1	8241	SCHENCK, DAVID		Yes	Yes	No	10/12/2021		110.00
FFM	P2204G	81195	80804	Check	1	1855	SCHOLASTIC		Yes	No	No	10/12/2021		36.00
FFM	P2204G	81216	80805	Check	1	7685	SEACHANGE PRINT INNOVATIONS		Yes	Yes	No	10/12/2021		876.06
FFM	P2204G	81214	80806	Check	1	7469	SHIBLEY, JEREMY		Yes	Yes	No	10/12/2021		110.00
FFM	P2204G	81196	80807	Check	1	18980	KBSH SOUTH CENTRAL SERVICE COOPERATI		Yes	Yes	No	10/12/2021		185.00
FFM	P2204G	81202	80808	Check	1	29886	SULLIVAN, MARTY		Yes	No	No	10/12/2021		35.00
FFM	P2204G	81218	80809	Check	1	7785	P1 ULINE		Yes	Yes	No	10/12/2021		2,305.82
FFM	P2204G	81181	80810	Check	1	00198	R1 UNITED RENTALS (NORTH AMERICA) II		Yes	Yes	No	10/12/2021		688.00
FFM	P2204G	81229	80811	Check	1	8358	UTILITY ENERGY SYSTEMS		Yes	Yes	No	10/12/2021		2,604.00
FFM	P2204G	81197	80812	Check	1	2150	VRKLAN, TODD		Yes	Yes	No	10/12/2021		17.98
FFM	P2204G	81231	80813	Check	1	8363	WEBSTER, JOSEPH		Yes	Yes	No	10/12/2021		140.00
FFM	P2204G	81233	80814	Check	1	8365	WELSH, JOHN		Yes	Yes	No	10/12/2021		110.00
FFM	P2204G	81208	80815	Check	1	4591	WILMES, LYNN		Yes	Yes	No	10/12/2021		210.00
FFM	P2204G	81184	80816	Check	1	06146	WOLF MOTORS		Yes	Yes	No	10/12/2021		679.00
FFM	P2204S	81249	80817	Check	1	2553	EAGLE BLUFF ENVIRONMENTAL LEARNI		Yes	Yes	No	10/18/2021		2,560.00
FFM	P2204S	81251	80818	Check	1	4183	EVOLUTION MEDIA & DESIGN		Yes	Yes	No	10/18/2021		2,057.55
FFM	P2204S	81252	80819	Check	1	4907	ROCHESTER 100 INC		Yes	Yes	No	10/18/2021		303.75
FFM	P2204S	81253	80820	Check	1	7313	SHOEMAKER, COURTNEY		Yes	Yes	No	10/18/2021		68.92
FFM	P2204S	81250	80821	Check	1	3256	R1 STUDIES WEEKLY		Yes	Yes	No	10/18/2021		172.90

Le Sueur-Henderson Schools

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2204S	81248	80822	Check	1	20149	TIME FOR KIDS		Yes	Yes	No	10/18/2021		99.00
FFM	P2204G	81273	80823	Check	1	7649	AMERICA'S FUN SCIENCE LLC		Yes	Yes	No	10/18/2021		270.00
FFM	P2204G	81274	80824	Check	1	7701	BAKER, HEIDI		Yes	Yes	No	10/18/2021		285.00
FFM	P2204G	81255	80825	Check	1	08112	CITY OF HENDERSON		Yes	Yes	No	10/18/2021		150.16
FFM	P2204G	81254	80826	Check	1	03582	COLE PAPERS INC		Yes	Yes	No	10/18/2021		156.39
FFM	P2204G	81265	80827	Check	1	5256	CRAWFORD DOOR SALES		Yes	Yes	No	10/18/2021		2,657.50
FFM	P2204G	81277	80828	Check	1	8019	EMERGENCY MEDICAL TRAINING INST		Yes	Yes	No	10/18/2021		380.00
FFM	P2204G	81267	80829	Check	1	5862	HILDI INC		Yes	Yes	No	10/18/2021		660.00
FFM	P2204G	81264	80830	Check	1	5093	R1 HOBART		Yes	Yes	No	10/18/2021		307.03
FFM	P2204G	81260	80831	Check	1	3277	R2 INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	10/18/2021		21.19
FFM	P2204G	81266	80832	Check	1	5512	R1 KENDELL DOORS & HARDWARE INC		Yes	Yes	No	10/18/2021		667.00
FFM	P2204G	81271	80833	Check	1	7539	R1 LEARNING WITHOUT TEARS		Yes	Yes	No	10/18/2021		181.23
FFM	P2204G	81256	80834	Check	1	09741	MSP MERIDIAN STUDENT PLANNERS		Yes	Yes	No	10/18/2021		239.75
FFM	P2204G	81261	80835	Check	1	3846	R2 MN DEPARTMENT OF LABOR & INDUST		Yes	Yes	No	10/18/2021		76.00
FFM	P2204G	81270	80836	Check	1	6017	NORTHFIELD LINES INC		Yes	Yes	No	10/18/2021		680.03
FFM	P2204G	81257	80837	Check	1	14990	NUESSMEIER ELECTRIC INC		Yes	Yes	No	10/18/2021		98.85
FFM	P2204G	81272	80838	Check	1	7607	ONSITE SANITATION-MANKATO		Yes	Yes	No	10/18/2021		456.15
FFM	P2204G	81279	80839	Check	1	8277	R2 QUADIENT FINANCE USA INC	C Corporation	Yes	Yes	No	10/18/2021		500.00
FFM	P2204G	81258	80840	Check	1	16935	REGION V COMPUTER SERVICES		Yes	Yes	No	10/18/2021		4,482.25
FFM	P2204G	81263	80841	Check	1	4907	ROCHESTER 100 INC		Yes	Yes	No	10/18/2021		101.25
FFM	P2204G	81276	80842	Check	1	7826	U.S. BANK EQUIPMENT FINANCE		Yes	Yes	No	10/18/2021		1,497.00
FFM	P2204G	81275	80843	Check	1	7785	P1 ULINE		Yes	Yes	No	10/18/2021		187.75
FFM	P2204G	81259	80844	Check	1	20680	UNITED FARMERS COOPERATIVE		Yes	Yes	No	10/18/2021		606.74
FFM	P2204G	81268	80845	Check	1	5997	VERIZON WIRELESS		Yes	Yes	No	10/18/2021		1,640.41
FFM	P2204G	81269	80846	Check	1	5997	VERIZON WIRELESS		Yes	Yes	No	10/18/2021		345.33
FFM	P2204G	81278	80847	Check	1	8168	WEYL, KRISTINE		Yes	Yes	No	10/18/2021		113.65
FFM	P2204G	81262	80848	Check	1	4619	YOUNGREN, CHERI		Yes	Yes	No	10/18/2021		80.00
FFM	P2204G	81309	80849	Check	1	1426	BERNDT, CHRIS		Yes	Yes	No	10/26/2021		70.00
FFM	P2204G	81335	80850	Check	1	8348	CAPTIVATE MEDIA + CONSULTING	LLC - S Corp	Yes	Yes	No	10/26/2021		2,650.00
FFM	P2204G	81321	80851	Check	1	4801	R1 CENTERPOINT ENERGY		Yes	Yes	No	10/26/2021		21.00
FFM	P2204G	81312	80852	Check	1	21090	CENTURYLINK		Yes	Yes	No	10/26/2021		70.00
FFM	P2204G	81306	80853	Check	1	10700	CITY OF LE SUEUR		Yes	Yes	No	10/26/2021		2,000.00
FFM	P2204G	81327	80854	Check	1	7722	CONSTRUCTION & TREE SERVICES LL		Yes	Yes	No	10/26/2021		525.00
FFM	P2204G	81326	80855	Check	1	7706	ELECTIONS SYSTEMS & SOFTWARE LI		Yes	Yes	No	10/26/2021		1,362.58
FFM	P2204G	81318	80856	Check	1	4488	ENGEL, STEPH		Yes	Yes	No	10/26/2021		105.00
FFM	P2204G	81330	80857	Check	1	8026	FRISCHMON, MIKE		Yes	Yes	No	10/26/2021		70.00
FFM	P2204G	81323	80858	Check	1	5840	HENNEN, MARIA		Yes	Yes	No	10/26/2021		15.00
FFM	P2204G	81329	80859	Check	1	8010	HOLICKY, TAYLOR		Yes	Yes	No	10/26/2021		100.00
FFM	P2204G	81334	80860	Check	1	8345	INTELITEK		Yes	Yes	No	10/26/2021		1,320.00

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2204G	81336	80861	Check	1	8353	JONES, SAMANTHA		Yes	Yes	No	10/26/2021		35.00
FFM	P2204G	81328	80862	Check	1	7838	KEES, ED		Yes	Yes	No	10/26/2021		110.00
FFM	P2204G	81316	80863	Check	1	2853	LEWIS, ANNE		Yes	Yes	No	10/26/2021		105.00
FFM	P2204G	81322	80864	Check	1	5089	MILLERS REFRIGERATION		Yes	Yes	No	10/26/2021		89.00
FFM	P2204G	81307	80865	Check	1	13151	R1 MN VALLEY ELECTRIC COOPERATIVE		Yes	Yes	No	10/26/2021		22.18
FFM	P2204G	81310	80866	Check	1	14990	NUESSMEIER ELECTRIC INC		Yes	Yes	No	10/26/2021		70.00
FFM	P2204G	81324	80867	Check	1	6392	PETTY CASH		Yes	Yes	No	10/26/2021		90.00
FFM	P2204G	81305	80868	Check	1	08117	R1 RACHEL MILLER		Yes	Yes	No	10/26/2021		908.50
FFM	P2204G	81313	80869	Check	1	21290	RADERMACHER'S		Yes	Yes	No	10/26/2021		176.45
FFM	P2204G	81308	80870	Check	1	1323	RELIANCE ELECTRIC OF SOUTHERN M		Yes	Yes	No	10/26/2021		293.13
FFM	P2204G	81320	80871	Check	1	4734	SCHWARTZ, RUTH		Yes	Yes	No	10/26/2021		427.50
FFM	P2204G	81314	80872	Check	1	2169	SEAVAR, LINDA		Yes	Yes	No	10/26/2021		180.00
FFM	P2204G	81331	80873	Check	1	8078	SIWEK LUMBER & MILLWORK		Yes	Yes	No	10/26/2021		1,463.16
FFM	P2204G	81315	80874	Check	1	2196	SOHNS, FAITH		Yes	Yes	No	10/26/2021		47.38
FFM	P2204G	81311	80875	Check	1	18980	SOUTH CENTRAL SERVICE COOP		Yes	Yes	No	10/26/2021		290.73
FFM	P2204G	81325	80876	Check	1	7145	ST. PAUL'S UNITED CHURCH OF CHRIS		Yes	Yes	No	10/26/2021		750.00
FFM	P2204G	81317	80877	Check	1	29886	SULLIVAN, MARTY		Yes	No	No	10/26/2021		70.00
FFM	P2204G	81332	80878	Check	1	8334	SUPERIOR TRANSPORTATION SERVIC		Yes	Yes	No	10/26/2021		47,025.00
FFM	P2204G	81333	80879	Check	1	8334	SUPERIOR TRANSPORTATION SERVIC		Yes	Yes	No	10/26/2021		44,550.00
FFM	P2204G	81337	80880	Check	1	8363	WEBSTER, JOSEPH		Yes	Yes	No	10/26/2021		35.00
FFM	P2204G	81319	80881	Check	1	4591	WILMES, LYNN		Yes	Yes	No	10/26/2021		210.00
Bank Total:													\$771,367.46	
MSDL	P2204M	81501		PC	1	11060	LE SUEUR POSTMASTER		No	Yes	No	10/04/2021		19.15
MSDL	P2204M	81502		PC	1	12039	MENARDS		No	Yes	No	10/04/2021		361.34
MSDL	P2204M	81503		PC	1	14920	NORTHWEST GAS		No	Yes	No	10/04/2021		84.67
MSDL	P2204M	81504		PC	1	17559	SAM'S CLUB DIRECT		No	Yes	No	10/04/2021		1,079.94
MSDL	P2204M	81505		PC	1	2819	AMAZON.COM		No	Yes	No	10/04/2021		6,441.73
MSDL	P2204M	81506		PC	1	4913	LJP ENTERPRISES TRUCKING LLC		No	Yes	No	10/04/2021		1,163.26
MSDL	P2204M	81507		PC	1	4990	P-CARD		No	Yes	No	10/04/2021		195.20
MSDL	P2204M	81508		PC	1	5943	WALMART		No	Yes	No	10/04/2021		377.28
MSDL	P2204M	81509		PC	1	6142	THE MARKERBOARD PEOPLE		No	Yes	No	10/04/2021		42.50
MSDL	P2204M	81510		PC	1	6700	R1 SHINDIGZ		No	Yes	No	10/04/2021		61.78
MSDL	P2204M	81511		PC	1	6889	r1 TEACHER SYNERGY LLC		No	Yes	No	10/04/2021		5.37
MSDL	P2204M	81512		PC	1	7292	HOME DEPOT		No	Yes	No	10/04/2021		800.23
MSDL	P2204M	81513		PC	1	7860	N2Y, LLC		No	Yes	No	10/04/2021		199.68
MSDL	P2204M	81514		PC	1	8076	EBAY.COM		No	Yes	No	10/04/2021		53.19
MSDL	P2204M	81515		PC	1	8081	R1 MOSYLE CORPORATION		No	Yes	No	10/04/2021		20.16
MSDL	P2204M	81516		PC	1	8216	ZOOM VIDEO COMMUNICATIONS INC		No	Yes	No	10/04/2021		14.99

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Pay/Void				Amount
									Print	Recon	Void	Date	
MSDL	P2204M	81517		PC	1 8233		BRAINPOP		No	Yes	No	10/04/2021	230.00
MSDL	P2204M	81518		PC	1 8292		WEBSTAIRANTSTORE		No	Yes	No	10/04/2021	1,349.41
Bank Total:												\$12,499.88	
Report Total:												\$783,867.34	

Le Sueur-Henderson ISD 2397
Student Activity Summary
October 2021

Account Code	Account Description	Beginning Balance	Receipts	Disbursements	Transfers	Ending Balance
939	HS BASEBALL	\$ 2,385.56	\$ -	\$ -	\$ -	\$ 2,385.56
947	HS SPEECH	\$ 309.03	\$ -	\$ -	\$ -	\$ 309.03
949	HS YEARBOOK	\$ 4,690.67	\$ 90.00	\$ -	\$ -	\$ 4,780.67
951	HS BAND	\$ 8,951.84	\$ 6,859.50	\$ -	\$ -	\$ 15,811.34
952	HS SOFTBALL	\$ 9.31	\$ -	\$ -	\$ -	\$ 9.31
956	6TH GR FIELD TRIPS	\$ 573.26	\$ -	\$ -	\$ -	\$ 573.26
961	HS CHOIR	\$ 9,465.08	\$ 7,758.00	\$ -	\$ -	\$ 17,223.08
973	HS SPANISH CLUB	\$ 5,057.14	\$ 16,897.00	\$ -	\$ -	\$ 21,954.14
974	MS STUDENT COUNCIL	\$ 1,603.42	\$ -	\$ -	\$ -	\$ 1,603.42
975	HS STUDENT COUNCIL	\$ 987.90	\$ 450.75	\$ (68.92)	\$ -	\$ 1,369.73
984	ELEM STUDENT COUNCIL	\$ 7,833.16	\$ 17,739.92	\$ (5,241.59)	\$ -	\$ 20,331.49
986	HS DRAMA	\$ 276.14	\$ -	\$ -	\$ -	\$ 276.14
991	CLASS OF 2022	\$ 3,452.54	\$ -	\$ -	\$ -	\$ 3,452.54
992	CLASS OF 2023	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTALS	\$ 45,595.05	\$ 49,795.17	\$ (5,310.51)	\$ -	\$ 90,079.71

Treasurer's Report

The general account receipts and disbursements have been reviewed for the month of November, 2021, and I recommend approval.

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

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

The MSDLAF account receipts and disbursements have been reviewed for the month of November, 2021, and I recommend approval.

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

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

I have reviewed all manual journal entries for the month of November, 20 21.

I have reviewed the bank reconciliation completed by Region V for all district accounts for the month of November, 2021.

Royce Tuck
School Board Director

7/6/2022
Date

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417819	R2205H	2397	40789	Credit	FFM		11/22/21	Cash	1	1106	PARK LIBRARY	Applied	991.22
Deposit Control Total:												991.22	
417820	R2205H	2397	40790	Credit	FFM	3685	11/22/21	Check	1	1964	LITTLE GIANTS PRESCHOOL	Applied	1,050.00
	R2205H	2397	40791	Credit	FFM		11/22/21	Cash	1	1718	KIDS CLUB	Applied	35.00
	R2205H	2397	40792	Credit	FFM		11/22/21	Cash	1	1915	COMMUNITY EDUCATION	Applied	170.00
Deposit Control Total:												1,255.00	
417821	R2205H	2397	40793	Credit	FFM		11/22/21	Cash	1	1915	COMMUNITY EDUCATION	Applied	90.00
Deposit Control Total:												90.00	
417822	R2205H	2397	40794	Credit	FFM	23924	11/22/21	Check	1	1828	ISD 2905 TCU	Applied	700.00
	R2205H	2397	40795	Credit	FFM	5407	11/22/21	Check	1	1718	KIDS CLUB	Applied	83.00
Deposit Control Total:												783.00	
417823	R2205H	2397	40796	Credit	FFM		11/22/21	Check	1	1718	KIDS CLUB	Applied	115.00
	R2205H	2397	40797	Credit	FFM	093303	11/22/21	Check	1	2191	RIDGEVIEW LE SUEUR MEDICAL CTR	Applied	250.00
Deposit Control Total:												365.00	
417824	R2205H	2397	40798	Credit	FFM	1156	11/22/21	Check	1	1084	FRIENDS OF HENDERSON LIBRARY	Applied	36.00
	R2205H	2397	40799	Credit	FFM	7906	11/22/21	Check	1	2164	HEINZ, JOAN	Applied	76.76
	R2205H	2397	40800	Credit	FFM	347744	11/22/21	Check	1	2275	TRI-VALLEY OPPORTUNITY COUNCIL	Applied	500.00
	R2205H	2397	40801	Credit	FFM	68511	11/22/21	Check	1	1937	NORTHERN METAL RECYCLING	Applied	138.27
	R2205H	2397	40802	Credit	FFM	68449	11/22/21	Check	1	1937	NORTHERN METAL RECYCLING	Applied	142.80
Deposit Control Total:												893.83	
417825	R2205H	2397	40803	Credit	FFM	1156	11/22/21	Check	1	1361	BLUE & GOLD BOOSTER CLUB	Applied	2,592.50
	R2205H	2397	40804	Credit	FFM	3454	11/22/21	Check	1	2289	STENGL, ROBERT	Applied	250.00
	R2205H	2397	40805	Credit	FFM	4735	11/22/21	Check	1	1087	LE SUEUR KNIGHTS OF COLUMBUS	Applied	500.00
	R2205H	2397	40806	Credit	FFM	4732	11/22/21	Check	1	1087	LE SUEUR KNIGHTS OF COLUMBUS	Applied	5,000.00
	R2205H	2397	40807	Credit	FFM	33763143	11/22/21	Check	1	2290	CYOLA JEAN FOUNDATION	Applied	500.00
Deposit Control Total:												8,842.50	
417826	R2205H	2397	40808	Credit	FFM		11/22/21	Cash	1	1106	PARK LIBRARY	Applied	400.00
Deposit Control Total:												400.00	
417864	R2205H	2397	40881	Credit	FFM		11/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	840.00
	R2205H	2397	40882	Debit	FFM		11/01/21	Credit Card	1	2252	SCHOOLPAY	Applied	(32.78)
Deposit Control Total:												807.22	
417865	R2205H	2397	40883	Credit	FFM		11/02/21	Credit Card	1	2252	SCHOOLPAY	Applied	320.00

Le Sueur-Henderson Schools Receipt Listing Report

Deposit			Receipt											
Ctrl No	Batch	Co	Receipt No	Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount	
417865	R2205H	2397	40884	Debit	FFM		11/02/21	Credit Card	1	2252	SCHOOLPAY	Applied	(12.49)	
Deposit Control Total:												307.51		
417866	R2205H	2397	40885	Credit	FFM		11/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	310.00	
	R2205H	2397	40886	Debit	FFM		11/03/21	Credit Card	1	2252	SCHOOLPAY	Applied	(12.10)	
Deposit Control Total:												297.90		
417867	R2205H	2397	40887	Credit	FFM		11/05/21	Credit Card	1	2252	SCHOOLPAY	Applied	280.00	
	R2205H	2397	40888	Debit	FFM		11/05/21	Credit Card	1	2252	SCHOOLPAY	Applied	(10.93)	
Deposit Control Total:												269.07		
417868	R2205H	2397	40889	Credit	FFM	13476	11/05/21	Wire	1	1037	SIBLEY COUNTY	Applied	125,675.15	
Deposit Control Total:												125,675.15		
417869	R2205H	2397	40890	Credit	FFM		11/07/21	Credit Card	1	2252	SCHOOLPAY	Applied	150.00	
	R2205H	2397	40891	Debit	FFM		11/07/21	Credit Card	1	2252	SCHOOLPAY	Applied	(5.85)	
Deposit Control Total:												144.15		
417870	R2205H	2397	40892	Credit	FFM		11/08/21	Credit Card	1	2252	SCHOOLPAY	Applied	120.00	
	R2205H	2397	40893	Debit	FFM		11/08/21	Credit Card	1	2252	SCHOOLPAY	Applied	(4.68)	
Deposit Control Total:												115.32		
417871	R2205H	2397	40894	Credit	FFM		11/09/21	Credit Card	1	2252	SCHOOLPAY	Applied	70.00	
	R2205H	2397	40895	Debit	FFM		11/09/21	Credit Card	1	2252	SCHOOLPAY	Applied	(2.73)	
Deposit Control Total:												67.27		
417872	R2205H	2397	40896	Credit	FFM		11/10/21	Credit Card	1	2252	SCHOOLPAY	Applied	80.00	
	R2205H	2397	40897	Debit	FFM		11/10/21	Credit Card	1	2252	SCHOOLPAY	Applied	(3.12)	
Deposit Control Total:												76.88		
417873	R2205H	2397	40898	Credit	FFM		11/11/21	Credit Card	1	2252	SCHOOLPAY	Applied	80.00	
	R2205H	2397	40899	Debit	FFM		11/11/21	Credit Card	1	2252	SCHOOLPAY	Applied	(3.12)	
Deposit Control Total:												76.88		
417874	R2205H	2397	40900	Credit	FFM		11/12/21	Credit Card	1	2252	SCHOOLPAY	Applied	120.00	
	R2205H	2397	40901	Debit	FFM		11/12/21	Credit Card	1	2252	SCHOOLPAY	Applied	(4.68)	
Deposit Control Total:												115.32		
417875	R2205H	2397	40902	Credit	FFM		11/15/21	Credit Card	1	2252	SCHOOLPAY	Applied	320.00	
	R2205H	2397	40903	Debit	FFM		11/15/21	Credit Card	1	2252	SCHOOLPAY	Applied	(12.48)	
Deposit Control Total:												307.52		
417876	R2205H	2397	40904	Credit	FFM		11/18/21	Credit Card	1	2252	SCHOOLPAY	Applied	240.00	

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417876	R2205H	2397	40905	Debit	FFM		11/18/21	Credit Card	1	2252	SCHOOLPAY	Applied	(9.36)
Deposit Control Total:												230.64	
417877	R2205H	2397	40906	Credit	FFM		11/19/21	Credit Card	1	2252	SCHOOLPAY	Applied	400.00
	R2205H	2397	40907	Debit	FFM		11/19/21	Credit Card	1	2252	SCHOOLPAY	Applied	(15.61)
Deposit Control Total:												384.39	
417878	R2205H	2397	40908	Credit	FFM		11/21/21	Credit Card	1	2252	SCHOOLPAY	Applied	560.00
	R2205H	2397	40909	Debit	FFM		11/21/21	Credit Card	1	2252	SCHOOLPAY	Applied	(21.86)
Deposit Control Total:												538.14	
417879	R2205H	2397	40910	Credit	FFM		11/22/21	Credit Card	1	2252	SCHOOLPAY	Applied	280.00
	R2205H	2397	40911	Debit	FFM		11/22/21	Credit Card	1	2252	SCHOOLPAY	Applied	(10.92)
Deposit Control Total:												269.08	
417880	R2205H	2397	40912	Credit	FFM		11/23/21	Wire	1	1868	COMMERCE BANK	Applied	270.84
Deposit Control Total:												270.84	
417881	R2205H	2397	40913	Credit	FFM		11/24/21	Credit Card	1	2252	SCHOOLPAY	Applied	120.00
	R2205H	2397	40914	Debit	FFM		11/24/21	Credit Card	1	2252	SCHOOLPAY	Applied	(4.68)
Deposit Control Total:												115.32	
417882	R2205H	2397	40915	Credit	FFM		11/26/21	Credit Card	1	2252	SCHOOLPAY	Applied	120.00
	R2205H	2397	40916	Debit	FFM		11/26/21	Credit Card	1	2252	SCHOOLPAY	Applied	(4.68)
Deposit Control Total:												115.32	
417883	R2205H	2397	40917	Credit	FFM		11/29/21	Credit Card	1	2252	SCHOOLPAY	Applied	120.00
	R2205H	2397	40918	Debit	FFM		11/29/21	Credit Card	1	2252	SCHOOLPAY	Applied	(4.68)
Deposit Control Total:												115.32	
417884	R2205H	2397	40919	Credit	FFM		11/30/21	Credit Card	1	2252	SCHOOLPAY	Applied	200.00
	R2205H	2397	40920	Debit	FFM		11/30/21	Credit Card	1	2252	SCHOOLPAY	Applied	(7.81)
Deposit Control Total:												192.19	
417892	R2205L	2397	40929	Credit	MSDL	82865	11/05/21	Wire	1	1013	SCOTT COUNTY	Applied	2,645.27
Deposit Control Total:												2,645.27	
417893	R2205L	2397	40930	Credit	MSDL		11/15/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	41,526.26
Deposit Control Total:												41,526.26	
417894	R2205L	2397	40931	Credit	MSDL		11/24/21	Wire	1	1315	MN DEPT OF EDUCATION	Applied	50,509.95
Deposit Control Total:												50,509.95	

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417895	R2205L	2397	40932	Credit	MSDL		11/30/21	Wire	1	1012	IDEAS	Applied	174,451.25
Deposit Control Total:												174,451.25	
417896	R2205L	2397	40933	Credit	MSDL		11/30/21	Wire	1	1001	MSDLAF	Applied	69.55
Deposit Control Total:												69.55	
417909	R2205H	2397	40953	Credit	FFM		11/01/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	3,097.50
Deposit Control Total:												3,097.50	
417910	R2205H	2397	40954	Credit	FFM		11/03/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	190.00
	R2205H	2397	40955	Debit	FFM		11/03/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	(100.00)
	R2205H	2397	40956	Credit	FFM		11/03/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	189.50
Deposit Control Total:												279.50	
417911	R2205H	2397	40957	Credit	FFM		11/08/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	370.00
Deposit Control Total:												370.00	
417912	R2205H	2397	40958	Credit	FFM		11/08/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	8,672.50
Deposit Control Total:												8,672.50	
417913	R2205H	2397	40959	Credit	FFM		11/10/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	104.00
Deposit Control Total:												104.00	
417914	R2205H	2397	40960	Credit	FFM		11/15/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	299.00
	R2205H	2397	40961	Credit	FFM		11/15/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	370.00
	R2205H	2397	40962	Debit	FFM		11/15/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	(5.00)
Deposit Control Total:												664.00	
417915	R2205H	2397	40963	Credit	FFM		11/15/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	3,606.50
Deposit Control Total:												3,606.50	
417916	R2205H	2397	40964	Credit	FFM		11/17/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	109.00
	R2205H	2397	40965	Debit	FFM		11/17/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	(56.00)
	R2205H	2397	40966	Credit	FFM		11/17/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	90.00
Deposit Control Total:												143.00	
417917	R2205H	2397	40967	Credit	FFM		11/18/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	370.00
Deposit Control Total:												370.00	
417918	R2205H	2397	40968	Credit	FFM		11/22/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	3,128.50
Deposit Control Total:												3,128.50	

Le Sueur-Henderson Schools Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
417919	R2205H	2397	40969	Credit	FFM		11/24/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	110.00
Deposit Control Total:												110.00	
417920	R2205H	2397	40970	Credit	FFM		11/29/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	70.00
Deposit Control Total:												70.00	
417921	R2205H	2397	40971	Credit	FFM		11/29/21	Credit Card	1	2265	rSCHOOL TODAY	Applied	1,911.50
Deposit Control Total:												1,911.50	
417922	R2205H	2397	40972	Credit	FFM		11/10/21	Wire	1	1370	MN DEPT OF FINANCE	Applied	181.66
Deposit Control Total:												181.66	
417923	R2205H	2397	40973	Credit	FFM		11/30/21	Wire	1	1110	FFM	Applied	109.49
Deposit Control Total:												109.49	
417950	R2205H	2397	41033	Credit	FFM		11/24/21	Cash	1	1793	HS CONCESSIONS	Applied	2,051.00
Deposit Control Total:												2,051.00	
417951	R2205S	2397	41034	Credit	FFM		11/24/21	Cash	1	1020	HS STUDENT COUNCIL	Applied	125.00
	R2205S	2397	41035	Credit	FFM		11/24/21	Cash	1	1031	MS STUDENT COUNCIL	Applied	416.00
	R2205S	2397	41036	Credit	FFM		11/24/21	Check	1	1040	HS SPANISH	Applied	2,702.00
Deposit Control Total:												3,243.00	
417952	R2205H	2397	41037	Credit	FFM		11/24/21	Cash	1	1134	HS FOOTBALL	Applied	408.00
	R2205H	2397	41038	Credit	FFM		11/24/21	Cash	1	1134	HS FOOTBALL	Applied	264.00
Deposit Control Total:												672.00	
417953	R2205H	2397	41039	Credit	FFM		11/24/21	Cash	1	1033	HS DRAMA	Applied	3,464.00
Deposit Control Total:												3,464.00	
418003	R2205H	2397	41148	Credit	FFM		11/30/21	Wire	1	2099	A'VIANDS	Applied	3,489.30
	R2205H	2397	41149	Debit	FFM		11/30/21	Wire	1	2252	SCHOOLPAY	Applied	(78.29)
Deposit Control Total:												3,411.01	
Report Total:												448,973.42	

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2205C	81419		CB	1	02760	CARSON DELLOSA EDUCATION		No	Yes	No	11/08/2021		47.96
FFM	P2205C	81420		CB	1	12176	R1 METRO SALES		No	Yes	No	11/08/2021		112.00
FFM	P2205C	81421		CB	1	18081	CK1 SCHOOL SPECIALTY LLC	LLC - Partnership	No	Yes	No	11/08/2021		735.86
FFM	P2205C	81422		CB	1	21076	R1 BSN SPORTS		No	Yes	No	11/08/2021		8,317.86
FFM	P2205C	81436		CB	1	12176	R1 METRO SALES		No	Yes	No	11/11/2021		403.02
FFM	P2205C	81437		CB	1	18081	CK1 SCHOOL SPECIALTY LLC	LLC - Partnership	No	Yes	No	11/11/2021		814.40
FFM	P2205C	81438		CB	1	19380	STATE SUPPLY COMPANY		No	Yes	No	11/11/2021		596.19
FFM	P2205C	81439		CB	1	3729	R1 GOPHER SPORT		No	Yes	No	11/11/2021		3,858.20
FFM	P2205F	81443		Wire	1	1065	MN CHILD SUPPORT PAYMENT CTR		No	Yes	No	11/16/2021		651.50
FFM	P2205F	81444		Wire	1	10850	LE SUEUR HENDERSON ED ASSOC		No	Yes	No	11/16/2021		3,254.12
FFM	P2205F	81445		Wire	1	12832	MN DEPT OF REVENUE		No	Yes	No	11/16/2021		10,794.70
FFM	P2205F	81446		Wire	1	13146	MN TEACHERS RETIREMENT ASSOC		No	Yes	No	11/16/2021		35,345.18
FFM	P2205F	81447		Wire	1	1324	INTERNAL REVENUE SERVICE		No	Yes	No	11/16/2021		66,455.84
FFM	P2205F	81448		Wire	1	16487	PUBLIC EMPLOYEES RETIREMENT ASE		No	Yes	No	11/16/2021		9,237.65
FFM	P2205F	81449		Wire	1	5317	FURTHER		Yes	Yes	Yes	11/16/2021		0.00
FFM	P2205F	81450		Wire	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	11/16/2021		9,679.41
FFM	P2205C	81548		CB	1	18081	CK1 SCHOOL SPECIALTY LLC	LLC - Partnership	No	No	No	11/30/2021		52.08
FFM	P2205C	81549		CB	1	19380	STATE SUPPLY COMPANY		No	No	No	11/30/2021		302.70
FFM	P2205S	81563		Wire	1	2347	FIRST FARMERS & MERCHANTS		No	Yes	No	11/03/2021		99.00
FFM	P2205G	81609		Wire	1	14843	XCEL ENERGY		No	Yes	No	11/16/2021		2,379.32
FFM	P2205G	81610		Wire	1	10660	R1 CITY OF LE SUEUR		No	Yes	No	11/26/2021		30,665.81
FFM	P2205F	81711		Wire	1	5317	FURTHER		No	Yes	No	11/10/2021		97.26
FFM	P2205F	81712		Wire	1	5317	FURTHER		No	Yes	No	11/20/2021		319.55
FFM	P2205T	81713		Wire	1	5317	FURTHER		No	Yes	No	11/24/2021		74.99
FFM	P2205G	81722		CC	1	8005	HUTTON, AMBRIA		No	Yes	No	11/04/2021		200.00
FFM	P2205G	81723		Wire	1	8295	PINEAPPLE PAYMENTS		No	Yes	No	11/03/2021		58.20
FFM	P2205G	81724		Wire	1	8295	PINEAPPLE PAYMENTS		No	Yes	No	11/03/2021		810.48
FFM	P2205F	81726		Wire	1	5317	FURTHER		No	Yes	No	11/16/2021		5,977.08
FFM	P2205G	81727		Wire	1	2347	FIRST FARMERS & MERCHANTS		No	Yes	No	11/30/2021		21.95
FFM	P2205M	81757		PC	1	14920	NORTHWEST GAS		No	Yes	No	11/03/2021		84.70
FFM	P2205M	81758		PC	1	17559	SAM'S CLUB DIRECT		No	Yes	No	11/03/2021		47.84
FFM	P2205M	81759		PC	1	17559	MKTO SAM'S CLUB		No	Yes	No	11/03/2021		344.59
FFM	P2205M	81760		PC	1	19852	R1 TARGET BANK		No	Yes	No	11/03/2021		10.86
FFM	P2205M	81761		PC	1	2138	CHRISTIANBOOK LLC		No	Yes	No	11/03/2021		180.31
FFM	P2205M	81762		PC	1	2819	AMAZON.COM		No	Yes	No	11/03/2021		8,847.35
FFM	P2205M	81763		PC	1	3585	WOODWORKER'S SUPPLY INC		No	Yes	No	11/03/2021		48.44
FFM	P2205M	81764		PC	1	4913	LJP ENTERPRISES TRUCKING LLC		No	Yes	No	11/03/2021		1,497.79
FFM	P2205M	81765		PC	1	4990	P-CARD		No	Yes	No	11/03/2021		419.88
FFM	P2205M	81766		PC	1	5110	R1 STAPLES CREDIT PLAN		No	Yes	No	11/03/2021		37.69

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2205M	81767		PC	1	5943	WALMART		No	Yes	No	11/03/2021		219.95
FFM	P2205M	81768		PC	1	6889	r1 TEACHER SYNERGY LLC		No	Yes	No	11/03/2021		23.62
FFM	P2205M	81769		PC	1	7292	HOME DEPOT		No	Yes	No	11/03/2021		489.97
FFM	P2205M	81770		PC	1	7815	HARBOR FREIGHT		No	Yes	No	11/03/2021		915.49
FFM	P2205M	81771		PC	1	8081	R1 MOSYLE CORPORATION		No	Yes	No	11/03/2021		18.32
FFM	P2205M	81772		PC	1	8216	ZOOM VIDEO COMMUNICATIONS INC		No	Yes	No	11/03/2021		14.99
FFM	P2205M	81773		PC	1	8284	CANVA		No	Yes	No	11/03/2021		119.40
FFM	P2205M	81774		PC	1	8319	SWEETWATER SOUND		No	Yes	No	11/03/2021		1,299.00
FFM	P2205M	81775		PC	1	8369	COSTCO		No	Yes	No	11/03/2021		1,546.46
FFM	P2205M	81776		PC	1	8379	SPS COMPANIES		No	Yes	No	11/03/2021		99.32
FFM	P2205T	82159		Wire	1	5305	DELTA DENTAL OF MINNESOTA		No	Yes	No	11/30/2021		3,347.48
FFM	P2205G	82349		Wire	1	4553	CE1 RSCHOOL TODAY		No	Yes	No	11/10/2021		75.00
FFM	P2205G	81406	80882	Check	1	8377	ALLEGRA		Yes	Yes	No	11/08/2021		2,699.81
FFM	P2205G	81411	80883	Check	1	8386	ALMQUIST, LAVERNE		Yes	Yes	No	11/08/2021		185.25
FFM	P2205G	81404	80884	Check	1	8229	R1 BAKER TILLY MUNICIPAL ADVISORS LL		Yes	Yes	No	11/08/2021		400.00
FFM	P2205G	81365	80885	Check	1	1518	R1 CDW GOVERNMENT INC		Yes	Yes	No	11/08/2021		13,958.19
FFM	P2205G	81382	80886	Check	1	4801	R1 CENTERPOINT ENERGY		Yes	Yes	No	11/08/2021		1,183.32
FFM	P2205G	81410	80887	Check	1	8385	CHRISTENSEN, KATHLEEN		Yes	Yes	No	11/08/2021		185.25
FFM	P2205G	81359	80888	Check	1	10700	CITY OF LE SUEUR		Yes	Yes	No	11/08/2021		453.75
FFM	P2205G	81360	80889	Check	1	10700	CITY OF LE SUEUR		Yes	Yes	No	11/08/2021		138.00
FFM	P2205G	81379	80890	Check	1	4519	CLARK, MONICA		Yes	Yes	No	11/08/2021		188.50
FFM	P2205G	81355	80891	Check	1	03582	COLE PAPERS INC		Yes	Yes	No	11/08/2021		253.56
FFM	P2205G	81394	80892	Check	1	7171	CONTINENTAL MATHEMATICS LEAGUE		Yes	Yes	No	11/08/2021		170.00
FFM	P2205G	81380	80893	Check	1	4553	R2 DISTRIBUTED WEBSITE CORP		Yes	Yes	No	11/08/2021		1,762.35
FFM	P2205G	81396	80894	Check	1	7713	DOERR, GERALD		Yes	Yes	No	11/08/2021		185.25
FFM	P2205G	81389	80895	Check	1	6573	P1 EDUCATORS BENEFIT CONSULTANTS		Yes	Yes	No	11/08/2021		112.54
FFM	P2205G	81386	80896	Check	1	5937	FIRENET SYSTEMS INC		Yes	Yes	No	11/08/2021		745.00
FFM	P2205G	81412	80897	Check	1	8387	GERMSCHEID, PATTI		Yes	Yes	No	11/08/2021		185.25
FFM	P2205G	81387	80898	Check	1	6125	GOETTL, CATHERINE		Yes	Yes	No	11/08/2021		97.00
FFM	P2205G	81381	80899	Check	1	4784	GOGGIN, ROSEMARY		Yes	Yes	No	11/08/2021		213.75
FFM	P2205G	81399	80900	Check	1	7919	R1 HANDI MEDICAL SUPPLY		Yes	Yes	No	11/08/2021		9.36
FFM	P2205G	81384	80901	Check	1	5093	R1 HOBART		Yes	Yes	No	11/08/2021		307.03
FFM	P2205G	81413	80902	Check	1	8388	HOFFMAN, BARBARA		Yes	Yes	No	11/08/2021		104.00
FFM	P2205G	81357	80903	Check	1	08470	HOLIDAY		Yes	Yes	No	11/08/2021		33.30
FFM	P2205G	81400	80904	Check	1	7950	R1 HUBERT COMPANY		Yes	Yes	No	11/08/2021		953.47
FFM	P2205G	81408	80905	Check	1	8380	HUNT PLUMBING & DRAIN		Yes	Yes	No	11/08/2021		924.00
FFM	P2205G	81405	80906	Check	1	8376	ICE PRO SHOP		Yes	Yes	No	11/08/2021		3,616.00
FFM	P2205G	81377	80907	Check	1	3277	R2 INNOVATIVE OFFICE SOLUTIONS		Yes	Yes	No	11/08/2021		225.36
FFM	P2205G	81378	80908	Check	1	3640	ISD 2071 (LCWM)		Yes	Yes	No	11/08/2021		4,766.80

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2205G	81395	80909	Check	1	7571	KENNEDY & GRAVEN, CHARTERED		Yes	Yes	No	11/08/2021		70.50
FFM	P2205G	81401	80910	Check	1	7992	R1 KURITA AMERICA INC		Yes	Yes	No	11/08/2021		2,426.16
FFM	P2205G	81358	80911	Check	1	10020	LABELLES LE SUEUR ALIGNMENT		Yes	Yes	No	11/08/2021		105.00
FFM	P2205G	81374	80912	Check	1	2885	R1 LE SUEUR COUNTY PUBLIC HEALTH		Yes	Yes	No	11/08/2021		227.50
FFM	P2205G	81390	80913	Check	1	6663	R1 LE SUEUR ROTARY CLUB		Yes	Yes	No	11/08/2021		185.00
FFM	P2205G	81368	80914	Check	1	17020	R2 MATHESON TRI-GAS INC		Yes	Yes	No	11/08/2021		418.97
FFM	P2205G	81392	80915	Check	1	7097	R1 MEI		Yes	Yes	No	11/08/2021		272.56
FFM	P2205G	81362	80916	Check	1	13152	MN VALLEY EDUCATION DISTRICT		Yes	No	No	11/08/2021		41,233.00
FFM	P2205G	81363	80917	Check	1	13855	NAPA AUTO PARTS OF LE SUEUR		Yes	Yes	No	11/08/2021		74.99
FFM	P2205G	81369	80918	Check	1	1720	NEY NATURE CENTER		Yes	No	No	11/08/2021		5.00
FFM	P2205G	81403	80919	Check	1	8227	NOVAK, HEATHER		Yes	Yes	No	11/08/2021		96.30
FFM	P2205G	81364	80920	Check	1	14990	NUESSMEIER ELECTRIC INC		Yes	Yes	No	11/08/2021		110.12
FFM	P2205G	81388	80921	Check	1	6392	PETTY CASH		Yes	Yes	No	11/08/2021		400.00
FFM	P2205G	81375	80922	Check	1	28989	PFARR, KRISTAN		Yes	Yes	No	11/08/2021		142.38
FFM	P2205G	81414	80923	Check	1	8389	RHODE, JAMES		Yes	Yes	No	11/08/2021		87.75
FFM	P2205G	81415	80924	Check	1	8390	RHODE, JAN		Yes	Yes	No	11/08/2021		104.00
FFM	P2205G	81409	80925	Check	1	8384	RITTMILLER, JODY		Yes	Yes	No	11/08/2021		88.12
FFM	P2205G	81398	80926	Check	1	7797	ROBERTSON, SANDRA		Yes	Yes	No	11/08/2021		40.00
FFM	P2205G	81370	80927	Check	1	17559	SAM'S CLUB DIRECT		Yes	Yes	No	11/08/2021		209.58
FFM	P2205G	81385	80928	Check	1	5629	R4 SANCO EQUIPMENT		Yes	Yes	No	11/08/2021		2,191.95
FFM	P2205G	81356	80929	Check	1	06600	SS SCHOOL SPECIALTY LLC		Yes	Yes	No	11/08/2021		811.62
FFM	P2205G	81371	80930	Check	1	1920	R2 SCHOOL SPECIALTY LLC		Yes	Yes	No	11/08/2021		437.99
FFM	P2205G	81372	80931	Check	1	2169	SEAVAR, LINDA		Yes	Yes	No	11/08/2021		684.16
FFM	P2205G	81402	80932	Check	1	8078	SIWEK LUMBER & MILLWORK		Yes	Yes	No	11/08/2021		144.00
FFM	P2205G	81393	80933	Check	1	7145	ST. PAUL'S UNITED CHURCH OF CHRIS		Yes	Yes	No	11/08/2021		750.00
FFM	P2205G	81383	80934	Check	1	4980	TEACHER CREATED RESOURCES		Yes	Yes	No	11/08/2021		125.33
FFM	P2205G	81391	80935	Check	1	6889	r1 TEACHER SYNERGY LLC		Yes	Yes	No	11/08/2021		136.97
FFM	P2205G	81367	80936	Check	1	1643	TOPPERS & TRAILERS PLUS		Yes	Yes	No	11/08/2021		622.50
FFM	P2205G	81366	80937	Check	1	1529	R1 TRUGREEN PROCESSING CENTER		Yes	Yes	No	11/08/2021		3,891.47
FFM	P2205G	81361	80938	Check	1	11020	TRUSTWORTHY HARDWARE OF LE SL		Yes	Yes	No	11/08/2021		271.73
FFM	P2205G	81397	80939	Check	1	7785	P1 ULINE		Yes	Yes	No	11/08/2021		322.25
FFM	P2205G	81407	80940	Check	1	8378	VANTAGE POINT MARKETING CONSUL		Yes	Yes	No	11/08/2021		350.00
FFM	P2205G	81376	80941	Check	1	3125	VORTHERMS, RUTH		Yes	Yes	No	11/08/2021		87.75
FFM	P2205G	81373	80942	Check	1	22185	CK ZANER-BLOSER INC		Yes	Yes	No	11/08/2021		1,275.03
FFM	P2205S	81417	80943	Check	1	8305	GATEWAY MUSIC FESTIVALS & TOURS		Yes	Yes	No	11/08/2021		252.00
FFM	P2205S	81418	80944	Check	1	8305	GATEWAY MUSIC FESTIVALS & TOURS		Yes	Yes	No	11/08/2021		542.45
FFM	P2205S	81416	80945	Check	1	7432	WYHE'S CHOICE FUNDRAISING		Yes	Yes	No	11/08/2021		3,366.00
FFM	P2205G	81433	80946	Check	1	7833	ABDO LLP		Yes	Yes	No	11/11/2021		15,100.00
FFM	P2205G	81431	80947	Check	1	7673	R1 A'VIANDS LLC		Yes	Yes	No	11/11/2021		27,992.54

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2205G	81424	80948	Check	1	08112	CITY OF HENDERSON		Yes	Yes	No	11/11/2021		197.56
FFM	P2205G	81423	80949	Check	1	03582	COLE PAPERS INC		Yes	Yes	No	11/11/2021		365.88
FFM	P2205G	81434	80950	Check	1	8309	METRONET		Yes	Yes	No	11/11/2021		3,820.84
FFM	P2205G	81428	80951	Check	1	2728	NELSON PRINTING		Yes	Yes	No	11/11/2021		169.80
FFM	P2205G	81430	80952	Check	1	6524	R1 NEW DOMINION SCHOOL		Yes	Yes	No	11/11/2021		5,523.63
FFM	P2205G	81425	80953	Check	1	1323	RELIANCE ELECTRIC OF SOUTHERN M		Yes	No	No	11/11/2021		606.26
FFM	P2205G	81427	80954	Check	1	1920	R2 SCHOOL SPECIALTY LLC		Yes	No	No	11/11/2021		77.70
FFM	P2205G	81426	80955	Check	1	18980	SOUTH CENTRAL SERVICE COOP		Yes	Yes	No	11/11/2021		10,500.00
FFM	P2205G	81432	80956	Check	1	7826	U.S. BANK EQUIPMENT FINANCE		Yes	Yes	No	11/11/2021		1,497.00
FFM	P2205G	81429	80957	Check	1	5997	VERIZON WIRELESS		Yes	Yes	No	11/11/2021		348.53
FFM	P2205G	81435	80958	Check	1	8397	WENDEL		Yes	Yes	No	11/11/2021		8,000.00
FFM	P2204T	81451	80959	Check	1	5306	AMERITAS GROUP		Yes	No	No	11/18/2021		595.48
FFM	P2204T	81456	80960	Check	1	7988	MN PEIP		Yes	Yes	No	11/18/2021		106,390.80
FFM	P2204T	81452	80961	Check	1	13147	MN TEAMSTERS NO 320		Yes	Yes	No	11/18/2021		825.00
FFM	P2204T	81455	80962	Check	1	12756	NATIONAL INSURANCE SERVICES OF V		Yes	Yes	No	11/18/2021		2,736.27
FFM	P2204T	81453	80963	Check	1	15695	NCPERS GROUP LIFE INS		Yes	No	No	11/18/2021		16.00
FFM	P2204T	81454	80964	Check	1	18080	SCHOOL SERVICE EMPLOYEES		Yes	Yes	No	11/18/2021		523.80
FFM	P2205G	81488	80965	Check	1	8377	ALLEGRA		Yes	Yes	No	11/18/2021		1,022.26
FFM	P2205G	81479	80966	Check	1	7852	APG MEDIA OF SOUTHERN MN LLC		Yes	Yes	No	11/18/2021		741.60
FFM	P2205G	81492	80967	Check	1	8393	BECCARD, SETH		Yes	Yes	No	11/18/2021		110.00
FFM	P2205G	81483	80968	Check	1	8372	BERNDT, ZACH		Yes	Yes	No	11/18/2021		140.00
FFM	P2205G	81473	80969	Check	1	4801	R1 CENTERPOINT ENERGY		Yes	No	No	11/18/2021		64.93
FFM	P2205G	81474	80970	Check	1	4801	R1 CENTERPOINT ENERGY		Yes	No	No	11/18/2021		6,024.50
FFM	P2205G	81485	80971	Check	1	8374	CROPSEY, CAMERON		Yes	No	No	11/18/2021		110.00
FFM	P2205G	81489	80972	Check	1	8382	R1 DECKER EQUIPMENT		Yes	Yes	No	11/18/2021		770.26
FFM	P2205G	81457	80973	Check	1	05125	R1 DORSEY & WHITNEY LLP		Yes	Yes	No	11/18/2021		7,448.00
FFM	P2205G	81480	80974	Check	1	8026	FRISCHMON, MIKE		Yes	Yes	No	11/18/2021		70.00
FFM	P2205G	81475	80975	Check	1	5034	P1 GILLETTE PEPSI		Yes	Yes	No	11/18/2021		2,303.12
FFM	P2205G	81471	80976	Check	1	4677	R1 GOLD MEDAL		Yes	Yes	No	11/18/2021		145.95
FFM	P2205G	81476	80977	Check	1	5337	GREEN CARE		Yes	No	No	11/18/2021		514.00
FFM	P2205G	81491	80978	Check	1	8392	HASSE, TYLER		Yes	Yes	No	11/18/2021		110.00
FFM	P2205G	81487	80979	Check	1	8376	ICE PRO SHOP		Yes	Yes	No	11/18/2021		4,501.00
FFM	P2205G	81464	80980	Check	1	1642	ISD 2859		Yes	Yes	No	11/18/2021		100.00
FFM	P2205G	81496	80981	Check	1	8399	R1 JOHN HENRY FOSTER COMPANY		Yes	Yes	No	11/18/2021		1,035.00
FFM	P2205G	81490	80982	Check	1	8391	MACIAS, EZEQUIEL		Yes	No	No	11/18/2021		70.00
FFM	P2205G	81460	80983	Check	1	1207	MINVALCO INC		Yes	Yes	No	11/18/2021		385.17
FFM	P2205G	81470	80984	Check	1	3846	R1 MN DEPT OF LABOR AND INDUSTRY		Yes	Yes	No	11/18/2021		100.00
FFM	P2205G	81493	80985	Check	1	8394	MORBEN, BRYAN		Yes	Yes	No	11/18/2021		110.00
FFM	P2205G	81461	80986	Check	1	14700	NICKLASSON ATHLETIC CO		Yes	Yes	No	11/18/2021		3,538.00

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2205G	81462	80987	Check	1	14990			Yes	Yes	No	11/18/2021		359.84
FFM	P2205G	81459	80988	Check	1	08117	R1		Yes	Yes	No	11/18/2021		340.75
FFM	P2205G	81494	80989	Check	1	8395			Yes	No	No	11/18/2021		110.00
FFM	P2205G	81472	80990	Check	1	4755	R7		Yes	Yes	No	11/18/2021		1,750.00
FFM	P2205G	81477	80991	Check	1	5808			Yes	Yes	No	11/18/2021		150.00
FFM	P2205G	81465	80992	Check	1	18380	R2	LLC - S Corp	Yes	Yes	No	11/18/2021		4,464.11
FFM	P2205G	81486	80993	Check	1	8375			Yes	Yes	No	11/18/2021		110.00
FFM	P2205G	81478	80994	Check	1	7581			Yes	No	No	11/18/2021		35.00
FFM	P2205G	81484	80995	Check	1	8373			Yes	No	No	11/18/2021		110.00
FFM	P2205G	81466	80996	Check	1	18980			Yes	Yes	No	11/18/2021		3,616.82
FFM	P2205G	81463	80997	Check	1	1559			Yes	No	No	11/18/2021		561.00
FFM	P2205G	81495	80998	Check	1	8396			Yes	No	No	11/18/2021		110.00
FFM	P2205G	81467	80999	Check	1	1956			Yes	Yes	No	11/18/2021		45.00
FFM	P2205G	81468	81000	Check	1	20680			Yes	Yes	No	11/18/2021		369.26
FFM	P2205G	81481	81001	Check	1	8355			Yes	No	Yes	11/18/2021		521.10
FFM	P2205G	81469	81002	Check	1	2835			Yes	Yes	No	11/18/2021		110.00
FFM	P2205G	81482	81003	Check	1	8363			Yes	Yes	No	11/18/2021		150.00
FFM	P2205G	81458	81004	Check	1	06146			Yes	No	No	11/18/2021		2,618.56
FFM	P2205S	81497	81005	Check	1	1414			Yes	No	No	11/18/2021		370.27
FFM	P2205S	81499	81006	Check	1	8305			Yes	Yes	No	11/18/2021		2,831.46
FFM	P2205S	81498	81007	Check	1	3538	P1		Yes	Yes	No	11/18/2021		649.12
FFM	P2205G	81500	81008	Check	1	1774			Yes	No	No	11/19/2021		350.00
FFM	P2205G	81519	81009	Check	1	8334			Yes	No	No	11/30/2021		118,936.87
FFM	P2205G	81520	81010	Check	1	8334			Yes	No	No	11/30/2021		39,600.00
FFM	P2205G	81532	81011	Check	1	21090			Yes	No	No	11/30/2021		70.00
FFM	P2205G	81522	81012	Check	1	10700			Yes	No	No	11/30/2021		325.00
FFM	P2205G	81521	81013	Check	1	03582			Yes	No	No	11/30/2021		274.00
FFM	P2205G	81547	81014	Check	1	8400			Yes	No	No	11/30/2021		204.36
FFM	P2205G	81540	81015	Check	1	6125			Yes	No	No	11/30/2021		101.00
FFM	P2205G	81543	81016	Check	1	7310	R1		Yes	No	No	11/30/2021		196.87
FFM	P2205G	81537	81017	Check	1	5093	R1		Yes	No	No	11/30/2021		1,227.65
FFM	P2205G	81536	81018	Check	1	4890			Yes	No	No	11/30/2021		200.00
FFM	P2205G	81538	81019	Check	1	5512	R1		Yes	No	No	11/30/2021		162.00
FFM	P2205G	81544	81020	Check	1	7571			Yes	No	No	11/30/2021		1,005.50
FFM	P2205G	81526	81021	Check	1	1288			Yes	No	No	11/30/2021		518.00
FFM	P2205G	81525	81022	Check	1	1207			Yes	No	No	11/30/2021		175.49
FFM	P2205G	81534	81023	Check	1	2405			Yes	No	No	11/30/2021		2,116.55
FFM	P2205G	81527	81024	Check	1	13151	R1		Yes	No	No	11/30/2021		19.70
FFM	P2205G	81530	81025	Check	1	1720			Yes	No	No	11/30/2021		15.00

Le Sueur-Henderson Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void		Amount
												Date		
FFM	P2205G	81528	81026	Check	1	14990	NUESSMEIER ELECTRIC INC		Yes	No	No	11/30/2021		315.97
FFM	P2205G	81529	81027	Check	1	15412	OVERHEAD DOOR COMPANY		Yes	No	No	11/30/2021		297.00
FFM	P2205G	81523	81028	Check	1	10833	R3 LE SUEUR COUNTY AUDITOR-TREASU		Yes	Yes	Yes	11/30/2021		0.00
FFM	P2205G	81533	81029	Check	1	21290	RADERMACHER'S		Yes	No	No	11/30/2021		335.60
FFM	P2205G	81531	81030	Check	1	1916	R1 RENAISSANCE LEARNING INC		Yes	No	No	11/30/2021		1,428.25
FFM	P2205G	81542	81031	Check	1	7145	ST. PAUL'S UNITED CHURCH OF CHRIS		Yes	No	No	11/30/2021		750.00
FFM	P2205G	81545	81032	Check	1	7777	R1 SWANK MOVIE LICENSING USA		Yes	No	No	11/30/2021		508.00
FFM	P2205G	81535	81033	Check	1	3908	TISCHENDORF, MIKE		Yes	No	No	11/30/2021		200.00
FFM	P2205G	81524	81034	Check	1	11020	TRUSTWORTHY HARDWARE OF LE SL		Yes	No	No	11/30/2021		208.66
FFM	P2205G	81546	81035	Check	1	8358	UTILITY ENERGY SYSTEMS		Yes	No	No	11/30/2021		4,072.28
FFM	P2205G	81539	81036	Check	1	5997	VERIZON WIRELESS		Yes	No	No	11/30/2021		1,640.41
FFM	P2205G	81541	81037	Check	1	6639	WILLAERT, PAT		Yes	No	No	11/30/2021		22.45
FFM	P2205G	81550	81038	Check	1	10833	R3 LE SUEUR COUNTY AUDITOR-TREASU		Yes	No	No	11/30/2021		1,200.00
Bank Total:													\$718,226.76	
Report Total:													\$718,226.76	

Le Sueur-Henderson ISD 2397
Student Activity Summary
November 2021

Account Code	Account Description	Beginning Balance	Receipts	Disbursements	Transfers	Ending Balance
939	HS BASEBALL	\$ 2,385.56	\$ -	\$ (370.27)	\$ -	\$ 2,015.29
947	HS SPEECH	\$ 309.03	\$ -	\$ -	\$ -	\$ 309.03
949	HS YEARBOOK	\$ 4,780.67	\$ -	\$ -	\$ -	\$ 4,780.67
951	HS BAND	\$ 15,811.34	\$ -	\$ (2,831.46)	\$ -	\$ 12,979.88
952	HS SOFTBALL	\$ 9.31	\$ -	\$ -	\$ -	\$ 9.31
956	6TH GR FIELD TRIPS	\$ 573.26	\$ -	\$ -	\$ -	\$ 573.26
961	HS CHOIR	\$ 17,223.08	\$ -	\$ (4,160.45)	\$ -	\$ 13,062.63
973	HS SPANISH CLUB	\$ 21,954.14	\$ 2,702.00	\$ -	\$ -	\$ 24,656.14
974	MS STUDENT COUNCIL	\$ 1,603.42	\$ 416.00	\$ -	\$ -	\$ 2,019.42
975	HS STUDENT COUNCIL	\$ 1,369.73	\$ 125.00	\$ -	\$ -	\$ 1,494.73
984	ELEM STUDENT COUNCIL	\$ 20,331.49	\$ -	\$ (748.12)	\$ -	\$ 19,583.37
986	HS DRAMA	\$ 276.14	\$ -	\$ -	\$ -	\$ 276.14
991	CLASS OF 2022	\$ 3,452.54	\$ -	\$ -	\$ -	\$ 3,452.54
992	CLASS OF 2023	\$ -	\$ -	\$ -	\$ -	\$ -
	TOTALS	\$ 90,079.71	\$ 3,243.00	\$ (8,110.30)	\$ -	\$ 85,212.41



Coach/Advisor Recommendation Le Sueur - Henderson School District

Position: Assistant Wrestling Coach

Recommended Candidate: Ben Wilson

Recommended by: Eric Lewis

To be completed by administrator:

Candidate has current & appropriate certification (if applicable):

X

Reference checks completed:

X

Years of experience (Step Placement):

1

X

NEW

EXISTING

Additional Information: Ben is an invested part of our community with strong ties to our wrestling program. Ben has had volunteer experience here at LSH in the past and his experience as a college wrestler will be a great advantage to the kids here at LSH.

Approval of Activities Director:

Eric F. Lewis

7/19/2022

Electronic Signature

Date



Employment Recommendation Le Sueur - Henderson School District

Position: MS/HS Language Arts

Recommended Candidate: Diana Jennings

Recommended by: Cindy Schmidt **Date:** 07/19/2022

To be completed by administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

No
Yes
0
0
BA
BA+10
10

New Position

Existing Position

Replacing: Luke Allison

Additional Information:

- Pending School Board Approval
- Pending Background check
- Applying for Tier 2 License
- Contact information: Diana Jennings
dianakjennings@gmail.com
507-4740-0077

Approval of Principal: *Cynthia Schmidt* 07/19/2022

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

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



Employment Recommendation Le Sueur - Henderson School District

Position: Child Life Specialist

Recommended Candidate: Cassie Wilke

Recommended by: Cindy Schmidt

Hire Date: 7/25/22

To be completed by administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

yes

yes

9

9

MA

MA

0

New Position

Existing Position

Replacing: Ingrid Al-Sattam

Additional Information:

- Pending Background Check
 - Contact Info: wilkecassie@gmail.com

Approval of Principal:

Cynthia Schmidt

07/25/2022

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



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



Employment Recommendation Le Sueur - Henderson School District

Position: Middle/High School Teacher - 6th Grade Social Studies Teacher

Recommended Candidate: Tia Lerud

Recommended by: Brian Thorstad

Date: 6/22/22

To be completed by administrator:

Candidate has current & appropriate certification:

No

Reference checks completed:

Yes

Years of experience granted:

0

Step Placement:

1

Highest degree currently held:

Bachelors

Lane Placement:

BA

Credits beyond highest degree granted:

0

New Position

Existing Position

Replacing: Eric Lewis

Additional Information:

- Hired for the 2022-2023 School Year
- Pending Background Check
- Pending Appropriate MN Teacher License

Approval of Principal:

Brian Thorstad

6/22/22

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

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



Employment Recommendation Le Sueur - Henderson School District

Position: MS/HS PE Teacher

Recommended Candidate: Jack Schultz

Recommended by: Cindy Schmidt

Hire Date: 7/27/22

To be completed by administrator:

Candidate has current & appropriate certification:

yes

Reference checks completed:

yes

Years of experience granted:

0

Step Placement:

0

Highest degree currently held:

BS

Lane Placement:

BA

Credits beyond highest degree granted:

0

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

New Position

Existing Position

Replacing: Mike May

Additional Information:

- Pending Background Check
 - Contact Info: jack.schultz@mnsu.edu
 - 507-676-7974

Approval of Principal:

Cynthia Schmidt

07/27/2022

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date

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

Dear Mr. Lewis,

Please accept this letter as formal notification that I am resigning from my position as the 7th grade volleyball coach.

Thank you for the opportunity to work in this position for the past several years.

I'll do everything possible to help with the transition to a new coaching staff.

Let me know if you have any questions.

Sincerely,

Mel Hollnagel

July 19th, 2022

Le Sueur Henderson Schools
115 ½ North 5th Street
Le Sueur, MN 56058

Dear Principal Schmidt and School Board Members,

Please accept this letter as formal notice of my resignation as a special education teacher at Le Sueur Henderson Middle School for the 2022-2023 school year effective July 19th, 2022.

Unfortunately, my circumstances have changed and I no longer have the childcare necessary to be able to teach. My dad just had heart surgery and my grandparents are of declining health so I am needing to be with my family much more than I had anticipated this year. I apologize for the inconvenience this has caused as you as I was looking forward to getting back into the classroom this upcoming year.

Thank you for your time and I wish you an excellent school year.

Sincerely,

A handwritten signature in black ink that reads "Casie Wiebe". The signature is written in a cursive, flowing style.

Casie Wiebe



Le Sueur-Henderson Public Schools

Independent School District 2397

115 North Fifth Street, Suite 200

Le Sueur, MN 56058

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

July 21, 2022

Dear Superintendent Wagner and Le Sueur-Henderson School Board,

Please accept my resignation as Assistant Principal at Le Sueur-Henderson Park & Hilltop Elementary Schools on July 21, 2022. It has been my pleasure to work with our students, staff, administration, families and school board over the past year. I am proud of the work we have accomplished and look forward to witnessing the district's future success and celebrations.

I truly enjoyed supporting our students in the communities of Le Sueur and Henderson and appreciate the opportunities I received at Le Sueur-Henderson Public Schools. Please contact me if you would like me to assist with any transition as I wish nothing but the best for all stakeholders at Le Sueur-Henderson Park and Hilltop Elementary Schools.

Make each day great as a GIANT!

Sincerely,

Jody Rittmiller

Good afternoon Jeff,

I wanted to reach out as I have some unfortunate news. This year has just been extremely difficult for me and has been nearly non-stop since January. I am also going to be (hopefully) changing positions within my job around the end of the year/beginning of next year.

With all of that said, I don't think I can give the students the 100% that they deserve in a director, and so I would like to step down as the director for the One Act. I absolutely love those kids- they are so incredible and talented and I always look back so fondly on our season, but I know that I do not have what it takes this year to give them a season without burning out myself. It kills me to do this, but I know I also need to take care of myself and make sure that the students have a director who can give them their all. I am more than happy to come and watch rehearsals or assist on a volunteer basis if the director would like.

If you need help finding someone to take over, I have some contacts at MSU, Mankato in their theatre department and within the area. I'm sure Tony would also have some ideas.

I am so sorry to do this, as I know finding theatre people can be difficult, but I will do what I can to assist.

Please let me know if you have any questions. I plan on emailing the students to give them a heads up as well that I will not be there this year.

Those kids in the LSH theatre department are amazing. I am so freaking proud to know them and have gotten to direct them and watch them grow and shine on that stage. You have some incredible actors and actresses within your school, and I hope they continue to shine. They deserve it. They work hard and give it their all.

Thank you, and again, please let me know if you have any questions.

-Mikhayla Clausen

LABOR AGREEMENT

Between

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

and

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



**REPRESENTING
PARAPROFESSIONALS**

JULY 1, 2021 – JUNE 30, 2023

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ARTICLE 1 PURPOSE

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

ARTICLE 2 RECOGNITION OF EXCLUSIVE REPRESENTATIVE

Section 1. Recognition: In accordance with PELRA, the School District recognizes Minnesota Teamsters Public and Law Enforcement Employees' Union, Local 320 as the Exclusive Representative for all Paraprofessionals and Specialized Services Paraprofessionals employed by Independent School District No. 2397, Le Sueur-Henderson, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd.14, excluding supervisory, confidential and all other employees; also excluding part-time employees whose service does not exceed fourteen (14) hours per week and employees who hold positions of a temporary or seasonal character for a period not in excess of sixty-seven (67) working days in any calendar year. The Exclusive Representative shall have those rights and duties as prescribed by PELRA and as described in this Agreement.

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

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

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

ARTICLE 3 DEFINITIONS

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

- Confidential employees
- Supervisory employees
- Essential employees
- Part-time employees whose services do not exceed the lesser of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week in the employee's bargaining unit
- Employees who hold positions of a temporary or seasonal character for a period not in excess of sixty-

seven (67) working days in a calendar year unless those positions have already been filled in the same calendar year and the cumulative number of days in the same position by all employees exceeds sixty-seven (67) calendar days in that year

- Emergency employees

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

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

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

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

ARTICLE 4 SCHOOL DISTRICT RIGHTS

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

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

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

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

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

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

by the School District under the provisions of this Article.

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

ARTICLE 5 UNION SECURITY

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

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

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

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

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

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

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

**ARTICLE 6
RATES OF PAY & PAY PLAN**

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

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

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

Section 4. Compensation:

Subd. 1. 2021-2022 School Year: Employees who did not receive the one dollar and fifty cents (\$1.50) per hour wage increase for the 2019-2020 school year as negotiated in the 2019-2021 Labor Agreement will receive a one dollar (\$1.00) per hour wage increase in the first year of the Labor Agreement. All employees will receive a three percent (3%) across the board wage increase the first year of the Labor Agreement.

Subd. 2. 2022-2023 School Year: All employees will receive a one and a half percent (1.5%) across the board wage increase the second year of the Labor Agreement.

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

- Paraprofessional: \$12.00 per hour
- Specialist Paraprofessional: \$12.75 per hour

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

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

Section 7. Physical Medical Care Augmentation: Paras that work full-time in the Developmental Cognitive Disability (DCD) room will receive an additional one dollar and fifty cent (\$1.50) to their hourly pay. If a Paras' student is absent and the Para is assigned to work outside of the DCD room, wages will be adjusted accordingly for that time period. If a Para is assigned to a different child outside the DCD room on any given year, wages that include the one dollar and fifty cents (\$1.50) will not transfer. If a Para subs into the DCD room from another assignment, that Para will receive DCD pay which includes the one dollar and fifty cents (\$1.50).

ARTICLE 7
403(b) MATCHING CONTRIBUTION PLAN

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

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

<u>Years of Service</u>	<u>District Maximum Annual Matching Contribution</u>
2 - 5	\$370
6 - 10	\$550
11 - 15	\$720
16 +	\$1,000

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

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

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

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

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

ARTICLE 8
GROUP INSURANCE

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

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

Section 3. District Contribution to Health and Hospitalization Insurance: The School District will offer health insurance for any employee who works a minimum of thirty (30) hours a week while school is in session. Said

employees will receive a premium contribution from the ISD of three thousand six hundred dollars (\$3,600.00) per year to be used toward any District offered health insurance option they choose. Christine Domras, Pat Laabs, Ramona Wacker and Theresa Wentzlaff were previously grandfathered into a former insurance premium contribution plan and will now receive from the District a contribution to be used toward any district offered health insurance option of six thousand seven hundred dollars (\$6,700) if they elect single coverage or ten thousand eight hundred dollars (\$10,800) if they elect family coverage.

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

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

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

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

ARTICLE 9 LEAVES OF ABSENCE

Section 1. Sick Leave:

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

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

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

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

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

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

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

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

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

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

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

Section 5. Child Care Leave:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

181.9412 SCHOOL CONFERENCE AND ACTIVITIES LEAVE

181.9413 SICK LEAVE BENEFITS; CARE OF RELATIVES.

181.9414 PREGNANCY ACCOMMODATIONS.

181.945 LEAVE FOR BONE MARROW DONATIONS.

181.9456 LEAVE FOR ORGAN DONATION.

181.9458 AUTHORIZATION FOR BLOOD DONATION LEAVE.

181.946 LEAVE FOR CIVIL AIR PATROL SERVICE.

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

181.948 LEAVE TO ATTEND MILITARY CEREMONIES.

192.261 LEAVE OF ABSENCE.

ARTICLE 10 SUBSTITUTE PERSONNEL

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

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

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

ARTICLE 11 HOURS OF SERVICE, DUTY YEAR AND OVERTIME

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

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

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

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

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

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

Section 6. Work Breaks:

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

Subd. 2. Shift Break: All employees shall be given a fifteen (15) minute break during each full one-half (½) shift.

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

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

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

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

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

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

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

Section 12. Emergency Closings and Late Starts:

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

(1.) **Exceptions:** In some cases, the employee's supervisor may request that person work the emergency closing day. In that case, the employee will be paid.

(2.) **Making Time Up:** In the case of an emergency late start, the employee will be expected to make up an equivalent amount of work time prior to the last student day of

the current school year. This time will be mutually agreed upon with the supervisor.

(3.) Make Up Time Options: The employee will choose one of the following options to make the missed time up:

- Compensatory time
- Personal leave
- Unpaid leave
- Part of their two (2) days designated for emergency closings

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

Section 13. Working During Off Duty Time: An employee who is called to duty during his/her scheduled off duty time shall receive a minimum of two (2) hours pay at one and one-half (1½) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum and should be agreed upon by the School District and the employee.

ARTICLE 12 HOLIDAYS

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

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

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

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

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

ARTICLE 13 PERSONAL TIME

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

Employee	Number of Days
Amela, Lezli	1
Determan, Julie	6

Domras, Christine	6
Herron, Nancy	1
Hink, Craig	5
Krekelberg, Patricia	6
Laabs, Patricia	6
Maus, Denice	1
Notle, Michele	6
Stueven-Schleeve, Roberta	6
Strutsman, Marilyn	1
Wacker, Ramona	6
Welter, Kami	1
Wentzlaff, Theresa	6
Worthen, Joanna	1

Section 2. Application:

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

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

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

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

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

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

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

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

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

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

**ARTICLE 14
PROBATIONARY PERIOD, DISCIPLINE, AND DISCHARGE/RESIGNATION**

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

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

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

Section 4. Discipline:

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

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

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

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

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

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

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

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

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

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

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

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

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

- Paraprofessional
- Specialist Paraprofessional

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

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

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

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

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

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

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

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

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

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

Subd. 1. Posting: Job vacancies shall be emailed to all employees via the District email. All postings

will be at least seven (7) calendar days. Reasonable effort shall be made to notify any eligible employee who is on compensated leave status at the time of the posting.

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

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

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

ARTICLE 16 GRIEVANCE PROCEDURE

Section 1. Definitions:

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

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

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

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

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

Section 3. Processing of a Grievance: It is recognized and accepted by the Exclusive Representative and the School District that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Exclusive Representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the School District during normal working hours, as long as the employee and Exclusive Representative have notified and received the approval of the designated supervisor. The

supervisor shall determine if such absence is reasonable and would not be detrimental to the work programs of the School District.

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

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

Subd. 1. STEP 1 - Appeal to Supervisor:

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

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

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

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

- (1.) Written grievance shall be presented by the Exclusive Representative and a meeting set within twenty (20) days after receipt of the appeal to discuss the grievance with the School Board.
- (2.) At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report the findings and recommendations to the School Board. The School Board shall then render its decision.
- (3.) The School Board shall give the Exclusive Representative their answer in writing within twenty (20) days after said meeting.
- (4.) Failure by the School Board to issue a decision within the time period provided in this article shall constitute a denial of the grievance, and the grievant(s) may appeal it to the next level.

(5.) A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) days following the School Board's final answer to Step 3 answer.

(6.) Any grievance not appealed to Step 4 by the Exclusive Representative within ten (10) days shall be considered waived.

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

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

(1.) The selection of an arbitrator shall be made in accordance with the "Rules Governing and Arbitration of Grievances" as established by the Public Employment Relations Board.

(2.) At the option of the Exclusive Representative, the selection may be made from the arbitrator list available from the Bureau of Mediation Services.

(3.) The Exclusive Representative shall request action to strike names within thirty (30) days of receipt of the list of arbitrators.

(4.) Arbitrator's Authority:

a. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and condition so of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the School District and the Exclusive Representative, and shall have no authority to make a decision on any other issue not so submitted.

b. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law.

c. The arbitrator's decisions shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension.

d. The decision shall be binding on both the School District and the Exclusive Representative and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

(5.) The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the School District and the Exclusive Representative, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

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

aggrieved employee from making a subsequent appeal through Article 15, Section 5, Subd. 4.

ARTICLE 17 COMPARABLE WORTH

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

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

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

Section 4. Appeal Process:

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

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

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

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

Subd. 5. Setting a Meeting: The Business Office establishes a timely meeting with the outside consultant and the employee. The Business Office notifies the employee and supervisor of the date for the appeal.

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

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

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

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

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

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

ARTICLE 18 MISCELLANEOUS PROVISIONS

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

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

Teamsters Local No. 320 agrees to pay the cost for programming and administering the implementation

of this payroll deduction.

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

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

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

ARTICLE 19 SAFETY

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

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

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

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

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

ARTICLE 20 TERM OF AGREEMENT

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing upon the date of its full ratification through June 30, 2023, and thereafter as provided by PELRA. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent to the other party no later than one hundred twenty (120) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration date of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the Exclusive Representative. The provisions of this Agreement relating to terms and conditions of employment

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

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

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

Section 5. Retroactive: Unless stated otherwise in this Agreement, terms, wages and benefits will be retroactive to July 1, 2021.

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

<p>FOR LE SUEUR-HENDERSON ISD #2397:</p> <hr/> <p>Chief Negotiator Date</p> <hr/> <p>School Board Director Date Representative</p>	<p>FOR TEAMSTERS LOCAL #320:</p> <hr/> <p>Business Agent, Hannah Bernardson Date</p> <hr/> <p>Union Steward Date</p>
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LABOR AGREEMENT

Between

LE SUEUR - HENDERSON PUBLIC SCHOOL DISTRICT #2397

and

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



**REPRESENTING
ADMINISTRATIVE SUPPORT AND SECRETARY STAFF**

JULY 1, 2021 – JUNE 30, 2023

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ARTICLE 1 PURPOSE

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

ARTICLE 2 RECOGNITION OF EXCLUSIVE REPRESENTATIVE

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

- Confidential employees
- Part-time employees whose service does not exceed twelve and one-half (12½) hours per week
- Employees who work fourteen (14) hours or less
- Employees who hold positions of temporary or seasonal character for a period not in excess of sixty-seven (67) working days in a calendar year
- Emergency employees

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

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

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

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

ARTICLE 3 DEFINITIONS

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

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

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

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

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

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

ARTICLE 4 SCHOOL DISTRICT RIGHTS

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

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

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

Section 3. Effect of Rules, Regulations, Directives, and Orders: The Exclusive Representative recognizes that all employees covered by this Agreement shall perform the services prescribed by the School Board and shall be subject to School Board rules, regulations, directives, and orders issued by properly designated officials of the School District. The Exclusive Representative also recognizes the rights, obligations, and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives, and orders,

from time to time, as deemed necessary by the School Board. Insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement applicable State and Federal Statutes, Laws, Rules and Regulations having the force effect of law.

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

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

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

ARTICLE 5 UNION SECURITY

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

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

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

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

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

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

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

ARTICLE 6 RATES OF PAY & PAY PLAN

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

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

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

Section 4. Compensation:

Subd. 1. Employee Base Wage:

- Administrative Support/Secretary: \$14.50 per hour

Subd. 2 2021-2022 School Year: All employees will receive eighty-two cent per hour (\$0.82) wage increase for year one.

Subd. 3 2022-2023 School Year: All Employees will receive two percent (2%) increase for year two.

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

ARTICLE 7 403(b) MATCHING CONTRIBUTION PLAN

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

(9) months each calendar year.

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

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

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

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

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

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

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

ARTICLE 8 GROUP INSURANCE

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

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

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

Section 4. District Contribution to Health and Hospitalization Insurance: The District shall make a defined contribution of five thousand nine hundred sixty-one dollars and sixty cents (\$5,961.60) per individual; nine thousand two hundred fifty five dollars and sixty cents (\$9,255.60) per family for any employee who qualifies under insurance eligibility to be used

toward any District offered health insurance plan. Employee to elect plan and level of coverage from District options and will be responsible for any additional cost of the premium through payroll deduction. If an employee elects a less expensive plan, the difference in contribution will be made to the employee's HSA.

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

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

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

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

ARTICLE 9 LEAVES OF ABSENCE

Section 1. Sick Leave:

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

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

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

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

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

Subd. 6. Approval: Sick leave benefits shall not be granted to persons for injuries

received while employed by an individual or firm other than the School District. Or Sick leave pay may be approved by following District guidelines for leave requests. Procedures may be reviewed in the District Employee Handbook.

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

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

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

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

Section 4. Child Care Leave:

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

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

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

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

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

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

Subd. 7. Failure to Return: Failure of the employee to return by the date determined

under this section shall constitute grounds for termination unless the School District and the employee mutually agree in writing to an extension in the leave.

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

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

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

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

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

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

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

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

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

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

Section 10. Jury Service: An employee who serves on jury duty shall be granted the day(s)

necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

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

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

ARTICLE 10 SUBSTITUTE PERSONNEL

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

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

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

ARTICLE 11 HOURS OF SERVICE, DUTY YEAR AND OVERTIME

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

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

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

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

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

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

Section 6. Work Breaks

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

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

Section 7. Overtime: Employees will be compensated at a rate of one and one-half ($1\frac{1}{2}$) times the base rate (the employee's normal straight time rate) for hours worked in excess of a forty (40) hour week. The Supervising Administrator must approve overtime hours in advance.

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

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

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

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

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

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

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

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

Section 12. Working During Off Duty Time: An employee who is called to duty during his/her scheduled off-duty time shall receive a minimum of two (2) hours pay at one and one-half (1½) times the employee's base pay rate. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the two (2) hour minimum and should be agreed upon by the School District and the employee.

ARTICLE 12 HOLIDAYS

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

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

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

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

Christmas Eve Day

OR

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

July 4th
Two (2) Floaters

ARTICLE 13 VACATIONS

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

Section 2. Additional Earned Vacation:

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

Additional Vacation Days

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

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

Additional Vacation Days

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

Section 3. Application:

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

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

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

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

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

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

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

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

Subd. 9. Modifying Designated Holidays: It is understood these dates can change if the District needs to modify the scheduled holidays due to unexpected emergency

closing days. Said changes must be notified to the employee, in writing, a minimum of thirty (30) calendar days prior to the change.

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

ARTICLE 14 PROBATIONARY PERIOD, DISCIPLINE, AND DISCHARGE/RESIGNATION

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

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

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

Section 4. Discipline:

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

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

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

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

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

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

Subd. 5. Acknowledgement: Written reprimands, to become part of the employee's

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

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

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

ARTICLE 15 SENIORITY, REDUCTION OF FORCES & VACANCIES

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

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

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

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

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

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

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

Section 6. Recall: Recall from lay-off shall be in order of seniority within each classification, provided that a recalled employee must indicate his/her indication to return to work within fourteen (14) calendar days of notification; failure to respond to recall as herein provided shall result in automatic termination of seniority and employment.

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

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

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

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

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

(1.) From existing clerical personnel.

(2.) If two (2) or more of the existing personnel apply, qualifications shall be the determining factor. Qualifications shall mean and be applied in the following order:

a. Suitability and demonstrated expertise in the position available.

b. Total years' experience in the District.

(3.) Personnel on layoff: If however filling a vacancy pursuant to #1 or #2 above results in an employee on unrequested leave becoming unqualified for the remaining vacancy as determined by the District, the District shall hire the person on unrequested leave into that vacancy.

(4.) Personnel new to the District

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

ARTICLE 16 GRIEVANCE PROCEDURE

Section 1. Definitions:

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

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

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

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

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

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

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

Section 5. Resolution of Grievance:

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

Subd. 1. STEP 1 - Appeal to Supervisor:

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

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

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

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

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

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

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

- (1.) The selection of an arbitrator shall be made in accordance with the "Rules Governing and Arbitration of Grievances" as established by the Public Employment Relations Board.
- (2.) At the option of the Exclusive Representative, the selection may be made from the arbitrator list available from the Bureau of Mediation Services.

- (3.) The Exclusive Representative shall request action to strike names within thirty (30) days of receipt of the list of arbitrators.
- (4.) **Arbitrator's Authority:**
- a. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and condition so of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the School District and the Exclusive Representative, and shall have no authority to make a decision on any other issue not so submitted.
 - b. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law.
 - c. The arbitrator's decisions shall be submitted in writing within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension.
 - d. The decision shall be binding on both the School District and the Exclusive Representative and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
- (5.) The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the School District and the Exclusive Representative, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

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

ARTICLE 17 COMPARABLE WORTH

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

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

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

Section 4. Appeal Process:

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

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

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

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

Subd. 5. Setting a Meeting: The Business Office establishes a timely meeting with the outside consultant and the employee. The Business Office notifies the employee and supervisor of the date for the appeal.

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

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

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

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

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

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

**ARTICLE 18
MISCELLANEOUS PROVISIONS**

Section 1. Democratic-Republican-Independent-Voter-Education (DRIVE) Contribution:

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

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

Teamsters Local No. 320 agrees to pay the cost for programming and administering the implementation of this payroll deduction.

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

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

Section 4. Personnel Files: Employees may examine their own individual personnel files at reasonable times under the direct supervision of the School District. The employee has the right

to request copies of any contents of his/her file. The employee may include in the file written information in response to materials contained therein.

Section 5. Retirement Incentive: A member of this unit who has attained fifteen (15) years of service to the District and is between the ages of 55 to 65, may make application to the School Board for an early retirement incentive. This application must be submitted on or before February 1st of the school year proposed for retirement. The School Board must approve or deny the application within 30 days after it is received by the Board. The early retirement incentive shall be paid by the employing District at the time and in the manner mutually agreed upon by said employee of the Board. For the term of this Agreement, July 1, 2019 – June 30, 2021, the District agrees to waive the upper age limit of this provision.

ARTICLE 19 SAFETY

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

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

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

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

ARTICLE 20 TERM OF AGREEMENT

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing upon the date of its full ratification through June 30, 2024, and thereafter as provided by PELRA. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent to the other party no later than one hundred twenty (120) days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration date of this Agreement.

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

LE SUEUR-HENDERSON MIDDLE SCHOOL/HIGH SCHOOL

Parent - Student Handbook



2022-2023

Connect with Us:

Web: www.isd2397.org

Facebook: Le Sueur-Henderson Public Schools

Twitter: @isd2397

Updated July 2022

LE SUEUR - HENDERSON MIDDLE/HIGH SCHOOL

901 E. Ferry Street Phone 507-665-5800

STUDENT AND PARENT HANDBOOK

WELCOME TO LSH MIDDLE/HIGH SCHOOL

Welcome to Le Sueur-Henderson Middle and High School. It is a privilege to partner with the families, staff and communities on behalf of our students. At LS-H we are cultivating the skills and knowledge that our students will need in order to become independent, productive adults with the ability to determine their own future.

We provide a safe, caring environment for students to make mistakes and grow from these experiences. There is a strong sense of community at LS-H that has been developed throughout our rich history. The dedication of our staff to do what is right for each student has led to a school culture we can all be proud of. At LS-H, students are encouraged to make individual choices regarding their course selection and during their daily curricular activities to continually discover their interests and future career fields. We set high expectations for our students to engage in high quality academic learning opportunities in the dynamic learning community at LS-H Middle/High School.

We believe, in addition to learning content at high levels, students must be able to: think critically, solve problems, consume information, demonstrate effective interpersonal skills, and have the grit and perseverance necessary in order to adapt to a constantly shifting landscape. They must be prepared to learn beyond high school and be ready to engage in personalized learning opportunities.

It is for this reason Le Sueur-Henderson Middle/High School sets and consistently adheres to high expectations around academics and positive behaviors. These expectations apply to each and every student at LS-H. We strive to personalize our approach to student learning needs and develop systemic pathways to meet the needs of our students each and every day. We will continue to focus on student learning through our PLC process, through continued development of guaranteed and viable curriculum aligned to state standards, and engage students in rigorous and relevant learning. We will hold students accountable for their learning and behaviors in a safe, supportive learning environment.

We look forward to supporting each of our students to reach their potential, discover their strengths, and celebrate their successes.

Go Giants!

Sincerely,

Cynthia Schmidt
Middle School/High School
Principal

Eric Lewis
Dean of Students/Activities Director

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INDEPENDENT SCHOOL DISTRICT 2397

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

STATEMENT OF NON-DISCRIMINATION

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

Section 504 Coordinator:

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

Title IX Coordinator:

Eric Lewis
901 E. Ferry Street
Le Sueur, MN 56058
507-665-5800

Alternate 504 Coordinator:

Cassie Wilke
901 E. Ferry Street
Le Sueur, MN 56058
507-665-580

Alternate Title IX Coordinator:

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

For further information on notice of non-discrimination, visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves this area, or call 1-800-421-3481.

LE SUEUR HENDERSON MIDDLE/HIGH SCHOOL

901 East Ferry Street

Le Sueur, MN 56058

Phone: (507)665-5800 FAX: (507)665-6012

DIRECTORY

For a complete Staff Directory, please visit www.isd2397.org and select "Staff Directory".

<u>Name</u>	<u>Position</u>	<u>Phone Ext</u>
Wagner, James	Superintendent	Ext. 4600
Schmidt, Cynthia	MS/HS Principal	Ext. 5803
Lewis, Eric	Activities Director/Dean of Students	Ext. 5804
Kern, Darren	Elementary Principal	Ext. 4703
Maier, Katie	Director of Curriculum & Learning	Ext. 5891
Mediger, Pam	Receptionist/MARSS Coordinator	Ext. 5801
Baumann, Kristine	MS/HS Building Secretary	Ext. 5802
Smykalski, Christy	Activities/Records Secretary	Ext. 5805
Mack-Hafermann, Jessica	School Counselor/AVID Counselor	Ext. 5807
Wilke, Cassie	Child Life Specialist	Ext. 5806
Christiansen, Nancy	School Psychologist	Ext. 5845
Craig, Justin	Food Service Director	Ext. 5813
Grunzke, Bruce	Technology Director	Ext. 5832
Ludwig, LaRae	TOSA - LS-H Mentorship Coordinator	Ext. 5861
Pfarr, Kristan	Elementary School Counselor	Ext. 4706
Stivers, Kris	Transportation Director	Ext. 4650
Undeberg, Karla	ALC Coordinator	Ext.
Vrklan, Todd	Buildings & Grounds Director	Ext. 5841
Wagner, Beth	School Nurse	Ext. 5811
Warden, Nate	Community Education Director	Ext. 3325

SCHOOL BOARD MEMBERS

Brigid Tuck	Board Chair	952-686-3194
Matt Hathaway	Vice Chair	507-665-0037
Kelsey Schwartz	Clerk	507-475-0739
Jennifer Burns	Director	jburns@isd2397.org
Brian Sorenson	Director	bsorenson@isd2397.org
Gretchen Rehm	Director	651-249-5779
Steve Cross	Treasurer	scross@isd2397.org

The School Board usually meets the 1st and 3rd Monday of each month. Meetings will be held at 6:30 P.M.

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LE SUEUR HENDERSON MIDDLE/HIGH SCHOOL

901 East Ferry Street

Le Sueur, MN 56058

Phone: (507) 665-5800 FAX: (507) 665-6012

STAFF DIRECTORY

Name	Position	Email	Phone Ext
Baston, Jill	Grade 6	jbaston@isd2397.org	Ext. 5809
Lerud, Tia	Grade 6	tlerud@isd2397.org	Ext. 5857
O'Neill, Ellen	Grade 6	eoneill@isd2397.org	Ext. 5885
Bruns, Rick	Social Studies	rbruns@isd2397.org	Ext. 5868
Dalziel, Marshall	Social Studies	mdalziel@isd2397.org	Ext. 5864
Fritz, Sherri	Social Studies	sfritz@isd2397.org	Ext. 5856
O'Brien, Kyle	Social Studies	kobrien@isd2397.org	Ext. 5869
Carson, Mary	Science	mcason@isd2397.org	Ext. 5884
Goltz, Jeremy	Science	jpgoltz@isd2397.org	Ext. 5889
Sampson, Michelle	Science	msampson@isd2397.org	Ext. 5883
	Science	@isd2397.org	Ext. 5888
Ashton, Samantha	Communications	sashton@isd2397.org	Ext. 5863
Hollnagel, Melissa	Communications	mhollnagel@isd2397.org	Ext. 5816
Jennings, Diana	Communications	djennings@isd2397.org	Ext. 5875
Wendlandt, Ryan	Communications/Reading	rwendlant@isd2397.org	Ext. 5873
Everson, Colin	Mathematics	ceverson@isd2397.org	Ext. 5866
Stenzel, Polly	Mathematics	pstenzel@isd2397.org	Ext. 5865
Weber, Zac	Mathematics	zweber@isd2397.org	Ext. 5867
Wolf, Ryan	Mathematics	rwolf@isd2397.org	Ext. 5887
Froehlich, Shannon	Art	sfroehlich@isd2397.org	Ext. 5821
Hovick, Jennifer	Phy Ed/Health	jhovick2@isd2397.org	Ext. 5819
	Phy Ed/DAPE	@isd2397.org	Ext. 5835
	World Language-Spanish	@isd2397.org	Ext. 5872
Kubasta, Zach	Music-Vocal	zkubasta@isd2397.org	Ext. 5838
Dircks, Devin	Music-Instrumental	ddircks@isd2397.org	Ext. 5837
Shoemaker, Courtney	Family & Consumer Science	cshoemaker@isd2397.org	Ext. 5808
Marcussen, Don	Business Education	dmarcussen@isd2397.org	Ext. 5864
Ronningen, Jared	Industrial Technology	jronningen@isd2397.org	Ext. 5826
Risacher, Elizabeth	Agriculture	erisacher@isd2397.org	Ext. 5890
Denn, Elizabeth	Special Education	edenn@isd2397.org	Ext. 5858
Greisen, David	Special Education	dgreisen@isd2397.org	Ext. 5879
Hynes, Sue	Special Education	shynes@isd2397.org	Ext. 5870
Johnson, Ben	Special Education	bejohnson@isd2397.org	Ext. 5881
Schott, Heidi	Special Education	hschott@isd2397.org	Ext. 5880
Liu, Peiling	ESL Instructor	pliu@isd2397.org	Ext. 5854
Smith, Kristen	Speech Clinician	ksmith@mnved.org	Ext. 5844
Wentzlaff, Theresa	Library Assistant	twentzlaff@isd2397.org	Ext. 5830

For a complete Staff Directory, please visit www.isd2397.org and select "Staff Directory"

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2022-23 MIDDLE/HIGH SCHOOL DAILY SCHEDULES

Regular Daily Schedule

PERIOD 1	8:10-8:58
PERIOD 2	9:02-9:50
ADVISORY	9:54-10:19
PERIOD 3	10:23-11:11
HS LUNCH	11:11-11:41
PERIOD 4 - HS	11:45-12:33
PERIOD 4 - MS	11:15-12:03
MS LUNCH	12:03-12:33
PERIOD 5	12:37-1:25
PERIOD 6	1:29-2:17
PERIOD 7	2:21-3:08

Two Hour Late Start Schedule

PERIOD 1	10:10-10:45
PERIOD 2	10:50-11:24
HS LUNCH	11:24-11:54
PERIOD 3 - HS	11:59-12:33
MS LUNCH	11:29-12:03
PERIOD 3- MS	12:03-12:33
PERIOD 4	12:38-1:12
PERIOD 5	1:17-1:51
PERIOD 6	1:56-2:30
PERIOD 7	2:35-3:08

Two Hour Early Release Schedule

PERIOD 1	8:10-8:45
PERIOD 2	8:50-9:24
PERIOD 3	9:29-10:03
PERIOD 4	10:08-10:42
HS LUNCH	10:42-11:12
PERIOD 5 - HS	11:17-11:51
PERIOD 5- MS	10:47-11:21
MS LUNCH	11:21-11:51
PERIOD 6	11:56-12:30
PERIOD 7	12:35-1:08

Le Sueur-Henderson Public Schools 2022-2023 Calendar



PARK 665-4700
HILLTOP 665-5900
MIDDLE/HIGH SCHOOL 665-5800
ZIEBARTH 665-4626
DISTRICT OFFICE 665-4600
www.lsd2397.org

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

JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 NO SCHOOL- Winter Break
- 13 2-Hour Early Out
Second Qtr./Semester 1 Ends
- 16 NO SCHOOL- Teacher Workday

Teacher Contract Days: 21
 Total Teacher Contract Days:
 MSH=104.5; HI/PK=105

- 17-18 New Teacher In-Service
- 22 Teacher In-Service PK-12
- 23 Teacher Workday PK-12
- 24 Teacher Inservice PK-12
- 25 Teacher Workday
- 26 6-12 Open House
- 26 K-6 Conferences
- 29 7-12 First Day of School
- 29 K-6 Conferences
- 30 K-6 First Day of School

AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Teacher Contract Days: 8
 Total Teacher Contract Days: 8

FEBRUARY 2023

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 9 6-12 P/T Conf. (Evening)
- 10 2-Hour Early Out
- 17 NO SCHOOL
Teacher In-Service
- 20 NO SCHOOL- President's Day
- 21 K-5 P/T Conf. (Evening)
- 23 K-5 P/T Conf. (Evening)

Teacher Contract Days: MSH= 19.5;
 HI/PK=20
 Total Teacher Contract Days:
 MSH=124; HI/PK=125

- 2 NO SCHOOL
- 5 NO SCHOOL-Labor Day
- 16 2-Hour Early Out

SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Teacher Contract Days: 20
 Total Teacher Contract Days: 28

MARCH 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 10 2-Hour Early Out
- 13 NO SCHOOL Teacher In-Service
- 22 Third Qtr. Ends

Teacher Contract Days: 23
 Total Teacher Contract Days:
 MSH=147; HI/PK=148

- 14 2-Hour Early Out
- 20-21 NO SCHOOL - MEA
- 28 First Qtr. Ends
- 31 NO SCHOOL
Teacher Workday

OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Contract Days: 19
 Total Teacher Contract Days: 47

APRIL 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 6-10 NO SCHOOL-SPRING BREAK
- 21 2-Hour Early Out

Teacher Contract Days: 17
 Total Teacher Contract Days:
 MSH=164; HI/PK=165

- 10 K-5 P/T Conf. (Evening)
- 11 2 Hour Early Out
- 17 K-12 P/T Conf. (Evening)
- 23 Teacher In-Service
- 23-25 NO SCHOOL-Thanksgiving Break

NOVEMBER 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Teacher Contract Days: MSH=20.5; HI/PK=21
 Total Teacher Contract Days:
 MSH=67.5; HI/PK=68

MAY 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 12 2-Hour Early Out
- 19 Seniors last day
- 24 Graduation
Students Last Day
Fourth Qtr./Semester 2 Ends
Early Out
- 25 NO SCHOOL-Teacher
Half/Workday
- 29 NO SCHOOL-Memorial Day

Teacher Contract Days: 20
 Total Teacher Contract Days:
 MSH=184; HI/PK=185

- 9 2-Hour Early Out
- 23-30 NO SCHOOL-Winter Break

DECEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher Contract Days: 16
 Total Teacher Contract Days:
 MSH=83.5; HI/PK=84

JUNE 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

I. GENERAL INFORMATION

BACKPACKS

All backpacks will remain in lockers from 8:10 to 3:08 each day. Students will not carry backpacks/excessively large purses/briefcases and any other item administration deems too large to and from classes each day.

CLOSED CAMPUS

Le Sueur-Henderson Middle and High School is a closed campus. Only Seniors may leave during lunch and Seniors eligible for Senior Privileges may leave during Study Hall. Students who have signed up to take online classes or PSEO must elect to be on campus or off-campus for the entire semester. Students who remain on campus during online classes or PSEO will be assigned to a designated area of the building where attendance will be taken each day. Students who elect to be off campus during their online class must leave school property each day and sign in/out through the school office.

CRISIS MANAGEMENT

The Le Sueur-Henderson School District has a Crisis Management Plan in place to provide guidelines, structure, and a process in dealing with a range of crisis situations which may interrupt the normal operation of school at our building sites and/or in our community. The plan provides a process to deal with any situation that has the potential to result in physical injury to one or more students, staff, or community members.

The key elements of the Crisis Management Plan involve the following:

- Routine and emergency building security procedures
- Keeping our students and staff safe and out of harm's way
- Identifying the specific role of each member of the school staff during a crisis
- Informing school district staff using information channels to communicate effectively
- Dealing effectively and fairly with the news media and
- Stopping the rumor mill (internally and externally).

For more information, please review [District Policy 806](#).

DATA PRIVACY/RELEASE OF STUDENT INFORMATION

Student records are classified as public, private, or confidential. State & federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. The directory information identified by the Le Sueur-Henderson School District can be found in Policy #515. Per Federal law, Le Sueur-Henderson Schools provides a list of high school students to secondary institutions and military recruiter offices as requested, unless the parent or student requests in writing that their name be removed from the listing. This information is public. The parent or student may, however, notify the school in writing that any or all of the information listed here not be released on that individual student. Parents (or students 18+) who do not want this information to be shared should give notice in writing to the district by October 1st of each year. For more complete information on the rights of parents/guardians and eligible students regarding student records, please review District Policy #515.

EMERGENCY EVACUATION PROCEDURES

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

FAMILY/CHURCH NIGHT

By virtue of a long standing agreement with the Le Sueur-Henderson Ministerial Association, Wednesday evenings are to be free of school activities. No school activities are to be scheduled after 5:45 p.m. on Wednesdays unless specifically approved by the Superintendent.

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FEES

Materials that are part of the basic educational program are provided with state, federal and local funds at no charge to a student. Fees may be charged to students under circumstances including:

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Cost of school equipment or material either lost, destroyed, broken, or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.
- Use of musical instruments owned or rented by the school district.
- Participation fee for co-curricular activities such as athletics. See the activities office for information about these fees.
- Cost of the yearbook, graduation announcements, or class rings.
- A school district sponsored driver or motorcycle education training course.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketchpads, calculators, physical education clothing, tennis and athletic shoes and other items of personal equipment.

LOST AND FOUND

The lost and found service is located in the office. Contact the receptionist if you have lost or found items. Students should not leave money or valuables in lockers. Keep your locker locked at all times and do not share your locker combination with others.

PLEDGE OF ALLEGIANCE

In accordance with state law, schools in the district recite the Pledge of Allegiance to the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

POSTERS, BANNERS, SIGNS, AND BULLETIN BOARDS

School sponsored co-curricular activities may post signs/banners/posters to advertise activities concerning school functions with the approval of their group's advisor. School clubs may post signs to advertise meeting times and location with the approval of school administration. Functions that are not school sponsored must have approval of school administration before being posted. Le Sueur-Henderson Middle/High School will have designated posting areas within the building, and all signs/banners/posters must be within these designated posting areas. Any sign/banner/poster not posted in the approved areas or posted without administrative approval will be removed. Those who post information are expected to remove it the school day following the event. Prior permission of administration is required of anyone for the distribution or selling of pamphlets in or about Le Sueur-Henderson Middle/High School.

SCHOOL HOURS

Students are scheduled into classes from 8:10 to 3:08 each day. Students are responsible to report to their assigned classes in the time allowed. The building is open from 7:30 a.m. to 4:00 p.m. for students to use the library or meet with teachers. Students are expected to conduct themselves appropriately and be under the supervision of school staff at all times. Loitering in the building is not allowed.

SENIOR PRIVILEGES

Senior Privileges is a program for seniors who are on track for graduation. Students must have attained a minimum of 20 credits at the beginning of their senior year and 22.5 at the beginning of the second semester of

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their senior year. Students must demonstrate responsibility by maintaining a minimum cumulative GPA of 2.0 or a most recent quarter GPA of 2.0 and sustaining a positive attendance record (no more than 5 excused or unexcused absences per semester and no more than 3 tardies during a semester). Seniors who qualify are released from school during their lunch and study hall periods. Senior Privileges will be removed for disciplinary, academic, and/or attendance issues. Seniors who qualify for Senior Privileges must complete the application form, have their parent or guardian sign it, and submit it. Seniors will be informed by the principal or their designee when they have been approved.

STUDENT INSURANCE

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

STUDENT LOCKERS

Students and parents are reminded that lockers are school property and “on loan” to the student for the school year. It is the responsibility of the student to ensure that no one else has the combination for the locker, and to keep the contents of the locker free of illegal or dangerous items. Valuables; including wallets or purses, should not be kept in the locker, as the district assumes no responsibility for lost or stolen items. Only school locks are allowed on lockers; this does not apply to athletic lockers. Other locks used in locker rooms will be removed, even if the lock is destroyed (with no replacement compensation), when deemed necessary by school administration. Students are reminded to report any problems with their locker, repairs needed or theft immediately. If the locker is damaged, a fine will be assessed. The fine will be based on the cost of the repairs. According to District Policy #502, school officials may inspect the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Students may be held responsible for damage done to his/her locker. All lockers must be emptied completely by the last day of the completion of each school year.

STUDENT MESSAGES/DELIVERIES

Parents/guardians are asked to refrain from calling students during the school hours. Only urgent phone messages from a parent/guardian will be delivered to students. Students are expected to stop in the office for packages delivered from parents. No work related messages from employers will be delivered. No student-to-student messages will be delivered. The school will not accept delivery of gifts, flowers, food, etc. for students.

STUDENT PARKING:

Student parking will not be assigned and will be on a first come, first choice basis each day. Students will need to complete a parking permit registration form and submit payment to the Le Sueur-Henderson High School office. This can be done beginning on the third Monday in August. The cost for a parking pass will be determined by the following dates of purchase and be valid through the school year:

- Permits purchased between August 2022 - October 28, 2022 - \$70.00
- Permits purchased between October 31, 2022 - January 13, 2023 - \$52.50
- Permits purchased between January 16 - March 22, 2023 - \$35.00
- Permits purchased between March 23 - May 24, 2023 - \$17.50

Upon receipt of payment and registration, the student will receive a parking permit allowing them to park in the North or West parking lots at LSH High School. The school bus lot and faculty lot off of Ferry Street are off limits to students from 7:30 a.m. to 4:00 p.m. Parking lot will be randomly checked for vehicles that do not have permits as well as cars parked in nonstudent locations. Vehicles parked on school grounds without the proper permit, parked in nonstudent locations, or not in a designated parking stall will be towed at the owner’s expense.

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Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of a law, school policy, or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

VISITORS

Students enrolled in other school districts may not attend LSH Middle and High School during the academic day. They are welcome to attend extra curricular activities and must follow the guest procedures outlined for all school dances.

We value and encourage parental involvement. We also encourage parent visits to school, especially for special events such as concerts, conferences, open house, and sporting events, and also for volunteering opportunities. We also encourage parents to visit during the school day. In the interest of assuring student safety and minimizing disruptions to the educational process, visitors who plan to come in during the student day (8:10 AM-3:08 PM) must abide by the following guidelines:

1. Parents are welcome to visit the guidance or administrative offices at any time during the school day, but appointments are advised if you wish to see a specific person.
2. Please notify the school office at least 24 hours in advance if you wish to visit a classroom so that the teacher can also be notified.
3. Please do not use the classroom visit for parent-teacher conferencing. Teacher conferences should be scheduled for before 8:10 AM or after 3:08 PM.
4. Please do not bring others, especially young children, on your visit.
5. Classroom visitation will, in general, be permitted only for classes in which your child is enrolled and presently attending.
6. Actions or demonstrations that draw attention or disrupt the class in any way are prohibited.
7. Visitors will not audiotape, videotape or take photographs during the class without prior permission from the principal.
8. The names of students shall not be mentioned by the visitor when publicly discussing anything observed during the visit.
9. If a parent requests a visit to his or her school and custody of the child is an issue, the principal will abide by existing legal agreements.
10. School administrators have the discretion to adopt or enforce more specific and/or restrictive rules governing visits to school buildings.

Visitors must report to the school office when they arrive to obtain a visitor's pass. This is done to assure student safety. An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district. During the school day, visitors will be asked to present a government-issued ID, such as a driver's license or passport, which will be scanned into the system. The Raptor system will then conduct an on-the-spot background check against the national sex-offender database. Once entry is approved, a sticker badge will be issued. The system does not create a copy of the ID. The Raptor scanner collects the ID photo, name, date of birth, and the last four digits of the license number. All visitors will both register and check out in the school office.

WEATHER EMERGENCIES

School cancellations or emergency late starts will be announced through the school notification system and on radio stations KEEZ (Z99) 99.1 FM; KYSM 103.5 FM; KRBI 105.5 FM; KMKO 95.7 FM (all are Three Eagles Radio Stations in Mankato); KCHK New Prague 103.5 AM, 95.5 FM and TV stations WCCO Channel 4, KSTP Channel 5, KMSP Channel 9, KARE Channel 11 and KEYC Channel 12. Please use these notification systems,

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rather than calling the school. It is important our lines are available for emergency calls. In most instances, if there is an emergency school closing or if school is closed due to inclement weather, all co-curricular practices, games, or events will be canceled or postponed. Exceptions to this policy may occur if conditions improve throughout the day and travel is deemed safe for games and/or practices. A final decision on participation in Activities during emergency closing situations will be made by the Superintendent, Activities Director, Building Principal, and Director of Transportation.

II. ACADEMICS

ACADEMIC INFORMATION (GRADES 9 – 12)

COMPUTING GRADE POINT AVERAGE

Each grade is given a value. The quarterly GPA is the average value of the grades earned in the quarter just completed.

Grades are valued as follows:

A = 4.00	B- = 2.667	D+ = 1.33
A- = 3.667	C+ = 2.333	D = 1.000
B+ = 3.333	C = 2.000	D- = .667
B = 3.000	C- = 1.667	F = .000

FLEXIBLE LEARNING DAYS DUE TO EMERGENCY CLOSINGS

The term “Flexible Learning Day” refers to a school day when instead of coming to our school buildings, teachers and students will be working off-site. Students in grades K-12 will do different learning activities throughout the Flexible Learning Day.

Flexible Learning Days are intended to counter the loss of curriculum momentum resulting from school cancellations due to Minnesota’s winter weather. Flexible Learning Days cannot replace the face-to-face time students have with their teachers but it can provide better continuity when school is interrupted. Flexible Learning Days also negate the need for makeup school days in June.

The first two weather related days of school closure will not be made up and there will be no assignments. However, the third through seventh weather related emergency closings will be Flexible Learning Days. All Flexible Learning Days count as a day of school for our students and teachers; there will be required assignments. A maximum of five Flexible Learning Days can occur per school year. If we exceed that threshold, then the District will activate the Emergency Make Up Days as denoted on the school calendar.

*This is a summary of the Flex Learning Days Procedures. To view the complete procedure, please visit our website www.isd2397.org

GRADING SCALE

A: 93% and higher	B-: 80-82%	D+: 67-69%
A-: 90-92%	C+: 77-79%	D: 63-66%
B+: 87-89%	C: 73-76%	D-: 60-62%
B: 83-86%	C-: 70-72%	F: 59% and lower

*Alternate grading scales will be used as required for concurrent enrollment, PSEO, and courses sponsored by other institutions.

GRADUATION RECOGNITION

Le Sueur-Henderson High School will give special recognition for student academic achievement at the Commencement Ceremony as follows:

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Honors: (GPA 3.0 to 3.5) will be recognized at the Graduation Ceremony as graduating with Honors and noted in the program.

High Honors: (GPA 3.51 to 3.85) students will be recognized at the Graduation Ceremony with yellow cords and noted in the program.

Graduating with Distinction: (GPA 3.86 and above) will be recognized at the Graduation Ceremony with medals and noted in the program.

*Graduation recognition will be determined at the end of the first semester of senior year.

Students graduating with Distinction will be eligible to apply to speak at the graduation ceremony. Students will apply to the Faculty Leadership Team (SPDLT) and they will determine who will speak at graduation. The application will include why they wish to address the class and community and demographic information.

GRADUATION REQUIREMENTS

A primary goal of Le Sueur-Henderson High School is that each student who attends will be college and career ready upon graduation. We also strive to help each student be healthy, safe, engaged, supported, and challenged. All students must meet the requirements for graduation as prescribed by the State of Minnesota and the School Board of Independent School District #2397. For a detailed explanation of graduation requirements, see the Le Sueur-Henderson High School Student Registration Guide.

HONOR ROLL

1. Students must carry a minimum of three classes with letter grades to be listed on the honor roll.
2. Any class which is graded S (satisfactory) or U (unsatisfactory) will not be computed for honor roll purposes.
3. Students have the opportunity of being recognized each quarter in one of three levels:
A Honor Roll: GPA of 3.667 or above
B+ Honor Roll: GPA of 3.333 - 3.666
B Honor Roll: GPA of 3.000 - 3.332

INCOMPLETE GRADES

Incomplete grades are given only due to circumstances beyond the control of the student. Students who receive an incomplete at the end of a grading period have 2 weeks (10 school days) to complete the work. After that time, work not turned in will receive a failing grade.

RELEARNING OPPORTUNITIES

At Le Sueur-Henderson Middle/High School, we believe that all students should have the opportunity to make mistakes and demonstrate growth throughout the learning process. Our goal is that all students demonstrate mastery of our essential content area standards. As a result, reassessment opportunities will be provided to all students on summative assessments. Students are expected to work with their teacher to develop a relearning plan that must be completed prior to a reassessment opportunity being provided. Reassessment scores will replace the initial summative assessment score. Relearning opportunities will not be provided on assessments that occur at the end of Semester 1, Semester 2 or any Trimester.

SCHEDULES

Students must be registered and attending LS-H High School for seven periods each semester. Students may only register for two periods of study hall. Any variation from these guidelines would be at the principal's discretion.

SCHEDULE CHANGES

During summer, schedule changes can only be made during "Back to Business Days." Phone calls and emails regarding schedule changes will not be accepted. To make schedule changes once school starts, students must

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make changes during the first four days of the semester. Please note that the counselor will only be making schedule changes during the first four days of each semester. Because a thorough registration process occurred in Spring semester of the previous school year that determined section numbers and teacher allocations, schedule change requests can only be made for the following reasons:

1. The student does not have the prerequisite(s) for the class listed.
2. The student failed a class.
3. There is an obvious error (two classes scheduled at the same time).
4. A class that is needed to graduate is not listed or was dropped from the schedule.
5. The schedule is unbalanced.

Due to the importance of keeping our class size as low as possible, changes cannot be accepted for the following reasons:

1. The student has not completed summer requirements.
2. To request a specific teacher or hour.
3. To have a class with a friend.
4. To have a specific lunch period.

SECTION 504 POLICY STATEMENT:

Section 504 is a federal regulation that prohibits discrimination against persons with a disability in any program with federal financial assistance. It defines a person with a disability as anyone who:

1. Has a physical or mental impairment which substantially limits one or more major life activity such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning and working;
2. Has a record of such an impairment; or
3. Is regarded as having such impairment. (34 Code of Federal Regulations Part 104.3)

It is the policy of the Le Sueur-Henderson Board of Education to provide a free and appropriate education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Act (IDEA). Due process rights of handicapped students and their parents under Section 504 will be enforced. Questions or concerns can be directed to the school office.

SPECIAL EDUCATION

The district takes pride in offering high quality staff and programs to students with special needs for learning. Several special needs programs are offered within the school or in cooperation with the Minnesota Valley Education District (MVED).

STUDENT AND PARENT COMMUNICATION TIMELINES

Students and parents should check final grades on Infinite Campus at the end of each term. Dates for the 2022-2023 school year are as follows:

End of Quarter 1:	Oct. 28, 2022
End of Trimester 1:	Nov. 22, 2022
End of Semester 1:	Jan. 13, 2023
End of Trimester 2:	Feb. 28, 2022
End of Quarter 3:	March 22, 2023
End of Semester 2:	May 24, 2023

WEIGHTED GRADE CATEGORIES

Le Sueur-Henderson Middle/High School supports and encourages our students to make mistakes. We understand that mistakes are an essential part of the learning process. The weighted grade categories below will be used to reduce the impact of students' formative mistakes on their reported grade. They will also help to ensure each students' grade accurately communicates their mastery of content area standards.

Summative Assessments: 80%

Formative Assessments: 20%

*Course exceptions will only be granted as approved by administration or as required by a post-secondary institution.

III. ACTIVITIES

CO-CURRICULAR ACTIVITIES INFORMATION

Students are encouraged to participate in the many co-curricular activities available at Le Sueur-Henderson High School. Information regarding participation fees and head coaches/advisors can be found in the LSH Activities Handbook.

A MSHSL Parent Permission form must be signed by both parent and student once each year; also, a physical examination form must be on file signed by doctor, parent and student and must be renewed every three years. (Participants cannot begin without these forms).

CO-CURRICULAR ACADEMIC ELIGIBILITY STANDARDS

Academic achievement and co-curricular activity participation go hand in hand to promote the educational growth of each student. Whenever there is a question of priority, however, we at Le Sueur-Henderson High School believe that academics should take precedence. For this reason and to encourage achievement in both curricular and co-curricular areas, the following academic standards and eligibility guidelines have been established.

In order to be eligible for all co-curricular events, students must have all school work current and up to a passing level. Every two weeks, starting with the 3rd week of each semester, a "deficiency list" will be generated by the Activities Director. All students whose name appears on the "deficiency list" will forfeit their privilege to participate in co-curricular events until they are passing all of their classes. In order to regain eligibility for co-curricular participation, ineligible students are required to bring teacher-signed verification to the Activities Director or the Activities Director's Secretary that their schoolwork is at a passing level.

STUDENT IN GOOD STANDING EXPECTATIONS

All Homecoming/Snow Week Dance/Prom/School Dance/Valleyfair attendees must qualify as a student in good standing. To qualify as a student in good standing, A student must:

- Complete all assigned detention time.
- Pay all fees.
- Not be serving any in or out of school suspension or exclusion during the scheduled event.
- Not have a record of repeated behavioral violations. Such a record may result in loss of participation as determined by school administration.
- Not have more than 4 unexcused absences at school for Homecoming.
- Not have more than 6 unexcused absences at school for Snow Week.
- Not have more than 7 unexcused absences at school for Prom or Valleyfair.

A student who is not in good standing significantly compromises their education and the integrity of the school environment. Students must understand that going to homecoming and/or prom is a privilege and that their primary responsibility is to maximize their academic opportunities while at LSH.

MOOD ALTERING CHEMICALS

Students are subject to Minnesota State High School League Rules.

PENALTIES FOR CATEGORY I: ATHLETIC, ACTIVITIES, DEBATE, SPEECH, ONE ACT PLAY

1. 1st Offense: Student will lose eligibility for the next 2 consecutive contests or 2 weeks of a season in which the student is a participant, whichever is greater.
2. 2nd Offense: Student will lose eligibility for the next 6 consecutive contests or 3 weeks of a season in which the student is a participant, whichever is greater.
3. 3rd Offense: Student will lose eligibility for the next 12 consecutive contests or 4 weeks of a season in which the student is a participant, whichever is greater.

PENALTIES FOR CATEGORY II: MUSICAL ACTIVITIES, VISUAL ART ACTIVITIES

1. 1st Offense: Student will lose eligibility for the next activity performance.
2. 2nd Offense: Student will lose eligibility for the next two (2) activity performances.
3. 3rd Offense: Student will lose eligibility for the next four (4) activity performances. If a student is involved in both categories, they are required to serve penalties in each.

*Students with a chemical violation that have not completed their penalty are ineligible to be royalty candidates for Homecoming or Snowball or participate in other school sponsored activities.

DUE PROCESS PROCEDURE

A student, parent or guardian wishing to contest a school's decision regarding eligibility may appeal that decision by contacting the Activities Director's office for a copy of the Due Process Procedure.

FEE WAIVER

District policy allows activity fees to be waived on the basis of undue hardship or family income/family need. The Activities Director will determine eligibility.

- Students who qualify for "free lunch" will have their fee waived.
- Students who qualify for "reduced lunch" will pay 1/2 the required fee.

Please notify the Activities Director if you qualify for free/reduced lunches.

ACTIVITY PASSES

Activity passes may be purchased at the High School Activities Office or at the ticket gate before games. The passes may be used for all regular season home events, excluding tournaments and/or playoffs. *These passes cannot be used for post-season events.*

Student Season Pass: \$30

Adult Season Pass: \$75

Sr. Citizens - LSH Taxpayer (60 & Over): Free

Sr. Citizen Non-LSH Taxpayers: (60 & Over) \$30

MINNESOTA RIVER CONFERENCE SPORTSMANSHIP CODE

- Accept the decisions of the contest officials.

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- Avoid unsportsman-like gestures or language.
- Display modesty in victory and graciousness in defeat.
- Show respect for opposing coaches, players and fans.
- Show respect for public property.
- Show respect for coaches' decisions during and after games.
- Be positive and refrain from negative comments

SCHOOL DANCES

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

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

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

NATIONAL HONOR SOCIETY

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

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

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

When candidates have met these scholastic criteria, they become probationary members and will be evaluated on the basis of service, leadership, and character. Probationary members become official members by a majority vote of the Honor Society Faculty Council and are inducted at a special ceremony in the spring.

Each year all members of the Le Sueur - Henderson Honor Society are required to plan and participate in one or more service projects that have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized and executed.

IV. STUDENT SERVICES

A'VIAND'S LUNCH/BREAKFAST PROGRAM

A'Viand's, a food service management company, has been contracted to serve the students, staff and administration of the Le Sueur-Henderson ISD 2397.

***TICKET SALES:** We have a computerized system that allows parents/students to add money to their account. When a student eats a meal, we will deduct from the amount available.

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Students will give their PIN number for lunch and breakfast. Students will be expected to settle their accounts in the mornings at the high school kitchen. **Checks should be made payable to ISD 2397, please indicate your child's name on your check memo.**

Breakfast will be available in the school cafeteria each morning from 7:40-8:00 a.m. Students should not arrive for breakfast until the scheduled time. School lunch menus are available in the serving line.

Food Service Prices 2022-2023		
Student Breakfast		
6-12 Lunch		
Extra Milk		

Information regarding free and reduced meal application procedures are made available to families in the fall of each year. If you need a form during the year please contact Justin Craig at 507-665-5813 or the school office.

*Please note: When a family qualifies for Free or Reduced meals, the school receives more state aid funding, even if the student(s) do not use the hot lunch program. If your family meets the guidelines, Please complete a form and return it to school. **More state funding means more educational opportunities for our students!***

PROCEDURE FOR NOTIFYING FAMILY OF ACCOUNT STATUS

- A. Food account balances are posted to the Infinite Campus Parent Portal daily for families to review.
- B. The parent/guardian will be notified when any of their children's accounts are \$5.00 or less according to the following procedures.
 - a. Middle / High School
 - i. Once a student's balance becomes \$5.00 or less, email notification will be sent to the parent/guardian contact by the Food Service Director.
 - ii. If the account becomes below \$0, an email and letter will be sent home by the Food Service Director.
 - iii. When the balance is -\$15.00, a phone call to parent/guardian will be made by the school counselor, secretary, or food service director. Referral to counselor from Admin. Students will not be allowed to take items beyond a single reimbursable meal.
 - iv. When the balance is at -\$30.00, Building principal or designee will meet with the family.
- C. Families using Non-Sufficient Fund Checks to replenish their lunch accounts will be charged \$15.00 for collection charges.
- D. At the end of the year, significant negative accounts (below -\$50) for Food Service Fund Balances and/or unreturned or damaged school district property will be sent to collections after attempts have been made to contact parents/guardians.

SCHOOL NURSE

A certified school nurse is in the district during the school day to provide health services for all students and staff. A diagnosis of any illness is not made by the nurse. Health services include: (1) first aid, (2) hearing and vision screening, (3) limited classroom teaching, (4) individual student/family health counseling, (5) immunization clinic, (6) scoliosis screening, (7) keeping of health records on each child, and (8) a resource for teachers.

If a student becomes ill at school, the parent or guardian, or a person designated by the parent or guardian is called by the school nurse. It is the parent's responsibility to take the student home. In case of an accident, first aid will be administered and the parent or guardian will be called. If the student needs further treatment, it is the responsibility of the parent or guardian to transport the student to the doctor. In the event that a parent or guardian

cannot be reached, the school will contact the physician listed on the student information form or make whatever arrangements necessary to provide health service to the child.

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

ILLNESSES

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

Many students and parents are concerned about when students should stay home or attend school. The following information is intended to help with this decision:

- If the student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal without medication.
- If the student has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode.
- If the student has any rash that may be disease-related or the cause is unknown, check with your health care provider before sending him/her to school.
- If the student has open/draining skin sores, or inflamed/draining eyes or ears the student should stay home until seen by your healthcare provider.

ESSENTIAL OILS AND OTHER SCENTED PRODUCTS

Staff will not administer essential oils to students. If the student has a Doctor's prescription for essential oils, this should be administered by the nurse or designee. Staff will be cognizant of student health concerns that may be heightened with scents. Some students are sensitive to air fresheners, diffusers, essential oils or other scented products. If a classroom has a student or staff member that is sensitive, that classroom should not use these products. Please talk to the school nurse if you are unsure if a student is sensitive to these products.

GUIDANCE COUNSELOR

Mission Statement

The mission of the Guidance and Counseling Program is to empower all learners to lead satisfying lives in the present and to make successful connections to the future.

Services available to every student:

- Helping students plan a program, select courses and change schedules if necessary.
- Testing and interpretation of test scores.
- Providing career information.
- Helping students deal with a personal crisis.
- Assisting individual students with decision making and goal setting.

Location

The Guidance Center is located in the main office. Ms. Jessica Mack-Hafermann is the School Counselor for students in grades 6-12. Ms. Cassie Wilke is the Child Life Specialist.

Career Development Center

This area is accessible to all students and is located near the high school counselor's office. It includes numerous print and computer-based resources for younger students to begin exploring careers or to help older students prepare for post-secondary school training (2-year, 4-year and technical colleges), the military or employment.

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Internet connection is available for student use to search for post-secondary admission, testing and financial aid as well as for general career exploration.

Appointments

To make an appointment with the counselor, check with the counselor and set an appointment. Parents who wish to make an appointment to discuss their student's needs may do so by contacting their student's guidance counselor.

Jessica Mack-Hafermann: (507) 665-5807
jhafermann@isd2397.org

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

Program Outcomes

1. To provide guidance and counseling services that are flexible and relate to a variety of current student needs.
2. To assist all students to develop self-understanding and a positive self-concept.
3. To assist all students to develop effective human relations.
4. To assist teachers in their classroom relationships with students.
5. To provide positive intervention for students in need.
6. To support students' social emotional learning and development.
7. To assist all students to develop decision-making competencies.
8. To provide students with developmental career education experiences and information.
9. To help students relate their high school studies to their abilities and to their future career goals.
10. To assist students in applying to and being accepted at colleges and technical schools.
11. To provide students with information on post-high school opportunities in the workforce, the military, and other specialty careers.
12. To provide parents and students with current information on financial aid and scholarships.
To facilitate the administration of district-wide testing programs.
13. To provide students, parents, teachers and administrators with standardized test results and interpretations.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) serves as an instructional facility for all students and staff. It is here that the critical skills of information gathering, analyzing, and evaluating are practiced and reinforced. Located in the LMC are: a main reading and instructional area, a mini-lab for students conducting online research and working on computer projects, a video viewing station, and access to a variety of resources.

The resources of the LMC are made available to all students. Students, in turn, are expected to demonstrate proper care of the materials, equipment and facilities. This includes sharing resources with others by returning them when due. Students will be charged fees for lost or damaged materials.

Use of the LMC during Study Hall

The library is a place for quiet study. Students using the center must not interfere with others working there. No food or pop is allowed in the library or the computer labs. Come to the centers prepared.

Grades 6-8 Procedure: Teachers will take their students to the LMC during classes and stay with them while they are in the LMC.

Grades 9-12 Procedure: To use the LMC during study hall, students must obtain a pass from the academic teacher who assigned the materials being worked on. No more than 5 students from any one study hall will be allowed to use the LMC during any given class period. All students must write their name on the sign-in sheets provided at the Media Center desk. Classroom teachers will accompany their

students to the LMC and stay with them if more than 5 students need to use the LMC. Students who are taking online courses will not be allowed to use the LMC unless appropriate technology/resources are unable to be provided in their designated school location.

Penalty for Misuse of the LMC

Students who do not behave in a responsible manner will not be allowed to use the LMC for a time determined by the teacher and Dean of Students or Principal.

V. ATTENDANCE

ATTENDANCE PROCEDURES

It is the responsibility of the students, parents/guardians and the school to assure that the student attends school every day classes are in session. Absence, for whatever reason, is detrimental to a student's success. It is the student's responsibility to make up all work missed due to absence. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Attendance Law (MN. Stat.120A.22), students are required to be full time students and attend all assigned classes every day school is in session.

- Any student enrolled in PSEO courses, work experience programs, or on-line courses not affiliated with Le Sueur-Henderson School District #2397 may not be in the building without prior authorization during those periods due to a lack of supervision and potential disruption of the educational setting.
- No student may leave school property during school hours, unless authorized in writing by the Principal or Dean of Students with approval by a parent/guardian. Students must check out through the office if they need to leave the building during the school day. Leaving the school building without a pass will result in an unexcused absence for all classes missed.
- Students are not allowed to sit or be inside of a parked vehicle for any reason during the school day. Office permission must be obtained in order to go inside of a vehicle at any time during the school day; this includes the lunch period. Seniors who have obtained and intend to use Senior Privileges must leave school grounds during their study hall or lunch period. Loitering on school grounds is not allowed.
- Parent absence requests may be denied or counted as unexcused if they are for reasons other than those listed below.
- The school requires a phone call as early as possible. Office hours are 7:30 AM to 4:00 PM. Voicemail will be checked for those parents calling before the office is open. Absences not reported by parents will be recorded as unexcused. **THE ATTENDANCE LINE PHONE NUMBER is 507-665-5801.**

Excused Absences May Include:

- Illness of a student
- Extended illness (Medical Professional Verification May Be Required)
- Death of a family member
- Medical, dental, or orthodontic treatment, or a counseling appointment.
- Religious instruction not to exceed three hours in any week.
- Required court appearance
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school/community-sponsored outings.
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Active duty in any military branch of the United States.
- A student's condition that requires ongoing treatment for a mental health diagnosis.

- Pre-approved/planned absences: The student is responsible for presenting the Pre-Arranged Absence Form to their teacher in order to obtain assignments for the time that he/she will be absent, this includes school related activities, dental/medical appointments which cannot be scheduled outside the school day, and vacations.
- Any other absences that are pre-approved by the administration. Written application for approval of vacation days must be submitted to the school office by a parent/guardian.

College Visits:

Students are allowed a combination of 3 (three) college visits during their junior and senior years. Additional days may be used with school approval. Parents should notify the attendance secretary in advance of the visit.

Student's Responsibility After an Excused Absence:

- Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Unexcused Absences May Include:

- Truancy: An absence by a student which was not approved by the parent and/or the school district.
- Any absence in which the student/parent failed to comply with any reporting requirements of the school district's attendance procedures.
- Work at home.
- Work at a business, except under a school-sponsored work release program.
- Parent related work obligations - It is the parent's responsibility to ensure a child has transportation to attend school.
- Oversleeping.
- Car problems/trouble.
- Missing the bus.
- If suspended from the school district transportation, and the child does not attend school.
- Absences resulting from accumulated unexcused tardies, (3) tardies equal one unexcused absence.
 - Middle and High School: Up to 10 minutes late to a class
 - Your child will be considered ABSENT if he/she is more than ten minutes late to class.
- Any other absence not included under the attendance procedures set out in this policy.
- Skipping class.
- Leaving the building without office permission.
- Personal Business -- If an absence is absolutely necessary but the reason is too delicate or sensitive to discuss, the parent should call the Dean of Students or Principal who will ask for just enough information to determine that the absence should be excused. The administration has the right to determine the acceptability of using school time for personal business.

Parents should discuss, before the absence occurs, any other absences not mentioned above with the Dean of Students or Principal. For a student's absence to be excused, the parent or guardian shall notify the school by phone (507-665-5800) the morning of the absence.

Consequences of Unexcused Absences:

- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

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- In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- A letter will be sent to parent/guardian after 3 (three) unexcused absences.
- If a student reaches 5 (five) unexcused absences a letter will be sent home and a parent meeting with the Dean of Students to make an attendance plan will occur. The county attorney's office may also be notified along with the county social worker.
- If a student reaches 7 (seven) unexcused absences they are considered habitually truant and the county attorney's office will be notified.
- Consequences of tardiness may include detention after 3 unexcused tardies. In addition 3 unexcused tardies are equivalent to one unexcused absence.

Participation in District Sponsored Extracurricular Activities and On-The-Job Training Programs:

This procedure applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.

- School-initiated absences will be accepted and participation permitted.
- A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- If a student is suspended from any class, he or she may not participate in any activity or program that day.
- If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

Required Reporting

A. Continuing Truant (Ages 13-18) and Educational Neglect (Ages 5-12)

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant or parent is in violation of educational neglect
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant/Educational Neglect

1. A habitual truant/ educational neglect is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

VI. STUDENT CONDUCT

18 YEAR OLDS

Minnesota Law 120.06 states that school districts may impose the same rules and regulations on students 18-21 years of age as those imposed on students under 18. All Le Sueur-Henderson High School students are expected to adhere to the same set of policies and guidelines.

CELL PHONES/ELECTRONIC DEVICES



Before I make a post, I pledge to ask myself:

Who will be able to see what I post?
Will anyone be embarrassed or hurt by it?
Am I proud of what I'm posting?
How would I feel if someone posted it about me?

ALL GIANTS need to use common sense when posting on the internet, texting, or tweeting. Any posts that are related to school, harmful to students, or cause a disruption of the school environment are subject to potential school consequences.

LSH recognizes that cell phones and electronic devices can serve an educational purpose. Students are reminded that having a cell phone in your possession is a privilege at LSH MS/HS. It is the responsibility of the student to be aware of the teacher's expectations for electronic devices in each classroom. **All students will be expected to park their cell phone & ear buds when entering the classroom.** Wearable technology could be included if it

interferes with learning and/or academic integrity. For safety reasons, earbuds will not be allowed outside of classrooms during the school day.

**Students suspected of any inappropriate use (cheating, pictures, social media, etc) of any cell phone in his or her possession may be asked to show the contents of the phone. Refusal to show the contents may result in the student not being allowed to bring the phone to school for the rest of the year.*

Le Sueur-Henderson Middle/High assumes NO RESPONSIBILITY for the loss or theft of any electronic devices nor is it obligated to investigate any loss or theft. If you are concerned about loss or theft, leave the device at home. 6-8th grade students are expected to leave cell phones/electronic devices in their locker and will only have access to them during passing times or lunch.

The use of electronic devices or other objects, which cause distractions to the educational environment; making, distributing or posting recordings, either audio or video, of any school activities, classroom, or school employee without prior approval of a building administrator; and the use of electronic devices in locker rooms, as well as, classrooms or other areas requiring a private, secure, or distraction-free setting are examples of unacceptable behavior subject to disciplinary action by the school. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings; school grounds and school property; school-sponsored activities or trips; school bus stops; school buses; school vehicles; school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with, or obstructs, the mission or operations of the school or the safety or welfare of the student, other students, or employees.

Violation 1: Lunch Workshop/Detention and phone kept in the office until the end of the day.

Violation 2: Every violation after will result in Lunch Workshop/Detention and parents picking up the cell phone.

**Refusal to give up a cell phone to a staff member will result in up to and including suspension.*

COMMUNICATION

Parents shall be notified as deemed appropriate by school personnel of the rules of conduct and resulting disciplinary actions except as provided otherwise by the Minnesota Pupil Fair Dismissal Act.

BULLYING REPORT FORM

A bullying report form has been established in an ongoing effort to maintain a safe learning environment. The purpose of the form is to provide students and parents with a simple way to report unsafe situations. Students can still share any concerns they might have with school staff. The Bullying Report Form is one more option students and parents have to help keep schools safe and communicate with district administrators.

[LSH Bullying Report Form Link](#)

FOOD AND BEVERAGES

In an effort to maintain high quality school facilities, food and beverages may not be consumed in classrooms and other instructional areas (Ex. fine arts and physical education areas). Students are allowed to carry a water bottle in instructional areas of LS-H Middle/High School. Food and beverage purchased from A'Viand's Food Service may be consumed in the commons or near a second chance breakfast location. Food and beverage may not be consumed in hallways, classrooms, or other areas of the building. If litter becomes a problem in the commons,

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food and beverage privileges in that area will be removed. Similarly, if refuse from items purchased from vending machines becomes problematic, we will close off access to the vending machines during the school day. Only a principal may grant an exception to the food and beverage policy stated above. Students with special health needs may possess and consume food and/or beverages by arrangement through the health office.

NUISANCE/CONTRABAND ITEMS

“Contraband” means any unauthorized item, the possession of which is prohibited by school district policy and/or law. Such items as fireworks; lighters of any kind; paintballs & paintball guns; squirt guns; knives of any kind; laser pointers/pens; inappropriate media (pictures, magazines, items displaying the Confederate flag or other racial symbols/innuendos, etc.); incense; etc. are all contraband & are NOT allowed in school, on school property/grounds, at school activities, and/or on school buses. If a student inadvertently brings such an item(s) to school, the student needs to report directly to the school office with the item & turn it over to appropriate staff. If this is done accordingly, no consequences will be considered. These items will be confiscated and must be picked up by a parent. Repeated violations of this policy will be considered insubordination and will be subject to further disciplinary consequences.

PICTURES/VIDEO/AUDIO RECORDING

Students shall not photograph or record other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms. Assuring academic integrity: Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

Use of cellular phones or other personal electronic devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

TECHNOLOGY USE

The Le Sueur-Henderson School District is committed to teaching 21st century skills. We believe that using technology for teaching and learning supports communication, collaboration, critical thinking and creativity in the classroom. LSH Schools want to ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world. Therefore, Le Sueur-Henderson Schools has implemented a 1:1 (student to computing device) program for grades 4-12 using chromebooks to create a seamless and dynamic educational experience for students. All chromebooks are the property of Le Sueur-Henderson Schools and as a result may be seized and reviewed at any time. Students should have no expectation of privacy of materials found on the chromebook. Please review District Policy 524 and the Device Handbook for further information.

TENNESSEN WARNING

During investigations of student misconduct, students may have the right to say nothing. There may be consequences applied, regardless of the student’s decision. Students have the right to know the intended use of any personal information requested and who is authorized to see such information.

DETENTION/Lunch Workshop

Detention/Lunch Workshop may be assigned by the teacher or the principal for unacceptable behavior addressed under the Rules of Conduct. Parents will be notified by email or a call when a detention/Lunch Workshop is assigned.

Lunch Workshop will be served on the day of or the day following the violation. Students will be notified by email and/or their assigned Advisory teacher or Dean of students.

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Detention shall be served on Wednesdays (unless other arrangements have been made with the teacher and/or principal) from 3:08 p.m. until 4:00 p.m. Students who are to serve detention will receive notification through their school email and/or their assigned Advisory teacher, Dean of Students, or Principal. It is the responsibility of the student to check their school email daily. Students who skip Detention/Lunch Workshop may face additional consequences, which could include suspension. Students who have more than 3 detentions/Lunch Workshops will face further consequences up to and including suspension.

Detention Rules

1. Students must bring schoolwork or a book to read. Chromebooks can only be used for schoolwork or reading (no games, social media, or messaging). The detention supervisor can put the Chromebook on guided use to ensure students are on task. No other electronic devices are allowed
2. No sleeping.
3. No food or beverages are allowed.
4. Students should be seated quietly and spread throughout the room.
5. Failure to listen to the detention supervisor's instructions may result in dismissal of the student with no credit for time served.
6. Skipped detentions or dismissal from detention for poor behavior could/will result in ISS.

BEHAVIORS DEFINED AND CONSEQUENCES:

The following guidelines have been established in order to help students, parents, and teachers better understand the behavioral expectations for students. The consequences are aimed at assisting students in meeting expectations. They are not, however, absolute. Each disciplinary situation that arises will be handled with the best interests of the student involved and the school as a whole in mind. Therefore, professional judgment may be used when determining what, if any, consequences are enforced in a given disciplinary situation. The principal or designee may impose or recommend longer suspensions, expulsion, or any other discipline as appropriate on a case by case basis. Definitions of violations follow the table.

Violation	First Offense	Second Offense	Subsequent Offenses
Abuse of Technology	Varies depending on offense: Warning to possible recommendation for expulsion		
Assault/Staff or Student	Suspension and possible recommendation for expulsion; parent conference; contact law enforcement		
Bullying	Varies depending on offense: Warning, suspension, or recommendation for expulsion Bullying education with counselor/ Lunch Workshop		
Bus Misbehavior	Warning and parent contact	Loss of riding privileges for one week and parent contact/meeting	Loss of riding privileges for the remainder of the school year and parent meeting.
Cafeteria Misconduct	Warning/Lunch Workshop/Detention	Lunch Workshop, Regular Detention and/or assigned seating. Parent	Possible permanent seating. Suspension and parent contact.

		Contact	
Cyberbullying	Varies depending on offense: Warning to possible recommendation for expulsion		
Disorderly Conduct (Outside of classroom)	Warning and parent contact	Minimum of one hour of detention/ Lunch Workshop and parent contact	In-school suspension and parent contact
Disruptive Conduct (Classroom)	Removal from class for one class period; Lunch Workshop; parent contact	Removal from class period for three days; parent contact	See Classroom Removal Policy
Electronic Devices (When NOT being used properly or used without teacher permission.)	Confiscation of device and Lunch Workshop/Detention Device returned to student at end of day.	Confiscation of device. (Parents can retrieve at the end of the day). Lunch Workshop or Detention. Parent Contact	Confiscation of device. (Parents can retrieve at the end of the day). Lunch Workshop or Detention. Parent meeting to discuss alternative plans to prevent future disruptions.
Fighting	Suspension; parent conference; contact law enforcement; Counseling	Suspension; parent conference; contact law enforcement; Counseling	5 day suspension and possible recommendation for expulsion; parent conference; contact law enforcement; Counseling
Harassment/ Threats	Varies depending on offense: Warning to possible recommendation for expulsion		
Hazing	Varies depending on offense: Warning to possible recommendation for expulsion		
Improper Dress See Dress Standards	Change into proper clothing. Parent contact.	Change into proper clothing. Detention/ Lunch Workshop. Parent Contact.	Considered to be Insubordinate. Parent contact.
Insubordination	1-2 days of In-school suspension or possible out of school suspension; parent contact	1 - 3 days of in-school or out of school suspension; Parent conference.	3-5 Day Suspension and possible recommendation for expulsion. Contact parents.
Leaving the building without a pass. (This	Detention/ Lunch Workshop	Increased time in detention.	Suspension

includes lunch.)			
Nuisance Objects	Varies depending on offense and object.	1 – 3 day suspension; parent conference; possible law enforcement contact	Suspension; possible recommendation for expulsion
Plagiarism	Possible no credit and teacher discretion on possible retake. Parent contact.	Parent conference and possible failing quarter/semester grade.	
Cheating	Possible no credit and teacher discretion on retake. Parent Contact	Parent conference and possible failing quarter/semester grade.	
Theft, buying or receiving stolen goods	Return/replace; 1 - 5 day suspension. Contact parents and may involve law enforcement.	Return/replace; 3-7 day suspension; Contact parents and may involve law enforcement.	5-9 day suspension and possible recommendation for expulsion. Contact parents and law enforcement.
Unnecessary use of physical force	Warning to suspension depending on the offense		
Use or possession of tobacco or vaping products, including matches or lighter	1 - 2 day suspension; confiscation; contact parents and law enforcement; Counseling	3 day suspension; confiscation; contact parents and law enforcement; Counseling	Up to 5 days suspension; confiscation; contact parents and law enforcement Counseling
Use/possession of chemicals, alcohol or items intended to be used as mood altering	3-5 day suspension; contact parents and law enforcement Counseling	5 days suspension; contact parents and law enforcement; possible recommendation for expulsion Counseling	
Vandalism	Restitution; 1 - 3 day suspension. Contact parent and potential law enforcement involvement.	Restitution; 3-5 day suspension; contact parent and law enforcement.	Restitution; suspension and possible recommendation for expulsion; contact parent and law enforcement.
Vulgar Language	1.Detention/	1.Detention/Lunch	Suspension & parent meeting

1.General 2.Toward Staff	Lunch Workshop 2.ISS	Workshop or ISS 2. ISS or suspension	
Weapons, Possession and distribution	Suspension; contact parent and law enforcement; recommendation for expulsion.		

ABUSE OF TECHNOLOGY:

Technology is available to students in many areas. Its use can enhance student learning and offer opportunities for student creativity. Specific guidelines are outlined in the Acceptable Use Policy. The use of the school district system and access to use of the Internet is a privilege, not a right.

ASSAULT: STAFF OR STUDENT:

Assault is committing acts of verbal and/or non verbal coercion through intimidation or threat of force. Assault and battery is committing a physical attack upon another person with the intent of causing bodily harm.

BULLYING:

See School District Policy Bullying Prohibition at the end of the Le Sueur-Henderson High School Parent/Student Handbook.

BUS MISBEHAVIOR:

Safety is of prime concern for the school bus driver. A student is in violation of this rule when he/she interferes with the safe and efficient transportation of students to and from school and/or fails to accept and carry out reasonable instructions given by the bus driver. Students must remember that riding the school bus is a privilege, not a right.

CAFETERIA MISCONDUCT:

Le Sueur-Henderson Middle/High School has a closed campus (Except for Seniors) and students are expected to stay in school for lunch. Students are expected to behave appropriately and cannot take food out of the Commons.

CYBER BULLYING:

Cyberbullying is the act of using technology, such as the Internet or cellular phones, to bully or intimidate. Cyber bullying most often occurs outside of school; however, when the behavior causes a disruption at school and has a direct effect on school safety, students are subject to discipline. Cyber bullying includes messages intended for both students and staff members.

Students who engage in cyberbullying will suffer consequences ranging from a warning to expulsion.

DISORDERLY CONDUCT:

This is defined as engaging in obscene or abusive language or in boisterous and noisy conduct tending to arouse alarm or resentment in others (i.e. poor sportsmanship at athletic events, inappropriate cheers.) False fire alarms will result in an automatic five-day suspension and notification of police.

DISRUPTIVE CONDUCT (CLASSROOM):

Students who are disruptive in the classroom stop their own learning process and interfere with the learning process of other students.

DRESS STANDARDS:

At Le Sueur-Henderson Middle/High School, we take pride in the appearance of our students and our learning environment. Our dress reflects the quality of our school, conduct, and adhering to basic standards of dress is preparation for adhering to standards of dress in professional settings after high school. All students must be attired appropriately. This means that undergarments and posterior will be covered at all times. Shoes must be worn at all times and must not pose a risk to damaging school property.

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The following types of clothing are examples of items that are not considered school or workplace appropriate and should not be worn during the school day. This includes, but is not limited to the following:

- Shorts or skirts that reveal buttocks
- Tube tops, halter tops, low cut, midriff, bare back or strapless off-the-shoulder shirts
- Pants that reveal undergarments
- Any jewelry, accessory or clothing that could be used as a weapon is prohibited. This may include, but is not limited to: rings, chains, bracelets, spiked accessories, etc.
- Clothing that is lewd, vulgar, obscene or promotes products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school policy. This includes representations of confederate flags, swastikas, KKK signs and similar symbols, and applies to school property or school sponsored events on or off of school property including the parking lot and the school buses.
- Hats/caps will be allowed and must follow all dress code rules. For safety reasons, hoods must remain down at all times. Teachers and other staff reserve the right at any time to ask students to remove headwear. In addition, staff can require students to remove headwear for safety purposes. Exceptions will still be made for religious, ethnic, and medical reasons.
- The principal will have the final say on all inappropriate attire.

Standards for attire and grooming while participating in elective co-curricular programs may involve additional requirements of students as they represent our school and community.

Students in violation of this policy will be asked to adjust their attire. This may include a phone call to a parent to bring appropriate clothing. If there is repetitive violation of dress code, further action will be taken. The school will reserve the right to change the dress code at any time.

ELECTRONIC DEVICES:

Electronic devices are generally a distraction to the educational process. Additionally, they can disrupt classrooms. If students choose to bring an electronic device to school, it must be muted so it does not disrupt the classroom. Lost or stolen items are often not retrieved and the school will not be responsible for them.

FIGHTING:

Fighting is mutual combat in which both parties have contributed to the situation by verbal and/or physical action. Students are expected to avoid fights and to seek other non-violent means of resolving conflicts. To that end, they are expected to walk away from situations in which they are provoked if at all possible.

HARASSMENT: RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT:

See District 2397 Policy Against Religious, Racial and Sexual Harassment and Violence at the end of the Le Sueur-Henderson Middle/High School Parent/Student Handbook. www.isd2397.org

HAZING:

See School District Policy Hazing Prohibition at the end of the Le Sueur-Henderson Middle/High School Parent/Student Handbook.

Athletes who violate this rule are subject to the same High School League consequences as those who violate High School League rules concerning chemical use and harassment. Participants in hazing or initiation may also be subject to criminal and/or civil action.

INSUBORDINATION:

Each person, regardless of position or role at Le Sueur-Henderson Middle/High School, has the right to be treated

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with respect. The deliberate refusal to follow and obey the reasonable request or order of a school staff member or employee will be considered insubordination. For example, any student who refuses to give the proper name to a district employee or go to the office when directed to do so will be considered insubordinate.

Insubordination is also involved when students directly attack a staff member or employee, either physically or with words or manner including but not limited to swearing or obscene language or gestures.

LEAVING THE BUILDING WITHOUT A PASS:

Students are not allowed to leave the building during the day without a pass from the office. This includes going out to the parking lot to retrieve books or supplies from cars. If students need to leave the building, they need to stop in the office to receive a pass. Teachers do not have authority to give students passes to leave the building.

LUNCH WORKSHOP:

Students referred to Lunch Workshop for misconduct will receive/eat lunch with a designated staff member who will conduct a mini workshop directed towards the offense in which the student committed. Students are required to be present for their entire 30 minute lunch period and actively participate in the workshop in various ways.

Failure to participate in the activities or adhere to the designated staff member's instructions may result in dismissal of the student with no credit for time served.

Students who skip Lunch Workshop may face additional consequences, which could include suspension. Students who have more than 3 Lunch Workshops may face further consequences up to and including suspension.

NUISANCE OBJECTS:

Nuisance devices detract from the learning environment and can be potentially dangerous. Nuisance items include but are not limited to firecrackers, water pistols, water balloons, and smoke bombs. Students cannot be in possession of these items on school grounds, at school events, or on school buses. Depending on the seriousness of the item, police may be called.

PLAGIARISM/CHEATING:

The acts of plagiarism and cheating interfere with the learning process. They keep one student from learning and others from having the uniqueness of their work recognized. The following are the most common types of plagiarism that occur in student work:

- A. Blatant plagiarism or the direct copying of another's material without acknowledging that source
- B. Plagiarizing material or using an original idea of someone else without crediting the source of the material or idea.

To cheat is to mislead an instructor in some way so as to receive a grade for work that the student did not originate, or work performed with unauthorized aid and assistance. Providing work to another student who then claims it as his/her own is considered cheating.

THEFT/BUYING OR RECEIVING STOLEN GOODS:

Students should not bring large amounts of money or valuable property to school. Theft is the unauthorized taking of the property of another. A student knowingly in possession of stolen items is in violation of this policy.

UNNECESSARY USE OF PHYSICAL FORCE OR ROUGHNESS:

This is defined as irresponsible/inappropriate behavior that presents either the potential for or is the cause of physical injury to self or others.

USE OR POSSESSION OF TOBACCO, VAPING PRODUCTS, MATCHES OR LIGHTER:

Use and tobacco is forbidden by state law to anyone under the age of 21. This includes e-cigarettes. Smoking and/or possession of tobacco products is prohibited in school, on school grounds, in the parking lot, and at school-sponsored events. This no-tobacco use/possession policy is in effect both before and after school hours. See School District Policy Tobacco-Free Environment at the end of the Le Sueur-Henderson Middle/High School Parent/Student Handbook.

USE/POSSESSION OF CHEMICALS, ALCOHOL, ITEMS INTENDED TO BE USED AS MOOD ALTERING, PARAPHERNALIA:

The possession or use of controlled chemical substances by students is harmful and illegal. Possession of controlled substances includes illegal drugs, alcohol, or substances intended to be used as mood altering chemicals. Possession and use of narcotics without a prescription is illegal at any age. The school district will help the student and family find resources when appropriate to help maintain the proper atmosphere for learning. Students in violation of this policy during end of year activities will not be allowed to participate in any final week activities including graduation.

VANDALISM:

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

VULGAR LANGUAGE:

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

WEAPONS:

Items included in this policy:

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

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

VII. DISTRICT POLICIES AND PROCEDURES

The policies printed in the following section of this handbook are summarized. Not all district policies are referenced in this handbook. Copies of these policies in their entirety may be obtained by visiting www.isd2397.org.

CLASSROOM REMOVAL PROCEDURE (POLICY 506 VIII.A)

To maintain a proper learning environment, students will sometimes need to be removed from the classroom. Disruptive, uncooperative, or inappropriate behavior that affects the learning environment is subject to Le Sueur-Henderson Middle/High School's classroom removal policy. Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that

interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which is at the discretion of the teacher or administration, requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

STUDENT DISCIPLINE (POLICY #506)

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects students (Some of the policies printed in the following section of this handbook are summarized. Not all district policies are referenced in this handbook. Copies of these policies in their entirety may be obtained by visiting www.isd2397.org.) attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

SEARCHES OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON (POLICY 502)

Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

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Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions

STATEWIDE REASONABLE FORCE STATUTE ([MN Statute 121A.582](#))

This law allows use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district. Reasonable Force may be used when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This law does not authorize corporal punishment, which is prohibited by M.S.121A.67 nor does it authorize aversive and deprivation procedures, which are prohibited by M.S.121A.67.

STUDENT TRANSPORTATION SAFETY ([POLICY 709](#))

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

Rules on the Bus

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

Rules at the Bus Stop

1. Get to your bus stop 5 minutes before your scheduled pickup time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. No fighting, harassment, intimidation, or horseplay.
10. No use of alcohol, tobacco, or drugs.

Consequences

All students who have the opportunity to ride district buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior will result in the loss of bus privileges.

FIELD TRIP NOTIFICATION PROCEDURE

Students in grades 6-12 may occasionally leave the school grounds for a class. Teachers will notify parents before any events. These notifications will explain when and where the trip will take place and ask parents to notify the school if they decline the opportunity. If parents do not notify the school, it will be assumed that parents approve their child's attendance. If you have any questions about travel during school hours, please contact your child's teacher or the school office.

Some of the classes at Le Sueur-Henderson High School (9-12) will require students to travel during school hours from time to time. Teachers will notify parents of the requirements of the course and will make the necessary arrangements so that all students can participate. If you have any questions about travel during school hours, please contact your child's teacher or the school office. **Le Sueur-Henderson Public School assumes parents approve of their son or daughter traveling for class unless they notify the school otherwise.**

Students in grades 6, 7 & 8 may also leave school grounds for a class. Due to the age of these students, parents must consent to any field trip their child attends. Teachers will notify parents before any events. These notifications will explain when and where the trip will take place and ask parents to notify the school if they decline the opportunity. If parents do not notify the school, it will be assumed that parents approve their child's attendance.

HAZING PROHIBITION (POLICY 526)

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

INTERNET ACCEPTABLE USE AND SAFETY POLICY (POLICY 524)

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. The school district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Unacceptable Uses:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - information or materials that could cause damage or danger of disruption to the educational process;
 - materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

Use of the district's electronic technologies is for educational purposes. Students (and employees) are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students (and employees) are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment. Use of the district's electronic technologies is a privilege, not a right. Use of the technologies in violation of any district policy and specifically the school discipline policy is expressly prohibited and may result in the loss of the privilege.

The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons.

Participation in "distance learning" or "hybrid learning" is subject to all district policies and rules. The district's acceptable use policy governs this participation and can be found at the link above.

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL (POLICY 418)

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses alcohol, toxic substances, or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

HARASSMENT & VIOLENCE (POLICY 413)

The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

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BULLYING (POLICY 514)

School Board Policy 514 defines “bullying” as intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

SCHOOL WEAPONS POLICY (POLICY 501)

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Definitions

A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

Exceptions

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.

STUDENT DISABILITY NONDISCRIMINATION (POLICY 521)

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

PROTECTION AND PRIVACY OF PUPIL RECORDS (POLICY 515)

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

Surveys that contain questions from one or more of the eight protected areas and are funded by the Department of Education, the school will notify parents of the survey and obtain written consent before the student submits to the survey. The school also administers surveys that are not funded by the Department. Parents may wish to opt-out their students, but the school district does not need written consent to administer these surveys. However, we do notify parents of surveys that we administer.

WELLNESS POLICY (POLICY 533)

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the

religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

Building Guidelines For Classroom Celebration Incentives

The Board encourages classroom celebrations that promote non-food or beverages as classroom or individual rewards and incentives. Schools shall not withhold food or beverages as punishment. There will be no opportunities for a student to feel shamed when incentives and rewards are provided to class and individuals.

Non-Food Celebration Suggestions:

Talk time, late assignment pass, have class outside, nature hike outside, group game, recognition in morning announcements, music choice, etc.

Smart Snack Suggestions:

100 calorie packs of whole grain crackers, whole grain pretzels, baked tortilla or potato chips, sugar-free pudding cups, boxed raisins, dried fruits, fruit cups, etc.

TOBACCO-FREE ENVIRONMENT ([POLICY 419](#))

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

FLEXIBLE LEARNING GUIDELINES

The term “flexible learning day” refers to a school day when instead of coming to our school buildings, teachers and students will be working off-site. Students in grades K-12 will do different learning activities throughout the flexible learning day.

Staff Availability

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Teachers, administrators, and other licensed professionals will be available by email, phone (via voicemail) from 9:30 am - 11:30 am and then from 12:00 pm until 3:00pm. The staff directory includes all district email addresses and voice mail extensions.

Student Work

Flexible Learning Days for students in grades 6-12 will consist of communicating online as well as having packets available for each of their courses. Teachers will physically and /or virtually share assignments and hold virtual office hours, while students complete assignments and receive guidance from teachers.

Student work must be **submitted by the end of the third school day after a school cancellation.**

Unique Learners, as required under Chapter 125A:

Any unique learners requiring further accommodations or modifications will receive individual directions from their case managers.

- At the annual IEP meetings, the key stakeholders (case manager, parent, teacher and student) will collaborate on individual flexible learning day plans.
- On a Flexible Learning Day the classroom teacher will be the main resource for help on assignments and lessons. If a child ordinarily leaves the classroom and goes to another teacher for math, reading, or some other subject, then that special area teacher should be the point of contact on the assignment for that particular area.

Certified Teaching Staff Responsibilities

- Check email and/or voicemail throughout the Flexible Learning Day from 9:30 am-11:30 am and then from 12:00 pm until 3:00 pm.
- Continue working on professional development topics.

EMPLOYMENT BACKGROUND CHECKS (POLICY 404)

The Le Sueur-Henderson School District has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

STUDENT SEX NONDISCRIMINATION (POLICY 522)

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates the Activities Director Jeff Christ as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

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- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

Participation in Statewide Testing



Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools, and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our students with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and for the purpose of school and district accountability calculations, including opportunities for support and recognition, will not be considered "proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.
- English learners not taking ACCESS or Alternate ACCESS for ELLs will not receive a score to meet English learner program exiting criteria.

Academic Standards and Assessments

What are academic standards?

The *Minnesota K-12 Academic Standards* are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

<p>Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)</p> <ul style="list-style-type: none"> • Based on the Minnesota Academic Standards; given annually in grades 3-8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science. • Majority of students take the MCA. • MTAS is an option for students with the most significant cognitive disabilities. 	<p>ACCESS and Alternate ACCESS for English Learners</p> <ul style="list-style-type: none"> • Based on the WIDA English Language Development Standards. • Given annually to English learners in grades K-12 in reading, writing, listening, and speaking. • Majority of English learners take ACCESS for ELLs. • Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.
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Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required each year parents/guardians wish to opt the student out of statewide assessments.

Date _____ (This form is only applicable for the 20__ to 20__ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____

Student's Legal Last Name _____ Student's Date of Birth _____

Student's District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading _____ MCA/MTAS Science

_____ MCA/MTAS Mathematics _____ ACCESS/Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____

To be completed by school or district staff only. Student ID or MARSS Number _____

Posted May 2019

LE SUEUR-HENDERSON PUBLIC SCHOOL
GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION

The following grievance procedure applies to claims of sex and disability discrimination:

A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.

B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.

E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.

F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

INVESTIGATION

A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

The investigation may also consist of other methods deemed pertinent by the investigator.

C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the

context in which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.

E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

F. The district shall comply with federal and state law pertaining to retention of records.

APPEAL

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such actions may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY

The school district shall adopt and publish these procedures.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may

include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street- Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

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

For complaints of employment discrimination:

Equal Employment Opportunity Commission
330 S. 2nd Avenue
Suite 430
Minneapolis, MN 55401
800.669.4000
612.335.4040
TDD 612.335.4045

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

LE SUEUR - HENDERSON PARK & HILLTOP ELEMENTARY

2022-23

Parent - Student Handbook



Park Elementary
115 N. 5th Street
Le Sueur, MN 56082
(507)665-4700
Darren Kern, Principal

Hilltop Elementary
700 South Street
Henderson, MN 56044
(507)665-5900
Darren Kern, Principal



Dear Parents and Students,

Welcome to a new school year at Park & Hilltop Elementary Schools. We are pleased that you are a member of our school community. We look forward to building a partnership with you as we work together to provide the best possible educational experience for our children. Our goal is to provide inspirational opportunities for social, emotional, physical and academic growth. We want our students to be effective learners and responsible citizens. With your support, we can be a beacon of hope for children and light the way for students to create their own success stories.

As a parent or caregiver, you are an essential link in your child's education. This handbook will assist you in becoming familiar with the practices in the elementary schools. It is our suggestion that families read the handbook together. We are hopeful that it will serve as a part of our communication network with you along with scheduled conferences, curriculum events, newsletters, progress reports, individual notes and phone calls.

We value your contribution of ideas, time, and effort. They benefit not only your own child, but every student at Le Sueur-Henderson Public Schools. If you have a question, comment, concern or compliment about school, please do not hesitate to contact the school principal or your child's teacher. We're always happy to hear from you.

We look forward to 2022-2023 as the year we soar with success. Thank you for entrusting your child to our program.

Warm regards,

Darren Kern, Park and Hilltop Elementary Principal

Website: www.isd2397.org

Twitter: @isd2397

Facebook: Le Sueur-Henderson Public Schools

Park & Hilltop Elementary Schools

Schools:

Park Elementary

115 N. 5th Street

Le Sueur, MN 56082

Office/Attendance Line (507)665-4700

Fax (507)665-8819

Health Office (507)665-4711

Principal, Darren Kern

dkern@isd2397.org

Hilltop Elementary

700 South Street

Henderson, MN 56044

Office/Attendance Line (507)665-5900

Fax (507)248-3838

Health Office (507)665-5911

Principal, Darren Kern

dkern@isd2397.org

School Hours:

Park: 8:20 a.m. – 3:20 p.m., Office 7:30 a.m. – 4:00 p.m.

****Supervision begins at 7:50 am

Hilltop: 8:00 a.m. – 3:00 p.m., Office 7:30 a.m.–7:40 & 7:50a.m.–4:00 p.m.

****Supervision begins at 7:35 am

Bus Transportation:

Le Sueur-Henderson Bus Company, (507)665-4650

Director, Pat Doherty

2022-2023 Meal Prices:

Student Breakfast

Free

Student Lunch

Free

Milk Only

\$0.50

Food Service:

A'Viands, (507)665-5813

Director, Justin Craig

Kids Club:

(507)665-4745

Director, Cheri Youngren

Le Sueur-Henderson Public Schools 2022-2023 Calendar



PARK 665-4700
HILLTOP 665-5900
MIDDLE/HIGH SCHOOL 665-5800
ZIEBARTH 665-4626
DISTRICT OFFICE 665-4600
www.lsd2397.org

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

JANUARY 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 NO SCHOOL- Winter Break
- 13 2-Hour Early Out
- Second Qtr./Semester 1 Ends
- 14 NO SCHOOL- Teacher Workday

Teacher Contract Days: 21
 Total Teacher Contract Days:
 MSH=104.5; HI/PK=105

- 17-18 New Teacher In-Service
- 22 Teacher In-Service PK-12
- 23 Teacher Workday PK-12
- 24 Teacher Inservice PK-12
- 25 Teacher Workday
- 26 4-12 Open House
- 26 K-6 Conferences
- 29 7-12 First Day of School
- K-6 Conferences
- 30 K-6 First Day of School

AUGUST 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Teacher Contract Days: 8
 Total Teacher Contract Days: 8

FEBRUARY 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

- 9 4-12 P/T Conf. (Evening)
- 10 2-Hour Early Out
- 17 NO SCHOOL
- Teacher In-Service
- 20 NO SCHOOL- President's Day
- 21 K-5 P/T Conf. (Evening)
- 23 K-5 P/T Conf. (Evening)

Teacher Contract Days: MSH= 19.5;
 HI/PK=20
 Total Teacher Contract Days:
 MSH=124; HI/PK=125

- 2 NO SCHOOL
- 5 NO SCHOOL-Labor Day
- 14 2-Hour Early Out

SEPTEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Teacher Contract Days: 20
 Total Teacher Contract Days: 28

MARCH 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 10 2-Hour Early Out
- 13 NO SCHOOL Teacher In-Service
- 22 Third Qtr. Ends

Teacher Contract Days: 23
 Total Teacher Contract Days:
 MSH=147; HI/PK=148

- 14 2-Hour Early Out
- 20-21 NO SCHOOL - MEA
- 28 First Qtr. Ends
- 31 NO SCHOOL
- Teacher Workday

OCTOBER 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Teacher Contract Days: 19
 Total Teacher Contract Days: 47

APRIL 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 6-10 NO SCHOOL-SPRING BREAK
- 21 2-Hour Early Out

Teacher Contract Days: 17
 Total Teacher Contract Days:
 MSH=164; HI/PK=165

- 10 K-5 P/T Conf. (Evening)
- 11 2 Hour Early Out
- 17 K-12 P/T Conf. (Evening)
- 23 Teacher In-Service
- 23-25 NO SCHOOL-Thanksgiving Break

NOVEMBER 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Teacher Contract Days: MSH= 30.5; HI/PK= 31
 Total Teacher Contract Days:
 MSH=67.5; HI/PK=68

MAY 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 12 2-Hour Early Out
- 19 Seniors last day
- 24 Graduation
- Students Last Day
- Fourth Qtr./Semester 2 Ends
- Early Out
- 25 NO SCHOOL-Teacher
- NoB/Workday
- 29 NO SCHOOL-Memorial Day

Teacher Contract Days: 20
 Total Teacher Contract Days:
 MSH=184; HI/PK=185

- 9 2-Hour Early Out
- 23-30 NO SCHOOL-Winter Break

DECEMBER 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Teacher Contract Days: 16
 Total Teacher Contract Days:
 MSH=83.5; HI/PK=84

JUNE 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Le Sueur-Henderson Public Schools

Strategic Plan | 2018-2023

BELIEF STATEMENTS

The Le Sueur-Henderson Public Schools believe:

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

MISSION STATEMENT

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

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

VISION STATEMENT

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

BRANDING STATEMENT

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



Absences



Children are expected to be in school every day unless they are ill or there is an emergency in the family. If children are ill, it is better to keep them home than expose others to illness. When a student will be absent for any reason, the parent is expected to notify the school. Parents are requested to call the school office by 8:00 a.m. on the day of the absence to give the reason the child will be missing school. See "ATTENDANCE PROCEDURES" for more information regarding excused and unexcused absences.

Animals in the School



Due to various student and staff allergies, pets will not be allowed in school.

Arrival Time

Park Elementary begins at 8:20 a.m. If your child does not ride the bus, please plan for your child's arrival between 8:00 a.m. - 8:15 a.m.

- **Expectations at Crossings:** When walking to school, all students are expected to stay on the sidewalks and cross intersections at the designated crosswalks.
- **Expectations if being dropped off:** Parents are expected to follow Park's morning drop off procedures. When dropping off children, parents are to remain in their vehicles. Simply pull forward and allow your child out of the vehicle when close to the main doors. **If parents are in need of exiting their vehicle, then the vehicle must be parked in the parking lot. Do not leave parked cars in the driveway.**
- **All children are either to attend breakfast or proceed immediately to the playground.**

Hilltop Elementary begins at 8:00 a.m. If your child does not ride the bus, please plan for your child's arrival between 7:45 a.m. - 7:55 a.m.

- 7:35 a.m. - 7:55 a.m. Breakfast and/or "Walk & Talk"

Assessments



Park and Hilltop Elementary Schools use a variety of assessments to measure student performance and growth. Results of these measures provide teachers with the information needed to develop appropriate lessons and improve instruction for all students. These assessments are administered throughout the year and primarily assess the areas of reading and mathematics.

FASTBridge:

FastBridge combines Computer Adaptive Tests (CAT) and Curriculum-Based Measures (CBM) to screen students, identify skill gaps, and offer proven recommendations for reading instruction and diagnostic reading interventions.

Minnesota Comprehensive Assessment Test (MCA-II): The MN Comprehensive Assessment Test evaluates student progress toward achievement of high standards in reading and math at the 3rd, 4th, and 5th grade level. The 5th grade students have an additional test in science. This information is used to implement improvement strategies and to celebrate our successes. The MN Comprehensive Assessment Tests are administered in April. Please refer to the district assessment calendar found on isd2397.org for exact dates.

What if I choose not to have my student participate in statewide assessments?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/ guardians and include a form to complete if they refuse to have their student participate (see link below). All forms should be completed and returned to the student's site by January 15 to best support school district planning.

[Minnesota Department of Education Parent/Guardian Guide to Statewide Testing](#)

Attendance Procedures



It is the responsibility of the students, parents/guardians and the school to assure that the student attends school every day classes are in session. Absence, for whatever reason, is detrimental to a student's success.

Excused Absences:

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

The following reasons may also be sufficient to constitute excused absences: illness, serious illness in the student's immediate family, a death or funeral in the student's immediate family or of a close friend or relative, medical, dental, or orthodontic treatment, or a counseling appointment, court appearances occasioned by family or personal action, religious instruction not to exceed three hours in any week, physical emergency conditions such as fire, flood, storm, etc., official school field trip or other school/community-sponsored outings, removal of a student pursuant to a suspension (suspensions are to be handled as excused absences and students will be permitted to complete make-up work), family emergencies, or a student's condition that requires ongoing treatment for a mental health diagnosis.

Parent absence requests may be denied or counted as unexcused if they are for reasons other than those listed above.

Student Responsibility After An Excused Absence:

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the

classroom teacher.

2. Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Unexcused Absences:

The following are examples of absences which may be unexcused: Truancy (an absence by a student which was not approved by the parent and/or the school district), any absence in which the student/parent failed to comply with any reporting requirements of the school district's attendance procedures, work at home, work at a business, except under a school-sponsored work release program, parent related work obligations, oversleeping/sleeping in, car trouble, missing the bus, if suspended from the school district transportation, and the child does not attend school, absences resulting from accumulated unexcused tardies (3 tardies equals one unexcused absence), and any other absence not included under the attendance procedures set out in this handbook.

Tardiness:

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

- a. Elementary: Up to one hour late from the start of the student day. Your child will be considered ABSENT for ½ day if he/she misses more than one hour of morning or afternoon classes.
- b. Middle School & High School: Up to 10 minutes late to a class. Your child will be considered ABSENT if he/she is more than ten minutes late to class.

Excused Tardiness:

Valid excuses for tardiness may include: illness, serious illness in the student's immediate family, a death or funeral in the student's immediate family or of a close friend or relative, medical, dental, or orthodontic treatment, or a counseling appointment, court appearances occasioned by family or personal action, physical emergency conditions such as fire, flood, storm, etc., and any tardiness for which the student has been excused in writing by an administrator or faculty member.

Unexcused Tardiness:

An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse. The following are examples of tardies which may be unexcused: Truancy (an absence by a student which was not approved by the parent and/or the school district), any absence in which the student/parent failed to comply with any reporting requirements of the school district's attendance procedures, work at home, work at a business, except under a school-sponsored work release program, parent related work obligations, oversleeping/sleeping in, car trouble, missing the bus, if suspended from the school district transportation, and the child is late to

school, absences resulting from accumulated unexcused tardies (3 tardies equals one unexcused absence), and any other tardiness not included under the attendance procedures set out in this handbook.

Consequences of Tardiness:

After one unexcused tardy, the student may be required to serve a detention. Three unexcused tardies are equivalent to one unexcused absence.

Attendance-Related Awards:

It will be at the discretion of the building principal if attendance-related awards will be distributed at the end of the school year.

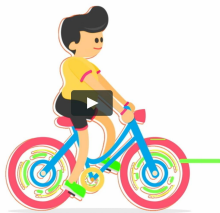
1. Perfect attendance criteria: Child misses 0 days of school (excused or unexcused absences and/or tardies).
2. Exemplary attendance criteria: Child misses 1 day or less of school (excused or unexcused absences and/or tardies).

Background Checks

The LeSueur-Henderson School District has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees, coaches, assistants, and advisors.

*This is a summary of the Criminal Background Check Policy 404, To view the complete policy, please visit our website www.isd2397.org,

Bicycles



Students are allowed to ride bicycles to school. Racks are provided for parking, but the school does not accept any responsibility for the bicycles. As a measure of safety, we have established the following guidelines:

- All bicycles must be parked in the racks provided; scooters must be kept in the student's locker during school hours.
- No child may ride a bicycle belonging to anyone else.
- Bicycle riders should ride with traffic and obey all traffic rules.
- Bicycles and scooters should be walked on school grounds

Birthdays



Birthday Invitations

- All children love to be invited to a birthday party. We ask your cooperation in not sending birthday invitations to school to be handed out. We have many disappointed children when invitations are handed out and they are not included.

Birthday Treats

- Please remember to let the teacher know ahead of time if you would like to send treats to class. The State Department of Education requires that all treats brought to school be commercially prepared.

Since many children have a variety of food restrictions we strongly encourage you to consider a non food item. A few suggestions would be pencils, erasers, small notebooks, yo-yos, bouncy balls, etc. A board game or book donation to the classroom are also fun ways to honor a child.

Bullying Prohibition Policy

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

*A bullying report form and the entire Bullying Prohibition Policy 514 can be found on our district's website www.isd2397.org

Bus Conduct



The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership. This is a summary of the Student Transportation Safety Policy (709, revised 11/23/15). To view the complete policy, please visit our website www.isd2397.org

Rules on the Bus

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.

-
5. Keep your arms, legs, and belongings to yourself.
 6. No fighting, harassment, intimidation, or horseplay.
 7. Do not throw any object.
 8. No eating, drinking, or use of alcohol, tobacco, or drugs.
 9. Do not bring any weapons or dangerous objects on the school bus.
 10. Do not damage the school bus.

Rules at the Bus Stop

1. Get to your bus stop 5 minutes before your scheduled pickup time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. No fighting, harassment, intimidation or horseplay.
10. No use of alcohol, tobacco or drugs.

Consequences

All students who have the opportunity to ride district buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior will result in the loss of bus privileges.

Behavior Guidelines for Offenses:

Spitting, excessive noise (warning by driver), excessive horseplay (warning by driver), eating or drinking on the bus, leaving seat or standing while the bus is in motion, having squirt guns on the bus, profanity, verbal abuse, harassment, obscene gestures, or possession of objectionable material, playing the radio or music unless with earphones, insubordination to the driver or chaperone, and other offenses as reported by the driver or to the principal.

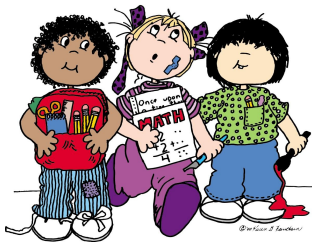
Behavior/Lack of Safety Consequences:

- 1st offense - Warning
 - 2nd offense - Three Day Bus Suspension
 - 3rd offense - Five Day Bus Suspension
 - 4th offense - Ten Day Bus Suspension, Mandatory meeting with parent/caregiver
 - Further Offense - Individual Consideration
-

Cell Phones & Electronic Communication Devices	<p>While responsible use of cell phones is permitted during non-school hours, all cell phones must be powered off and secured from 8:00 a.m. to 3:00 p.m. at Hilltop and 8:20 to 3:20 at Park unless otherwise directed by a school staff member. Cell phones or other electronic communication devices with telephone or picture taking options are not allowed to be visible in lavatories or on school buses. If a student is found to be using his/her electronic devices inappropriately, the student may have their electronic devices confiscated until the parent or guardian is able to retrieve the item. Furthermore, students are expected to follow District 2397 Policy 524 ~ INTERNET ACCEPTABLE USE AND SAFETY POLICY. Violations of this policy are subject to disciplinary action.</p>
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Change in End of Day Plans	<p>Students must provide a parent/guardian signed note to the teacher if there is any change to their end of day plans. <u>If no note is brought to school, the child will be expected to follow their regular end of day plans.</u></p> <p>We ask that you call the school office before 1:30 p.m. regarding any end of the day transportation changes to ensure that the school office has sufficient time to notify the teacher. It is also required that you notify the school office if someone other than a parent/guardian will be picking up your child.</p>
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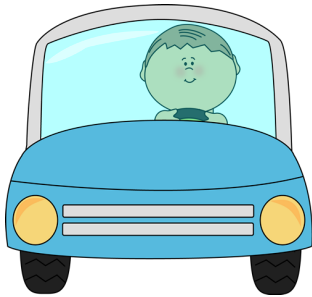
Child Safeguard Program	<p>In the event your child will be absent, please notify the school before 9:00am and provide the child's name, classroom teacher and reason for absence. If calling before school hours, please leave the same information on the school's voicemail.</p> <p>The school will always verify any students who are absent and have not received a phone call or email about.</p>
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Classroom Assignment 	<p>Hilltop and Park Elementary schools have established an effective and equitable classroom assignment process. Families have an opportunity to participate by completing a Parent Input Form available in spring. Please <u>do not</u> request a specific teacher when completing this form. In order for input to be considered, the form must be turned in on or before the deadline.</p> <p><u>Placement Process:</u></p> <ul style="list-style-type: none"> ● Parents may complete the Parent Input Form. ● Grade level teams create heterogeneous, balanced classes based on parent and teacher input. ● The principal has the final authority on all placements.
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Community Resources for Students & Families	<table border="0"> <tr> <td>Le Sueur County Mental Health Center</td> <td>1-800-788-9686</td> </tr> <tr> <td>Suicide Crisis Line</td> <td>1-800-865-0606 or 1-800-SUICIDE (1-800-784-2433)</td> </tr> <tr> <td>Sibley County Human Services</td> <td>507-237-2978</td> </tr> <tr> <td>Sioux Trails Mental Health Center</td> <td>1-800-247-2809</td> </tr> <tr> <td>Catholic Charities</td> <td>507-387-5586</td> </tr> <tr> <td>Lutheran Social Services</td> <td>507-625-7660</td> </tr> </table>	Le Sueur County Mental Health Center	1-800-788-9686	Suicide Crisis Line	1-800-865-0606 or 1-800-SUICIDE (1-800-784-2433)	Sibley County Human Services	507-237-2978	Sioux Trails Mental Health Center	1-800-247-2809	Catholic Charities	507-387-5586	Lutheran Social Services	507-625-7660
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	<p>Counseling Services of So. Minnesota 507-931-8040 Psychiatric Clinic of Mankato P.A. 507-387-3195 Riverview Clinic 507-625-4060 MN Valley Health Care Center 507-665-3375 Le Sueur Medical Clinic/Mayo (by hospital) 507-665-6299 Le Sueur Police Department 507-665-3313 Henderson Police Department 507-248-3591 Le Sueur County Sheriff's Department 507-357-4440 Sibley County Sheriff's Department 507-237-4330 Sibley Medical Center - Henderson 507-248-3433 Youth Opportunities 507-665-6264 LSH Community Education (Adult Basic Ed) 507-665-4625 LSH Community Education (Little Giants, ECFE, Preschool Screening) 507-665-4630</p> <p><u>SIoux TRAILS MENTAL HEALTH CENTER</u> Sioux Trails Mental Health Center provides a continuum of therapeutic services to those in need of mental health services. Services are available for children, adolescents and adults in six communities. Some services are also available in the client's home, school or community.</p>
Curriculum	<p>All students receive instruction in these core subjects: Language Arts (reading, language, spelling, handwriting), Mathematics, Social Studies, Science and Health.</p> <p>In addition, specialists in the following areas provide regular instruction: Physical Education, Art, Music, and Media. For more information, visit the District 2397 website.</p>
Dental & Medical Appointments	<p>If a parent/guardian wishes a child to be excused for a dental or medical appointment, a note or email must be sent to the child's teacher indicating the date and time of the appointment. Please include the school office in any communication so we are all aware.</p> <p>Parents/guardians need to come to the office and sign out their child. The child will ONLY be excused from the elementary office. The child will remain in class until the parent arrives. This will eliminate the child missing valuable class time, in the event the parent/guardian is running late.</p>
Dismissal/ Early Pick-Up	<p>Regular dismissal is at 3:00 for Hilltop and 3:20 for Park. However, if you are picking up your child during school hours, you <u>must</u> stop in the office so we can note that your child is leaving. The office will call the classroom to release your child when you arrive to pick up. Students will not be released until the teacher receives notification from the school office. For your child's safety, please do not ask us to send your child home from school unattended. Please try to schedule appointments after regular school dismissal time.</p>

Drop off & Pick Up Location



For the safety of our students, parents/guardians must follow the drop off/pick up students procedures. A child's safety is extremely important. We ask for parents to be patient and follow the school's procedures. Our children are precious. Please be patient.

Hilltop Elementary Drop off Procedures: Parents should drop students off in the lower parking lot. Please stay in front of the cones when dropping off your student for safety.

Hilltop Elementary Pick Up Procedures: Parents can pick up students in the same place as drop off. If a student is a walker, he/she can walk home at 3:00 pm.

Park Elementary Drop off Procedures: Parents are expected to follow Park's morning drop off procedures. When dropping off children, parents are to remain in their vehicles. Simply pull forward and allow your child out of the vehicle when close to the main doors. **If parents are in need of exiting their vehicle, then the vehicle must be parked in the parking lot. Do not leave parked cars in the driveway.**

Park Elementary Pick Up Procedures:


- **Student Walkers:**
 - All student walkers will be dismissed AFTER all parent pick-up students are dismissed. *This is a change from previous school years.*
- **Student Pick-up:**
 - Parents are to stay in their vehicles, place their name card on the car dashboard, stay in the pick up line, and wait for a school adult to bring their child to the vehicle.
 - Parents will not enter the building at dismissal. Parents will stay in their vehicles.
 - Parents will not illegally park on Swan Street. Parents will wait in the Pick up Line.
 - If parents choose to illegally park in the school's parking lot or on Swan Street, the parent will be subject to being ticketed and the child will not be released from the building until all other pickup cars have been cleared.

Emergency Evacuation Procedures

Emergency evacuation procedures are posted in each classroom. Throughout the year the teacher will be reviewing all emergency procedures to ensure students understand what to do in the case of an emergency and/or an evacuation.

Emergency Parent/Guardian Contact Information

To provide assistance to each student in case of an emergency, the required emergency information is essential. The annual Student Health Census Form provides up to date emergency phone numbers and medical information. **It is the parent's/guardian's responsibility to notify the school of any change of address, telephone number, or emergency numbers.**

Emergency School Closing/Changes Due to Weather or COVID	<p>School cancellations or emergency late starts will be announced through the school notification system and on radio stations KEEZ (Z99) 99.1 FM; KYSM 103.5 FM; KRBI 105.5 FM; KMKO 95.7 FM (all are Three Eagles Radio Stations in Mankato); KCHK New Prague 103.5 AM, 95.5 FM and TV stations WCCO Channel 4, KSTP Channel 5, KMSP Channel 9, KARE Channel 11 and KEYC Channel 12. Please use these notification systems, rather than calling the school. It is important our lines are available for emergency calls.</p>
English Language Learner & Outreach Worker	<p>The ESL program provides special assistance to students who have a native language and are learning a second language, English. The Outreach Worker will serve as a family-to-school liaison to create the connection between school programs and services to the families of the community.</p>
Essential Oils	<p>Staff will not administer essential oils to students. If the student has a Doctor's prescription for essential oils, this should be administered by the nurse or designee.</p> <p>Staff will be cognizant of student health concerns that may be heightened with scents. Some students are sensitive to air fresheners, diffusers, essential oils or other scented products. If a classroom has a student or staff member that is sensitive, that classroom should not use these products.</p> <p>Please talk to the school nurse if you are unsure if a student is sensitive to these products.</p>
Family/Church Night	<p>By virtue of a long standing agreement with the Le Sueur-Henderson Ministerial Association, Wednesday evenings are to be free of school activities. No school activities are to be scheduled after 5:45pm on Wednesdays.</p>
Field Trips 	<p>Elementary classes go on field trips related to units studied during the year. These trips are not only enjoyable; they enrich the learning experiences of our students. Teachers are responsible for arranging chaperones to ensure adequate supervision is provided and special needs are met for any student needing extra help or support.</p> <p>Students participating in field trips are ambassadors of our schools. They are judged not only from the standpoint of discipline, but also appearance. For this reason students are expected to dress appropriately for appearance and the weather.</p> <p>Before any student can participate in a field trip, a signed form must be on file with the classroom teacher. Parents/guardians will always be notified when classes are planning trips. All trips are free unless otherwise indicated.</p> <p>Many field trips are sponsored by Parent organizations and H.A.V.E. (Humanities are Vital to Education). Without their financial support these experiences would not be available for our students. Students and staff appreciate their generous contributions.</p>

E-Learning Days Due to Emergency Closings



The term "E-learning day" refers to a school day when instead of coming to our school buildings, teachers and students will be working off-site. Students in grades K-12 will do different learning activities throughout the E-Learning day. E-Learning Days are intended to counter the loss of curriculum momentum resulting from school cancellations due to Minnesota's winter weather. E-Learning Days cannot replace the face-to-face time students have with their teachers but it can provide better continuity when school is interrupted. E-Learning Days also negate the need for makeup school days in June. E-Learning Days are intended to be used for short-term closures; in comparison, Distance Learning is intended for remote learning for longer periods of time (e.g. two weeks or more).

The first two weather related days of school closure will not be made up and there will be no assignments. However, the third through seventh weather related emergency closings will be E-Learning Days. All E-Learning Days count as a day of school for our students and teachers; there will be required assignments.

A maximum of five E-Learning Days can occur per school year. If we exceed that threshold, then the District will activate the Emergency Make Up Days as denoted on the 2022-2023 calendar.

*This is a summary of the E-Learning Days Procedures. To view the complete procedure, please visit our website www.isd2397.org

Food Service (A'Viand's)



A'Viand's, a food service management company, has been contracted to serve the students, staff and administration of the Le Sueur-Henderson ISD 2397.

Students are allowed to bring lunch from home. Please stick to healthy choices for beverages (avoid beverages with sugar and caffeine).

*** TICKET SALES:** We have a computerized system that allows parents/students to add money to their account. When a student eats a meal, we will deduct from the amount available.

Students will give their PIN number for lunch and breakfast. **Checks should be made payable to ISD 2397, please indicate your child's name on your check memo.**

Breakfast will be available in the school cafeteria each morning from 7:40-8:00am. Students should not arrive for breakfast until the scheduled time. School lunch menus are available in the serving line.

Food Service Prices 2022-2023		
Student Breakfast		Free
K-5 Lunch		Free
Extra Milk		\$0.50

Student Breakfast		Free
K-5 Lunch		Free
Extra Milk		\$0.50

Information regarding free and reduced meal application procedures are made available to families in the fall of each year. If you need a form during the year please contact any of the school offices.

Please note: When a family qualifies for Free or Reduced meals, the school receives more state aid funding, even if the student(s) do not use the hot lunch program. We encourage ALL families to complete a form and return it to school. More state funding means more educational opportunities for our students!

*This is a summary of our Food Service Program. To view the complete program as well as procedures for notifying families of account status, please visit our website www.isd2397.org

Harassment and Violence Policy

The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

* This is a summary of the Harassment & Violence Policy, To view the complete policy, please visit our website www.isd2397.org

Head Lice

As we begin the school year, Health Services would like to remind parents to periodically check their children for head lice. Head lice are not uncommon in school settings, but some studies have shown that lice are NOT highly transferable in the school setting. Below is helpful information about head lice.

LSH School District will follow this procedure:

1. A child will be checked as needed or as referred by a teacher.
2. If LIVE lice are found on a child at school
 - The parent/guardian will be contacted
 - Children will be sent home to be treated and cannot return until there are NO LIVE lice. If there are only nits, then the student can return.
 - Siblings or close contacts in the classroom will be checked as referred by the classroom teacher.
3. When a child returns to school:

- School personnel will check the child's head, but they are NOT responsible for picking live lice and/or nits from the child's head
- If there are only nits, then the child will be sent to class
- If there are live lice, the child will be sent home again to retreat

Preserving the confidentiality of each student/family is mandated. Classroom or school-wide screening is currently discouraged. Screening for nits alone is not an accurate way of predicting which children are or will be infested, and screening for live lice has not been proven to have significant effect on the incidence of head lice in a school community over time*. School screenings cannot take the place of more careful parental checks*. It is the parent's responsibility, as with other conditions, to be aware of their child's needs and seek the necessary care. If information or resources are needed, please contact school health services or your family care provider.

*American Academy of Pediatrics

Health Screening



Vision and hearing screening is conducted in the fall for all students grades: 1, 3 and 5. If you request your child not be screened or if your child has a special health concern that may make it difficult for a routine vision screening, please contact your building health services office.

Vision and Hearing screenings can be conducted at any time by a special request or referral from teachers or parents. When suspected health problems are detected, a referral for a medical evaluation is made. If financial assistance is needed or resource information is requested, please contact the District School Nurse at (507)665-4711.

Healthy Snacks

The Le Sueur-Henderson School district has adopted a wellness policy that promotes healthy lifestyle choices for our students and staff. At Hilltop and Park we will be helping our school community make health conscious choices by offering healthy snacks at school whenever possible.

We know most children do not get enough fruits and vegetables on a daily basis. Research has shown five servings of fruits/vegetables a day is the minimum for good health, and years down the road, they can reduce heart disease and cancer. Fruits and vegetables are loaded with vitamins and minerals, are low in fat, sugars, and salt and are high in fiber. They are the original "Fast Food".

At the elementary level we would like to offer children in grades K-5 a healthy snack mid-morning to help encourage the five a day habit! We are able to order fruits, vegetables and other healthy options in bulk, reducing the cost to you. During back-to-school conferences you will have the opportunity to sign up for healthy snacks for your children. The cost will be \$40.00 for the entire school year. There will be several choices each day for students including: bananas, baby carrots, apples, oranges, sunflower/pumpkin seeds, string cheese, graham crackers and pretzels.

You may still choose to send a daily snack with your students. If you do, we ask that you choose from the following items: any fruits, any vegetables, crackers, pretzels, almonds/cashews, (no peanuts due to allergies), rice cakes, whole grain bagels or yogurt.

We hope you take advantage of this opportunity to perhaps save some money, enjoy the convenience of a school provided snack and most importantly provide "top notch" nutrition for your child at snack time. This is how the cost breaks down.

\$40.00 per year - 173 school days - \$0.23 per day

Please take the time to discuss the snack guidelines with your children. We encourage you to take your children to the produce section when you shop for groceries and let them try new fruits and vegetables. Please make sure to stop by the snack cart in the fall and have a healthy snack and sign your child up for the Healthy Eating Snack Program.

Homework



Any homework assigned will have been fully explained to the pupil and of a type that can be done with resources available in the home. Normally, a child who properly uses time available in school should not have an unreasonable amount of homework. A child who misses school for an appreciable length of time may have make-up work assigned to do at home. When your child has homework, you should help as follows:

1. Provide the child with a place to study which is free from distractions. Check to see the lighting is adequate.
2. Set aside a definite time period in the after school hours and designate it "homework time".
3. After school, in the afternoon, or right after dinner are better for study period than later on in the evening when the child is fatigued.
4. If a child is having a difficult time grasping material, contact the teacher to see if there is anything you can do at home to help your child climb the ladder to successful learning.
5. Provide guidance when the child is doing homework, but don't do the homework.

If you request homework for a child who is ill, call the school office before 11:00am to allow the teacher an opportunity to prepare the assignments. Better yet, mention it when you call the attendance line about the student being out ill. If you send a message requesting homework with a sibling or neighborhood student, please have them stop in to see the teacher when they arrive at school in the morning.

Immunization Requirements



Minnesota law requires parents/guardians of students enrolled in public schools provide documentation that immunizations against certain communicable diseases have been received or provide a signed, notarized conscientious exemption to a school official. The following immunizations are required prior to entrance in Kindergarten:

- 5 doses of diphtheria, tetanus, pertussis;
- 4 doses of polio;
- 2 doses of measles, mumps, rubella;
- 3 doses of Hepatitis B; and 2 doses of varicella (chicken pox).

For further information contact your clinic, public health office or the school nurse. A student will not be allowed to remain in school unless immunizations are up to date. See Minnesota Law.

Information and/or Concerns

When you need information or have a concern about your child, the first person to contact is your child's teacher. Teachers welcome calls from parents. If after talking to the teacher, you still have questions, contact the principal.

Injury/Accidents

Students involved in any injury of any kind in gym, classroom, corridors, as well as in athletic competition, **must report the accident to the teacher/adult in charge immediately.** The student will be referred to the main office as soon as possible for first aid or appropriate care.

Internet Acceptable Use & Safety Policy

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

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

* This is a summary of the Internet Acceptable Use & Safety Policy 524. To view the complete policy, please visit our website www.isd2397.org

Kids Club

Community Education offers high quality and affordable school age care for students K-5 at Park Elementary.

Dates: Available every day school is in session and summer.
Time: 6:30am - 8:15am (before school)
3:15pm -5:30pm (after school)
1:20 -5:30 pm (early out days)
Location: Park Elementary

For more information and to receive a registration booklet, please call Community Education at 507-665-4620.

Life Threatening Allergies



In any given school year we may have students and staff with life threatening allergies to bee stings, peanuts and/or tree nuts. Although emergency medications and treatments are available in the health office in the event of a severe allergic reaction, the best treatment is prevention since measures may not be adequate to counteract the swift severe reactions that may occur.

Ideally our environment would be free of all allergens, including those related to foods, but this is not always possible. With peanuts it can be especially difficult since they can be a hidden ingredient in foods.

In an effort to keep children and adults safe we ask that you:

- Frequently remind your child never to share any part of their lunch or snack.
- Check with the school nurse regarding food allergies or dietary restrictions in the class if you would like to bring treats for a birthday or classroom party.
- Bring treats that are nut and peanut free.

Lunchroom Expectations

1. Students must remain in the cafeteria.
2. Students are responsible for picking up after themselves and returning their trays to the dishwashing area.
3. Students should line up in an orderly manner to get their lunch.
4. Students should keep voices low and behave appropriately.
5. Students should NOT share food with one another from school or home due to potential unknown allergies and spreading germs.

Lockers

Students are assigned a locker. Students should never leave money or other items of value in their lockers. According to Minnesota State Law; lockers and desks are District property and may be searched without the student's permission or knowledge. In addition, if school personnel have reasonable suspicion, they may search through any personal belongings.

Lost & Damaged Materials

The school will charge an appropriate replacement fee for electronic devices, textbooks, workbooks and/or library books that are lost and/or damaged beyond repair.

Lost & Found



PLEASE PUT YOUR CHILD'S NAME on all of their personal items; so we can return them if they are lost. Remind your children to check the "lost and found" when something disappeared at school. Parents are welcome to check this area at any time.

Medication Policy



Before a school nurse or health aid designated by the school nurse can administer prescriptions or over-the-counter (OTC) medication to a student, the following must be provided by the parent/guardian:

1. A signed authorization from the parent/guardian
2. Written order from the physician
3. Bottle of medication labeled by a pharmacy/physician (for prescription medications or bottle labeled with student's name (OTC)
4. Asthma inhalers labeled by a pharmacy/physician may be kept by the student. The school nurse and classroom teacher should be aware of its use.

If the inhaler needs to be dispensed from the nurse's office, the above guidelines (1, 2, and 3) should be followed.

Messages



Each staff member has voice mail access. Those messages are picked up before and after school. Emergency messages need to be directed to the office staff.

Each day we receive many requests to get a message to students. We know that occasionally important family things come up and it is necessary to contact your child. However, because teaching/learning is a priority, we need to keep messages and classroom interruptions to a minimum.

Money Brought to School

Any money brought to school should be sealed in an envelope with the student's name, teacher's name, amount and purpose of money clearly marked on the envelope.

Parent Teacher Conferences

Parent-Teacher Conferences are one of the most important channels of communication between school and home. Conferences are held twice a year. You will sign up for a 30 minute visit with your child's teacher through an online scheduler. Watch for more information about how to sign up in the school newsletter.

TIPS FOR A SUCCESSFUL CONFERENCE:



- 1) Arrive on time;
- 2) Make a list before you come of items you want to discuss, or questions you'd like answered;
- 3) Ask for clarification of any information the teacher gives that you don't understand;
- 4) Follow-up with the teacher in the weeks to come.

Positive Behavior Interventions & Support (PBIS)



Park and Hilltop Elementary Schools use the Positive Behavior Interventions and Support (PBIS) system as a system for teaching our students behavior expectations.

PBIS is:

- Used with all students and staff at Park and Hilltop Elementary
- Used in all areas of the school (classrooms, cafeteria, playground, restrooms, buses, etc.)
- Used to help schools create learning environments that teach and support children in making appropriate decisions.

A PBIS school teaches the expectations to all students throughout the school year. PBIS schools provide consistent, predictable and fair use of consequences for all students. Our staff teaches the students these expectations and provides opportunities for them to practice using GIANT PRIDE.

Parents can support PBIS by:

- Reading and discussing the Behavior Expectations Matrix. Matrixes will be available at our upcoming conferences or in the school offices.
- Be involved in your child's daily routines by checking planners/folders, attending conferences and contacting the teacher when you have questions.
- Review the Behavior Expectation Matrix with your child if he/she experiences behavior problems at school.
- Work on a plan to help your child with strategies for choosing appropriate behaviors.
- Support teacher and administrative behavior decisions.

Teaching a behavior that schools expect to see works best when there is consistency across home and school settings. When a child has challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for all students. School-wide positive behavioral interventions and support is a school-wide approach to helping all children learn to self-manage behaviors. However, parent involvement is really important in all aspects of PBIS. When parents are involved, outcomes for children are better.


Participating in a PBIS initiative is more than volunteering to help with a school field trip or help out in the classroom. It is a willingness to help participate in your own child's positive behavioral support program, and to participate in Park's and Hilltop's PBIS initiative.

	<p><u>GIANT PRIDE</u></p> <p>The PRIDE in GIANT PRIDE helps us remember the character traits we want all students and staff to strive for.</p> <ul style="list-style-type: none"> ● P= Positive, I will be positive & ready to learn ● R= Respect, I will be considerate of others, their property and myself ● I= Integrity, I will do the “right thing” at all times ● D= Determination, I will believe in myself ● E= Excellence, I will challenge myself to do my best. <p><u>Our Four Compelling Statements that every student and adult will follow.</u></p> <ol style="list-style-type: none"> 1. Treat all Property with Respect 2. Take Responsibility for Your Learning 3. Act in a Safe and Healthy Way 4. Respect the Rights and Needs of Others <p>* For more information on Student Discipline please review Policy 506, To view the complete policy, please visit our website www.isd2397.org</p>
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<p>PTO</p>	<p>A Parent Teacher Organization is designed to enhance the home-school relationship. The purpose of the organization is three-fold:</p> <ol style="list-style-type: none"> 1. To provide a forum for parent input regarding instruction and organizational practices/policies in the elementary program. 2. To provide parent educational opportunities on academic, social, and emotional topics related to children. 3. To provide opportunities for families to participate together in education and social activities. <p>All parents are invited to become active in the PTO. PTO supports the school in many ways including fundraisers, staff recognition, volunteering opportunities and programs that enhance the education of our students and families.</p>
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<p>Personal Belongings of Students</p>	<p>Unless a teacher requests them specifically, students are discouraged to bring toys, sports equipment or other expensive items to school. School staff is not responsible for non-requested items.</p>
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<p>Pledge of Allegiance</p>	<p>Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week.</p> <p>*This is a summary of the Pledge of Allegiance Policy (Policy 531). To view the complete policy, please visit our website www.isd2397.org</p>
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<p>Protection and Privacy of Pupil Records</p>	<p>The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.</p> <p><u>GENERAL CLASSIFICATION</u></p> <p>State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.</p> <p>* This is a summary of the Protection & Privacy of Pupil Records Policy. To view the complete policy, please visit our website www.isd2397.org</p>
<p>Recess</p> 	<p>Be sure your child is properly dressed for the weather conditions. During cold weather children are expected to wear caps or hoods, mittens, snow pants and snow boots. Students will be outside at noon recess and before school unless the temperature or wind-chill is below zero. Please help your child understand the importance of dressing warmly.</p> <p>When students need to remain inside for health reasons the school will need a written request from the parent/guardian. The request should include an explanation as to why the child should be inside and should state the number of days the request is being made for. Requests for more than five days must have a doctor's confirmation. When weather conditions prevent students from going outside, recess will be held in the classrooms/gym space.</p>
<p>Records, Parent Access to Student</p>	<p>Parents/guardians are permitted to review their student's educational records. Upon request, the district will provide a list of the types and locations of educational records used by the district. Upon requesting access to records, parents/guardians will be supplied a more detailed copy of rights and procedures involved. Non- custodial parents do have the right to education information including but not limited to records and report cards, please contact the building administrator for additional information. Parents have the ability to access student information on Infinite Campus parent portal.</p>
<p>Reporting to Families</p>	<p>Elementary schools in ISD 2397 operate on a semester system. Individual parent-teacher conferences are scheduled for K-5 students prior to the start of school. In November and March individual parent-teacher conferences are scheduled for all students' grades K-5. Report cards go home with students after the first semester and the end of the year report card will be mailed home. (More information concerning time and date will be sent home prior to conferences).</p>

<p>Retention Policy</p>	<p>Recommendations for retention are approached with caution. Children who have repeated a grade will not normally be considered for retention again.</p> <p>If you have questions regarding our district's retention policy/procedure, you should contact your building principal to discuss it further.</p>
<p>Safety and Crisis Prevention</p>	<p>The Le Sueur-Henderson School District has in place a Crisis Management Plan to provide guidelines, structure, and a process in dealing with a range of crisis situations which may interrupt the normal operation of school at our building sites and/or in our community. The plan provides a process to deal with any situation that has the potential to result in physical injury to one or more students, staff, or community members.</p> <p>The key elements of the Crisis Management Plan involve the following:</p> <ul style="list-style-type: none"> • Routine and emergency building security procedures • Keeping our students and staff safe and out of harm's way • Identifying the specific role of each member of the school staff during a crisis • Informing school district staff using information channels to communicate effectively • Dealing effectively and fairly with the news media and • Stopping the rumor mill (internally and externally). <p><u>ROUTINE BUILDING SECURITY PROCEDURES</u></p> <p>The school district has in place a daily non-crisis building security plan/practice which applies to all building sites each day and is as follows:</p> <ul style="list-style-type: none"> ● All visitors will be buzzed in during the instructional day. ● All visitors must report to the office (exceptions are school programs and conferences). ● All visitors will be required to show a form of Identification, preferably a driver's license. ● All visitors must wear a visitor's badge. ● Parents dropping off their child when school is already in session must go to the office and sign the child in. ● Parents picking up their children from school before dismissal must come to the office to sign the child out. The secretary will then call your child to the office.
<p>School Counselor</p>	<p>The school counselor is a resource person within our schools who works with students, parents, teachers and administration. The school counselor may work with students during the year, either individually, in a group, as part of a family or in the classroom setting.</p> <p>In the classroom, the school counselor uses materials and discussion along with group process skills to help students discover and clarify personal values, learn truths about themselves, develop positive attitudes towards others and find out how others feel and</p>



think about important matters. A great variety of topics are discussed: goals, friends, academic successes, cooperation, study habits, competition, family responsibility, self-awareness, justice and values.

The school counselor may

- conduct phone and parent conferences during the year
- provide short-term family support
- help those requiring longer-term support to find appropriate help.

The school counselor works closely with the principal and staff discussing school needs and educational planning. In general, the role of the school counselor is to work to improve communication within the school and between school and home for all those who are interested in academic and personal development of the children.

School Nurse



A certified school nurse is in the district during the school day. Health services are provided for all students and staff. **A diagnosis of any illness is NOT made by the nurse.**

- Park Nurse Hours: 8:00 a.m. - 10:00 a.m.
- Hilltop Nurse Hours: 1:15 p.m. - 3:00 p.m.

Health services include: (1) first aid, (2) hearing and vision screening, (3) limited classroom teaching, (4) individual student/family health counseling, (5) immunization clinic, (6) scoliosis screening, (7) keeping of health records on each child, and (8) a resource for teachers.

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

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

If a student's symptoms suggest the presence of a communicable disease, including fever, diarrhea, vomiting and uncontrolled coughing, they should remain home for at least 24 hours or until symptoms resolve.

Parents are requested to report any contagious disease to the school as soon as possible. The rules for returning to school and the incubation period (the length of time from first exposure to appearance of symptoms) for some diseases are listed:

- **CHICKEN POX:** Viral itchy rash illness. Incubation period can range from 10–21 days, usually 14 days. Exclude from school until all pox are dry and scabbed over or rash is faded and no new spots have developed for 24 hours. Immunization possible.
- **MEASLES (RUBEOLA):** Highly contagious viral rash. Incubation period 8–14 days. Contagious 4 days before to 4 days after the rash appears. Complications include diarrhea, ear infections, pneumonia and encephalitis. Immunizations available.
- **MUMPS:** Viral infection. Incubation period 12–25 days, usually 16–18 days. Contagious 7 days before until 9 days after swelling begins. Immunization possible.
- **PERTUSSIS:** Bacterial respiratory infection. Incubation period 6–20 days, usually 7–10 days. Exclude from school until 5 days after antibiotic treatment begins. Immunization available.
- **STREP THROAT:** Incubation period 2–5 days. Medical treatment recommended. Exclude from school for 24 hours after antibiotic treatment begins and no fever is present.
- **PINK EYE:** (Conjunctivitis, viral or bacterial) Incubation period 1–12 days depending on organism, usually 3 days. Contagious while symptoms are present. Medical treatment recommended. Exclude from school until 24 hours after antibiotics are started or until symptoms resolve if unable to keep hands away from eyes.
- **MRSA:** (Methicillin Resistant Staph Aureus) Bacterial skin infection. Exclude from school only if excessive drainage and/or wound cannot be covered.
- **INFLUENZA:** Viral respiratory infection. Incubation period 1–4 days. Exclude from school until the fever is gone and students can participate in activities (generally 5 days after onset of symptoms. Vaccine available.

School Parties



Classroom parties may occur for special events during the school year. Parents will be informed of any arrangements or donations that may be needed.

Birthday treats may be brought and shared with a child's classmates. The treats must be pre-packaged or commercially prepared as designated by State Health Regulations. Contact your child's teacher to set up the day and time and to inquire as to possible food allergies within the classroom.

DISTRICT 2397 WELLNESS POLICY Policy 533 Revised 4/6/20

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.

	<p>b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.</p> <p style="text-align: center;">Non Food and Healthy Food Options for Classroom Parties</p> <p style="text-align: center;">*This is a summary of the Wellness Policy 533. The full policy can be found online at www.isd2397.org</p>
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<p>Special Education & School Psychologist</p>	<p>Students with special needs are eligible for help from our Special Education teachers. We serve students with learning and behavioral disabilities that interfere with learning. The school district contracts with a licensed school psychologist to provide special testing and interpretation of those test results.</p>
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<p>Speech</p>	<p>Speech clinicians are employed by the school district to work with all of the students in the district who need speech therapy. The clinician sees students with communication problems in any of the following areas: voice disorders, phonology, language disabilities and hearing impairments.</p>
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<p>Student Disability and Student Sex Nondiscrimination Policy</p>	<p>The purpose of this policy is to protect students with disabilities from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.</p> <p><u>GENERAL STATEMENT OF POLICY</u></p> <p>A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.</p> <p>B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.</p> <p>C. For this policy, a learner who is protected under Section 504 is one who:</p> <ol style="list-style-type: none"> 1. has a physical or mental impairment that substantially limits one or more of such person’s major life activities; or 2. has a record of such an impairment; or 3. is regarded as having such an impairment. <p>D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.</p>
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* This is a summary of the Student Disability Nondiscrimination Policy 521, To view the complete policy, please visit our website www.isd2397.org

* To review the district's policy on Student Sex Nondiscrimination, 522, please visit our website www.isd2397.org

Specialist Classes

Students rotate between the specialty classrooms once every four days



PHYSICAL EDUCATION

The basic goals of physical education are to have the children be active, to learn something about movement and to have fun. In the primary grades (K-3) emphasis is on movement education to develop basic skills and perceptual awareness. In the intermediate grades (4-5) many team sports and individual sports are introduced. There is still a concentration on basic skills. Rhythm is a major area at all levels. Physical fitness testing is done in the intermediate grades. Students will be dismissed from physical activities with a doctor's excuse.

GYM SHOES: Children are asked to have separate tennis shoes available for gym periods. This is a safety precaution for your child. The shoes do not need to be new, but clean and free of outside mud and dirt.



MUSIC

The students study a wide spectrum of topics; singing, music history, composers, music appreciation, rhythm and movement exploration, musical instruments and music theory.



ART

Students are exposed to different media; paint, crayon, wood, plastic, fibers, collages, sculptures and prints. The main emphasis in the primary grades is on originality and creativity. The upper grades move into more emphasis on design.

MEDIA

The elementary schools are fortunate to have well-established, cheerful, inviting library media centers for both students and staff. Fine collections of fiction and nonfiction books are available for pleasure reading, as well as, a wide range of popular children's magazines.



The students in K-3 have scheduled library/media classes to ensure their regular, habit forming exposure to all kinds of reading materials. iPads and Chromebooks are also available to students and staff. Classes meet with the Library Media Specialists for a story time, a sharing of what they have been reading or an introduction to some new or previously unknown titles available in the library. Students are then given time to select their books for checkout.

	<p>In the intermediate grades, all students receive specific formal instruction in library/media skills and usage. They are introduced to different kinds of books, the card catalog and its use, reference books indexes and a variety of reference aides. They also become familiar with the arrangement of our library/media centers in order to become more self-sufficient now and in the years ahead and to transfer what they learned about our library/media centers to those libraries they encounter in middle school and high school.</p>
<p>Student Dress</p>	<p>We believe neat and proper dress contributes to positive attitudes and self-image. Articles of clothing promoting drug/tobacco use, violence, sexually offensive implications or containing profanity are never acceptable. Inappropriate dress also includes a lack of shoes or shirts, coats (exception: if the teacher believes the room temperature to be too cool), hats, bandanas and any other apparel that interferes with instruction. Please refer to the complete student dress code policy on the District website for further information.</p>
<p>Student Registration</p>	<p>Students enrolled at the elementary schools are automatically registered in the spring for the following school year. Children entering kindergarten in the fall are to be registered in the spring during Kindergarten Roundup (New Kindergarten Registration). Those students new to the district should register prior to school opening in the fall. This registration will take place approximately two weeks in advance of the start of school and may be done at the elementary offices.</p> <p>Children entering <u>kindergarten</u> must be five (5) years of age on or before September 1. The school does have an early admission policy for underage children who qualify. Please consult with the principal if you have questions.</p>
<p>Student Telephone/Cell Phone Use</p>	<p>Students will not be called from classes to answer phone calls except in the case of a family emergency. Important messages will be relayed to students at appropriate times.</p> <p>We encourage students to leave their cell phones at home. If it is absolutely necessary that your student has a cell phone in school, then they will be required to stay in the child's locker on silent or turned off. If a student brings their cell phone into the classroom and it interferes with the educational process, then it may be confiscated and parents/guardians may be required to pick it up from the office.</p>
<p>Textbooks & Instructional Materials</p>	<p>All textbooks are furnished free of charge by the school district. However, parents/guardians will be charged for loss of books or wear beyond normal use. Personal items such as notebooks, pencils, colors, rulers, pens, etc. are purchased by the individual child. Class supply lists are published each year prior to the start of the school and available on the school websites.</p> <p>* To review the district policy Internet Acceptable Use and Safety, 524, please visit our website www.isd2397.org</p>

Tobacco-Free Environment Policy	<p>A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district or person smokes or uses tobacco, tobacco-related devices or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during the hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.</p> <p>B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during the hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.</p> <p>C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or a person who is found to have violated this policy.</p> <p>* This is a summary of the Tobacco-Free Environment Policy, To view the complete policy, please visit our website www.isd2397.org</p>
Title I	<p>The Title I program is a federal program for children needing additional assistance in reading. According to federal and state guidelines the children selected must come from grades K-5.</p>
Trespassing on School Property	<p>Any person who enters or is found on school property shall be classified as unauthorized and shall be subject to removal and lawful prosecution. <i>The four conditions under which a person may enter or be in a school building are:</i></p> <ul style="list-style-type: none"> A. The person is an enrolled student, a parent or guardian of an enrolled student, an employee of the school or school district, or a member of his/her immediate family; B. The person has permission or an invitation from a school official to be in the building; C. The person is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or D. Has reported the person's presence in the school building in the manner required for visitors to the school.
Unnecessary Articles Brought to School	<p>The school cannot be held responsible for any personal items lost or damaged. Please do not permit your child to bring unnecessary articles to school such as toys, personal listening devices, cameras, handheld games or electronic devices. If such items are brought to school and interfere with the educational process they may be confiscated and</p>

	picked up by the parents/guardians from the office.
Videotaping and Filming	The staff recognizes the occasional request from parents to videotape and/or film an activity or programs their child in which their child is participating. The videotaping and/or filming of special programs (i.e. class plays, musical performances, athletic events, etc.) is permissible. The videotaping and/or filming of routine daily instructional programming and/or practices requires teacher notification and permission and is not to include videotaping and/or filming of other students, adults, and/or staff without permission being granted by the parent/guardian and/or respective adult/staff member.
Visitors	All visitors must register at the office. Permission must be granted by the classroom teacher in advance and a visitor's pass issued. When leaving the building the visitor's pass should be returned to the office. Students are not permitted to bring other children/quests to visit school.
Volunteer Program	We actively seek individuals to volunteer in our elementary schools. We would like to have a wide spectrum of individuals (parents, senior citizens, adults with non-school age children) help the students and staff in our school. If you're interested in volunteering at Park or Hilltop, please call the school offices. A background check will be required to volunteer in our District.
Weapons Policy	<p>No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.</p> <p><u>DEFINITIONS</u></p> <p>A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.</p> <p><u>EXCEPTIONS</u></p> <p>A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.</p>

* This is a summary of the School Weapons Policy, To view the complete policy, please visit our website www.isd2397.org

Withdrawal from School

Any student withdrawing from school before the end of the school year must notify the principal's office a minimum of one week before departure. Parents/guardians and students need to make sure all books and other materials have been turned into the teacher. A transcript of the student's records will be forwarded to the new school upon request from the school.

Yearbooks

Each spring students are given an opportunity to purchase yearbooks. These special memory books bring smiles to children, parents, and staff members.

XYZ

There's much more to know about our school. If you have questions concerning any portion of our school program, we encourage you to call. When schools and parents work together, children benefit. Nothing is more important to us than your children and the partnership between home and school.

LE SUEUR HENDERSON PARK & HILLTOP ELEMENTARY

DIRECTORY

* All staff email addresses are first initial with last name followed by @isd2397.org
Sometimes email addresses may vary from the above (see email names below).

<u>Name</u>	<u>Position</u>	<u>Phone Ext</u>
Jim Wagner	Superintendent	Ext. 4600
Kern, Darren	Park & Hilltop Elementary Principal	Ext. 4700
Lewis, Eric	Activities Director/Dean of Students	Ext. 5800
Schmidt, Cynthia	MS/HS Principal	Ext. 5800
Aguilar, Maria	Park Elementary Secretary Hispanic Outreach Coordinator	Ext. 4701
Scheffler, Rachel	Hilltop Elementary Secretary	Ext. 5901
Hagen, Heidi	Park Health Office Assistant	Ext. 4702
Thelemann, Molly	School Nurse	Ext. 4711 (Park) Ext. 5911 (Hilltop)
Lundahl, Allison	School Psychologist	Ext. 4707
Pfarr, Kristan	Counselor	Ext. 4706 (Park) Ext. 5906 (Hilltop)
Craig, Justin	Food Service Director	Ext. 5813
Ludwig, LaRae	TOSA	Ext. 5861
Grunzke, Bruce	Director of Technology	Ext. 5832
Doherty, Pat	Transportation Director	Ext. 4650
Vrklan, Todd	Building & Grounds Director	Ext. 5841
Warden, Nathan	Community Education Director	Ext. 3325

For a complete Staff Directory, please visit www.isd2397.org and select "Staff Directory".

SCHOOL BOARD MEMBERS

Brigid Tuck	Board Chair	952-686-3194
	Treasurer	
Kelsey Schwartz	Clerk	507-475-0739
Brian Sorensen	Director	
Steve Cross	Director	
Gretchen Rehm	Director	651-249-5779
Matt Hathaway	Vice Chair	612-756-3670

The Board of Education usually meets the 1st and 3rd Monday of each month. Meetings will be held at 6:30pm.

LE SUEUR HENDERSON PARK & HILLTOP ELEMENTARY STAFF DIRECTORY

Name	Grade	Email	Phone Ext
Nelson, Cindi	Kindergarten	cindi.nelson@isd2397.org	Ext. 4721
Tesch, Rosanne	Kindergarten	rtesch@isd2397.org	Ext. 4720
Tupy, Nicole	Kindergarten	ntupy@isd2397.org	Ext. 4717
Jagler, Alexandra	Kindergarten	ajagler@isd2397.org	Ext. 4734
Pederson, Macy	Grade 1	mpederson@isd2397.org	Ext. 4732
Leary, Kathy	Grade 1	kleary@isd2397.org	Ext. 4729
Sohns, Faith	Grade 1	fsohns@isd2397.org	Ext. 4731
Luna, Christa	Grade 2	cluna@isd2397.org	Ext. 4749
Seipel, John	Grade 2	jseipel@isd2397.org	Ext. 4727
Martin, Courtney	Grade 2	cmartin@isd2397.org	Ext. 4759
Eischens, Stefanie	Grade 3	seischens@isd2397.org	Ext. 4746
Gupton, Adina	Grade 3	agupton@isd2397.org	Ext. 4750
Christoffer, Jason	Grade 3	smccoy@isd2397.org	Ext. 4728
Faragher, Courtney	Grade 4	cfaragher@isd2397.org	Ext. 5912
Powell, Rhonda	Grade 4	rpowell@isd2397.org	Ext. 5923
Roe, Rebecca	Grade 4	rroe@isd2397.org	Ext. 5919
Bigaouette, Frank	Grade 5	fbigaouette@isd2397.org	Ext. 5922
Winters, Colleen	Grade 5	cwinters@isd2397.org	Ext. 5924
Frischmon, Alexis	Grade 5	afrischmon@isd2397.org	Ext. 5915
Burdorf, Teri	Reading Specialist	tburdorf@isd2397.org	Ext. 4724
Carlen, Corey	Physical Education	ccarlen@isd2397.org	Ext. 4743
Enz, Kristin	ECSE	kenz@isd2397.org	Ext. 4718
Flatin, Erica	ECSE	eflatin@isd2397.org	Ext. 4716
Thoemke, Cheryl	Speech/Language	cthoemke@isd2397.org	Ext. 5844
Quintero, Rene	ELL	rquintero@isd2397.org	Ext. 4741
Brenke, Audra	Title/CEIS Coach	abrenke@isd2937.org	Ext. 5924
Ehlers, Renee	Special Education	rehlers@isd2397.org	Ext.
Schultz, Molly	Special Education	mschultz@isd2397.org	Ext. 4719
Schwarz, Megan	Special Education	mschwarz@isd2397.org	Ext. 4754
Cemenski, Chelsea	Special Education	ccemenski@isd2397.org	Ext. 4739
Boman, Jenna	Special Education	jboman@isd2397.org	Ext. 5920
Ranft, Marcia	Media	mranft@isd2397.org	Ext. 4712
Weick, Jennifer	Music	jweick@isd2397.org	Ext. 4744
Budesky, Taylor	Art	tbudesky@isd2397.org	Ext. 4756

INDEPENDENT SCHOOL DISTRICT 2397

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

STATEMENT OF NON-DISCRIMINATION

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

Section 504 Coordinator:

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

Alternate 504 Coordinator:

Darren Kern
115 N. 5th Street
Le Sueur, MN 56058
665-4703

Title IX Coordinator:

Eric Lewis
901 E. Ferry Street
Le Sueur, MN 56058
665-5800

Alternate Title IX Coordinator:

Jim Wagner
115 N. 5th Street
Le Sueur, MN 56058
665-4600

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves this area, or call 1-800-421-3481.

**LE SUEUR-HENDERSON PUBLIC SCHOOL
GRIEVANCE PROCEDURE FOR
COMPLAINTS OF DISCRIMINATION**

The following grievance procedure applies to claims of sex and disability discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.
- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
- F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

INVESTIGATION

- A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of other methods deemed pertinent by the investigator.

- C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.
- D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.
- E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
- F. The district shall comply with federal and state law pertaining to retention of records.

APPEAL

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such actions may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such

as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY

The school district shall adopt and publish these procedures.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street - Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

MN Department of Human Rights
190 E 5th Street
St. Paul, MN 55101
800-65-3704
651-296-5663

LE SUEUR-HENDERSON STUDENT ACTIVITIES

HANDBOOK



2022 - 2023

Connect with Us:

Web: www.isd2397.org

Facebook: Le Sueur-Henderson Public Schools

Twitter: @isd2397

Updated July 2022

Dear Parents and Students,

Thank you for reviewing this 2022-23 LSH Activities Handbook.

At the start of each season, each coach will meet with parents and athletes to discuss the Le Sueur-Henderson Activities Handbook. This Handbook includes participation conditions, try-out procedures, problem/conflict resolution, Board policy, sportsmanship, scholastic eligibility, MSHSL eligibility, fees, behavior expectations, transportation, coaching expectations and much more. You will be notified when these meetings will be held. Please make every effort to attend these meetings as important information will be given by coaches regarding expectations, team rules, etc. If you have any questions, please contact me at 507-665-5804 or elewis@isd2397.org.

For up-to-the-minute changes, please visit our website at <https://hsms.isd2397.org> (link: Activities: Activities Calendar). There is also a nice feature to use in Activities Calendar: By clicking on the blue "Notify Me!" icon near the upper right hand corner, you can receive instant emails when changes are made. Other websites you may want to visit are the LSH Activities Facebook page <https://www.facebook.com/pg/lsh.giants/posts/> and the Minnesota State High School League: www.mshsl.org.

Thank you for supporting your student-athlete and for supporting Giants activities!

Sincerely,

Eric F. Lewis

Eric Lewis
LSH Activities Director

Le Sueur-Henderson Public Schools

Strategic Plan | 2018-2023

BELIEF STATEMENTS

The Le Sueur-Henderson Public Schools believe:

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

MISSION STATEMENT

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

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

VISION STATEMENT

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

BRANDING STATEMENT

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



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Helpful Websites. Addresses & Phone Numbers

Le Sueur-Henderson Public Schools Website www.isd2397.org
LSH GIANTS Activities Facebook www.facebook.com/lsh.giants
Minnesota State High School League Website www.mshsl.org

Activities Director Eric Lewis (W) 507-665-5804 elewis@isd2397.org
Activities Secretary Christy Smykalski (W) 507-665-5805 csmykalski@isd2397.org
Athletic Trainer Chanah Brandt- Orthopedic and Fracture Clinic (OFC) 507-386-6600
Middle/High School Principal Cindy Schmidt (W) 507-665-5800 cschmidt@isd2397.org
Superintendent Mr. Jim Wagner (W) 507-665-4600 jwagner@isd2397.org

Le Sueur-Henderson Middle/High School 507-665-5800 Fax: 507-665-6012
Minnesota State High School League 763-560-2262

Le Sueur-Henderson MS/HS Minnesota State High School League
901 East Ferry Street 2100 Freeway Boulevard
Le Sueur, MN. 56058 Brooklyn Center, MN. 55430

2021-2022 CO-CURRICULAR COACHES AND ADVISORS

Football	Interim Head Coach Jim Wagner
Boys Basketball	Head Coach Ryan Graff
Boys/Girls Cross Country	Head Coach Shannon Froehlich
Girls Basketball	Head Coach Sherri Fritz
Volleyball	Head Coach Stacey Feser
Girls Swimming/Diving (co-op w/TCU)	Head Coach Kristen Munden (TCU)
Dance (co-op w/TCU)	Head Coach Katey Weiss (TCU)
Wrestling	Head Coach Luke Wilson
Girls Tennis	Head Coach Linda Seaver
Boys Hockey(MN River co-op)	Head Coach Chris Miller
Girls Hockey(MN River co-op)	Head Coach Madison Bergren
Baseball	Head Coach Rick Bruns
Softball	Head Coach Eric Lewis
Boys/Girls Golf (co-op w/ Cleveland,Sibley East)	Head Coach Rod Reinhardt
Boys/Girls Track	Head Coach Sue Hynes
Fall Play/Musical	Zach Kubasta, Devin Dircks
One Act Play Director	
Speech Director	Ryan Wendlandt
National Honor Society Advisor	Sue Hynes
Visual Arts Director	Shannon Froehlich
Knowledge Bowl Advisors	H.S. M.S. Teri Burdorf
H.S. Student Council Advisor	
M.S. Leadership Club Advisor	Sherri Fritz
Jr. Class Prom Advisors	Shannon Froehlich, Sue Hynes
Yearbook Advisor	

GENERAL STATEMENT OF POLICY

It is the policy of the Le Sueur-Henderson School District to actively seek out and encourage each student to participate as fully as practical in the district's co-curricular activities program.

The Le Sueur-Henderson Public School shall abide by the rules and/or regulations of the Minnesota State High School League, Section 2A, and ISD 2397. The co-curricular program objectives are as follows:

1. To provide co-curricular activities sufficient in number, depth and scope on both an athletic and cultural level, to allow an opportunity for each and every student to participate in at least one activity during the current school year.
2. To provide students with the opportunity to develop non-academic skills, promote emotional balance, improve social behavior, and to have fun.
3. To learn the rules and significance of various games and activities and become better spectators, viewers and people.
4. To relate the co-curricular activities to the curricular program in a joint effort to promote character, knowledge, understanding and appreciation of self and one another.

MISSION STATEMENT FOR GIANTS ACTIVITIES:

Le Sueur-Henderson Middle/High School, in partnership with its students, coaches and families will encourage and support participation in all of the co-curricular activities offered at LSH.

We will instill “**GIANT PRIDE**” throughout the school district and the communities in which we live in.

MINNESOTA STATE HIGH SCHOOL LEAGUE MISSION STATEMENT

The MSHSL provides educational opportunities for students through interscholastic athletics and fine arts programs, and provides leadership and support for member schools.

MSHSL League Values:

- Equity, fairness and justice.
- Activities that support the academic mission of member schools.
- Fair play and honorable competition.
- Activities which support "chemical free" and healthy lifestyles.
- Treating all people with dignity and respect.

STATEMENT OF NON-DISCRIMINATION

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

Section 504 Coordinator:
Cynthia Schmidt
901 E. Ferry Street
Le Sueur, MN 56058
665-5803

Title IX Coordinator:
Eric Lewis
901 E. Ferry Street
Le Sueur, MN 56058
665-5804

Alternate 504 Coordinator:
Cassie Wilke
901 E. Ferry Street
Le Sueur, MN 56058
665-5807

Alternate Title IX Coordinator:
Jim Wagner
115 N. 5th Street, Suite 200
Le Sueur, MN 56058
665-4600

For further information on notice of non-discrimination, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves this area, or call 1-800-421-3481

Athletic Activities Offered at Le Sueur-Henderson Middle/High School:

Fall Season: _____ Football, Tennis, Volleyball, Cross Country, Swimming/Diving(w/TCU)

Winter Season: _____ Basketball, Hockey (MN River), Dance(w/TCU), Wrestling,
Adaptive Floor Hockey (w/ New Prague)

Spring Season: _____ Baseball, Softball, Track & Field, Golf, Adaptive Bowling (w/St.Peter)

OTHER ACTIVITIES OFFERED

Band - Grades 6-12.

Devin Dircks

Choir - Grades 6-12.

Zach Kubasta

Trap Shooting - Grades 7-12.

Must have completed gun safety class.

Fall Play - Grades 9-12.

Every other year will be musical.

One-Act Play- Grades 7-12.

MSHSL competition play.

Visual Arts - Grades 9-12. MSHSL Competition in April. Involves six different categories of Artwork.
Shannon Froehlich.

Spring Play- Grades 6-8.

Performance is in March.

Speech- Grades 7-12. Season is from January - April.

Ryan Wendlandt

Target- Chemical free leadership group for Grades 9-12.

Knowledge Bowl (MS & HS.)- Grades 6-9 in the Fall.

Teri Burdorf.

Grades 9-12 in the Winter.

Yearbook- Grades 6-12.

HS Student Council -

MS Leadership Club -
National Honor Society - Grades 11-12.
Jr. Class Prom Advisors -
Graduation Committee - Grade 12

Sherri Fritz
Sue Hynes.
Sue Hynes or Shannon Froehlich.
Kristine Baumann

TEAM PARTICIPATION CONDITIONS

7th and 8th grade athletics: The primary focus of this program is to allow each student athlete optimal participation regardless of his/her skill level. The following guidelines will apply to help assure that the program is for the benefit of the student athletes: ***(There is no guarantee that playing time will be equal.)***

- All student athletes who meet the attendance standard will be given practice time and game time.
- No team shall cut any student athlete desiring to participate (unless the student participant does not meet attendance and conduct requirements).
- All team participants will have a uniform or will be dressed alike for competition.

Each middle school coach shall adhere to the guidelines of assuring participation in both practice and competition. This is not always easy for coaches. The desire to win will not come before the requirement to include every student athlete in the practice/competition. Certain games or contest alternatives may be needed and may be implemented by the coaches to assure optimal participation.

Each coach must plan and organize his/her practices to make sure that all students will participate. Practices must be planned and organized to accommodate a wide spectrum of skill levels.

Facilities will be used to their greatest advantage. Cooperation will occur between boys' and girls' coaches as well as between other groups and organizations to make the most effective use of available facilities.

Coaches will remember that these guidelines and procedures are the result of coaches focusing on the "total development" of each participant. Each student who participates has many needs: physical, emotional, and social. The coach must coach the student athlete as well as the sport. Each coach will consider the following student/athlete characteristics in working with these students: (ISD 2397 believes that.)

- A. Students have a need to belong to a group.
- B. Students have a need to be accepted by their peers.
- C. Students have the need to explore a variety of experiences.
- D. Students need a chance to channel their energies in physical activity.
- E. Students need opportunities to express their feelings.
- F. Students need a place and/or situations to be with friends in social settings.
- G. Students require a means of achieving self-satisfaction. (Feeling successful)
- H. Students need a time in every day for fun and enjoyment.
- I. Students need a means of receiving approval from their parents, teachers, and adults they come in contact with.

The School Board expects every coach to work with all athletes who are interested and have a need to

belong and not to work only with gifted, highly skilled student athletes. Each student participant is an important individual whose experiences shape attitudes and actions for the future. Therefore, every coach will adhere to these guidelines as established by the local School Board.

“C” teams: “C” teams are considered teams in transition. Participation in practice and in competition will continue to be a strong emphasis and no squad members will be cut on the basis of ability. Coaches will make every effort to give significant playing time to all players throughout the overall season. Teams, however, will strive to be competitive.

Varsity and “B” teams: Participation will be based upon the most skilled athletes who will maximize the possibilities for individual and team success. (In some instances, it may be necessary to limit the size of the varsity and “B” squads to a manageable number).

Selection Guidelines for Varsity and “B” Team Participation:

Responsibility for Selection:

- Choosing the members of varsity and “B” teams shall be the sole responsibility of the coaching staff.
- Prior to try-outs, the coach shall provide the following information to all eligible candidates for the team(s):
 - Length of try-out period;
 - Written criteria used to select the team members;
 - Number of team members to be selected;
 - Practice commitment for team members who make the team; and
 - Game commitments.

Procedures Used for Team Selections:

- When a squad selection number is limited, the process will include three important elements: (each candidate will)
 - have an opportunity to participate in a minimum of five (5) practices;
 - have performed in at least one intrasquad/scrimmage game/session; and
 - be personally informed of the reason(s) why the candidate was not chosen.
- **No posting of candidates.** The coach will meet one-on-one with all candidates who have tried out for the team. Everyone will be notified individually by the coach as to his or her selection status.
- Coaches will discuss alternative possibilities for participation in the sport or other areas the student athlete might participate in the activities program.
- If a coach foresees difficulties as a result of squad selections, s/he will discuss the situation with the activities director.

PROBLEM / CONFLICT RESOLUTION

As coaches/directors/advisors, we are professionals and are expected to conduct ourselves in a professional manner. We cannot promise that all concerns can be resolved to individual or family

preferences, but we can promise that we will listen to your concerns and respond to the best of our ability.

In order for our programs to be successful, we must all work together (parent, coach and participant). We strive to do what is best for each individual student-athlete. As teachers and coaches we care a great deal about your son/daughter and want to contribute to his/her individual development in a positive way.

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

Most conflicts are better resolved with an appropriate cooling down period. No conflict between a parent, 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 call or arrange a meeting the following workday after the incident/practice/game. Many of our coaches teach in the district. Most coaches have voicemail in the building where they teach. Leave a message and the coach will return your call. If you wish, a phone call or email to the coach/director may be the most appropriate way to initiate a dialogue. If your concern has not been addressed to your satisfaction, then refer to the flow chart below.

Chain of Communication

Every organization has and needs an orderly process to use when problems/issues arise. The Chain of Communication at Le Sueur-Henderson High School is as follows:

- Step One:** Player makes a direct contact with the Coach/Director
- Step Two:** Parent makes a direct contact with the Coach/Director
- Step Three:** Parents make a direct contact with the Activities Director
- Step Four:** Parents make a direct contact with the High School Principal
- Step Five:** Parents make a direct contact with the Superintendent
- Step Six:** Superintendent contacts the School Board

Parents/athletes are strongly encouraged to follow this chain of communication whenever an issue arises concerning a coach or director. If a concern is not resolved to your satisfaction at one level, you are encouraged to go to the next level in the chain of communication. However, all concerns should begin with the student and coach/director, and then advance up the chain of communication.

PARENTS RESPONSIBILITIES

Parents are expected to encourage their sons/daughters to perform to the best of their abilities both athletically and academically. They should be a source of support for the student athlete and the program in which they are participating.

We would like all of our parents to be role models for our student athletes and set a good example for all of our students at Le Sueur-Henderson Middle/High School. As such, they will exemplify good attitudes by treating all players, coaches, fans, officials and other parents with respect and dignity.

Parents must insist that athletes abide by the rules established by the coach, the school district, Section 2A, and the Minnesota State High School League.

Parents 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 should allow their athletes to enjoy the benefits of competition, remembering that not everyone can be a 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's Code of Responsibility allows school authorities to discipline spectators for violation of MSHSL, Region 2A, and/or local school rules. Disciplinary action may include removal from a contest and/or permanent removal from MSHSL and/or Le Sueur-Henderson sponsored events.

TEN 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.** 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 to 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.
- 5) **SHOW UNCONDITIONAL LOVE.** Let your child know that you love him/her whether you 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 have investigated the situation for yourself. 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, Section, LSH, 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.

SPORTSMANSHIP

School District 2397 students will demonstrate good sportsmanship at all activities. Student participants in co-curricular activities represent the school in a very public manner, and thus student conduct is under close scrutiny. Because of their visibility and status as a role model for other students, it is extremely important that all of our students demonstrate proper conduct and abide by school rules, Minnesota State High School League rules, local and state laws.

Student athletes, coaches, and fans representing Le Sueur-Henderson High School are expected to conduct themselves in a manner that would not cause the school, parents, or community any embarrassment. This applies whenever the student or coach is part of any activity, either athletic or non-athletic; before or after a contest/performance or practice, in transit to and from activities, or at any function associated with the activity.

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's Code of Responsibility allows school authorities to discipline students for violation of League, State, Federal, and/or school rules.

In addition, coaches/advisors may establish their own additional specific rules. These rules should be presented to players and parents at the beginning of the season and are subject to the approval of the Activities Director.

SPECTATOR EXPECTATIONS at CO-CURRICULAR EVENTS

- It is recommended that elementary age students be accompanied by an adult at all activities and performances for their safety and the safety of others.
- We welcome enthusiastic fans that come to watch the game/performance and encourage our team/performers. *Good sportsmanship is our goal.*
- Please arrive at an appropriate time prior to the beginning of an auditorium event. If this is not possible, please enter quietly at an appropriate time, such as a scene change or after the first musical selection.
- Running, throwing objects, or horseplay, such as grabbing hats or playing catch in crowded areas are both annoying and dangerous. Spectators that endanger themselves or others by their behavior will be removed from the event.
- Alcohol, tobacco and tobacco products are not allowed on any of the school grounds. (This includes outdoor venues like football, baseball, softball, and track)
- We expect spectators to address volunteers, supervisors and each other respectfully. *Offensive language has no place at Le Sueur-Henderson activities.*
- Signs are to be designed to promote local and positive enthusiastic support.
- **Use of noisemakers, horns, whistles, or other artificial attention-getters is not permitted at any MSHSL sponsored event.**

FORMS NECESSARY FOR ATHLETIC PARTICIPATION

1. A physical form, not more than three years old, must be on file for all sports.
2. The Minnesota State High School League Eligibility Brochure must be read & the MSHSL Eligibility Statement must be signed by the student and the parent/guardian annually. **(Concussion management information added in the fall of 2011.)**
3. On the reverse side of #2 above, the Minnesota State High School League Sports Health Questionnaire must be signed annually. The signature of the parent or guardian approving participation is required.
4. A Weight Certification form for those athletes participating in wrestling must be on file in the Activities Office before the first contest.
5. Before a student starts an activity they must have the proper forms and/or fees turned into the Activities Office. The student athlete must get the **Emergency Medical Information form** filled in and

signed by the Activities Office before he/she can begin participation in any school activity.

FORMS NECESSARY FOR FINE ARTS PARTICIPATION

The Minnesota State High School League Eligibility Brochure & Statement must be signed by the student AND the parent/guardian annually.

SPORTS PHYSICALS

Le Sueur-Henderson Middle/High School, as a member of the Minnesota State High School League, requires students who participate in Middle/High School interscholastic athletic activities to complete a physical examination every three years. Only sports physicals as approved by the Minnesota State High School League are acceptable. This physical must be on file in the Activities Office before an athlete will be allowed to begin practice.

PARTICIPATION AFTER INJURY REPORT

Any time a participant goes to a doctor/chiropractor regarding an injury and the doctor/chiropractor has removed the student athlete from practice/competition, they may NOT participate in either practices or games until they have a signed release from the appropriate medical personnel. This is to be turned in to the Activities Office where it will be kept on file and shared with the coach.

If the injured participant is treated by the trainer and is not seen by a doctor/chiropractor, a signed release is not needed. However, it is the coach's responsibility to be in touch with the parents and the trainer to know if and when the participant would be returning to competition and what care and treatment should be continued for the athlete.

DUAL PARTICIPATION

A student/athlete may be allowed to participate in two co-curricular activities during the same season if the following conditions are met. An agreement about practice and game commitments are agreed upon by all of the following parties.

- 1) The Student/Athlete's Parents
- 2) The Student/Athlete
- 3) Both Head Coaches
- 4) LSH Activities Director
- 5) LSH H.S. Principal

The student/athlete would also be required to pay the participation fee for both activities.

ACADEMIC STANDARDS FOR PARTICIPATION

Academic Achievement and co-curricular activity participation go hand in hand to promote the educational growth of each student. For this reason and to encourage achievement in both curricular and co-curricular areas, the following academic standards and eligibility guidelines have been established. In order to be eligible for all co-curricular events, students must have all school work current and up to a passing level.

Every two to three weeks the Activities Director will obtain a "deficiency list" that includes each student that is currently failing a class. Any student whose name appears on the list will forfeit his/her privilege to participate in co-curricular events until their grade is up to a passing level. The "deficiency list" will be

reviewed every two to three weeks starting with the third week of each quarter/semester. In order to regain eligibility for co-curricular participation, verification by the teacher to the Activities Director or Activities Secretary stating that their schoolwork is at a passing level. This should be done as soon as possible. (Do not bring it to the coach.)

APPEALS PROCESS

The Activities Director will notify students and parents when a student becomes ineligible. A student and/or parent may appeal an ineligibility decision by calling the Activities Director and requesting that a meeting be held with the Eligibility Committee. (Principal, Activities Director, teacher, School Board representative, and in some cases the School Psychologists.)

Ineligible students (if not suspended from school) may enjoy all opportunities of school and team membership, except wearing of the team uniform at games/contests and participation in any game, meet, contest, concert or festival. Whichever is greater. No exception is permitted.

MOOD-ALTERING CHEMICALS (Category I Policy)

Definition of Category I Activities: Those MSHSL sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of MSHSL sponsored tournaments. (Athletics, Speech, One Act Play, Large Group and Solo/Ensemble Band & Choir.)

A. Philosophy and Purpose: The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals by adolescents affect co-curricular participation and development of related skills.

B. Bylaw: During the calendar year, regardless of the quantity, a student shall not: (1) possess or consume a beverage containing alcohol; (2) use tobacco; or, (3) use or consume, have in possession, buy, sell, or give away any other controlled substance.

1. The bylaw applies to the 12-month calendar year.

2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

C. Penalty:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exceptions will be permitted.

2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

3. Third and Subsequent Violations: After confirmation of the third or subsequent violation, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the

student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violation, the student has been assessed to be chemically dependent and the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.

4. Accumulative Penalties: Penalties shall be cumulative beginning with the student's first participation in a League activity and continuing through the student's high school career.

5. Denial Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine (9) 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.

Ineligible students (if not suspended from school) may enjoy all opportunities of school and team membership, except the wearing of the team uniform and participation in any game, meet, contest, concert festival.

The Right to Investigate: School District 2397 has the right to investigate any situation that deals with any and all potential MSHSL rules violations.

It is the parent's responsibility to inform the Athletic Director and/or coach if there has been a MSHSL violation.

Category II Activity Policy:

Definition of Category II Activities: Activities that do not have a schedule of interscholastic contests. (Fall Musical, Spring Play, Knowledge Bowl, LifeSmarts, Band, and Choir Concerts)

First Violation: The student will lose eligibility for the next activity performance.

Second Violation: The student will lose eligibility for the next two (2) activity performances.

Third Violation: The student will lose eligibility for the next four (4) activity performances.

If a student is involved in an activity in both Category I and Category II, they are required to serve penalties in each category. All penalties in either category are cumulative.

FEES

School District 2397 requires that a fee be paid prior to the first day of practice in all co-curricular activities. Fees are used to help offset the cost of equipment, supplies, officials, transportation and other related costs.

FALL SEASON:

Football	MS = \$90.00	HS = \$140.00
Cross Country	MS = \$70.00	HS = \$110.00
Volleyball	MS = \$70.00	HS = \$110.00
Girls Tennis	MS = \$70.00	HS = \$110.00
Swimming/Diving	MS = \$120.00	HS = \$120.00

WINTER SEASON

Boys Hockey	MS = 260.00	HS = \$260.00
Girls Hockey	MS = 260.00	HS = \$260.00
Wrestling	MS = \$80.00	HS = \$120.00
Boys/Girls Basketball	MS = \$80.00	HS = \$120.00
Girls Dance	MS = \$120.00	HS = \$120.00
Adaptive Floor Hockey	MS = \$100.00	HS = \$100.00

SPRING SEASON:

Baseball	MS = \$70.00	HS = \$110.00
Softball	MS = \$70.00	HS = \$110.00
Boys/Girls Track	MS = \$70.00	HS = \$110.00
Boys/Girls Golf	MS = \$70.00	HS = \$110.00
Adaptive Bowling	MS = \$100.00	HS = \$100.00

Non-Athletic Fees

Middle School Play	MS = \$60.00	-----
One-Act Play	-----	HS = \$70.00
Fall Play	-----	HS = \$70.00
Knowledge Bowl	MS = \$60.00	HS = \$70.00
Speech	MS = \$60.00	HS = \$70.00

There is also a Family Maximum of \$500 per family.

FEE WAIVER

District policy allows activity fees to be waived on the basis of undue hardship or family income/family need. The Activities Director will determine eligibility.

Students who qualify for "free lunch" will have their fee waived.

Students who qualify for "reduced lunch" will pay 1/2 the required fee.

Please notify the Activities Director if you qualify for free/reduced lunches.

REFUNDS

Refunds of fees for activities will be prorated until halfway through the season for those students who cease to participate in the activity. There will be no refund of the activity fee in the event a student becomes ineligible as a result of violation of Minnesota State High School League rules or Le Sueur-Henderson High School rules.

ATTENDANCE AND BEHAVIOR STANDARDS

Students involved in all co-curricular activities are expected to abide by all school attendance and behavior guidelines. Participation is a privilege offered to students in good standing.

- a. Students absent due to illness must be in school by the start of 2nd period and remain in school for the rest of the day in order to be eligible to practice or participate/play in activities that day. Coming home late from an activity, school event, or field trip is not an excuse to "sleep in" and come to school late
- b. Students who participate in co-curricular activities or attend a school sponsored field trip or event must be in school by the start of first period of the next day.
- c. (Exceptions may be made due to illness, death in the family or pre-approval.)
- d. Students with a pre-excused absence are allowed to practice and/or compete/perform.
- e. Students with in-school or out-of-school suspensions may NOT practice or compete/perform in activities/contests on days of suspension.
- f. Students with an unexcused absence for ANY hour of the day may not practice or compete/perform on that day. This includes lunch and study hall. Only Seniors are allowed to leave the campus during lunch.
- g. Students with detentions may practice or compete/perform in contests if their detention time is served after school first. Individual coaches may have more specific penalties.

If a student should practice or compete/perform on a day when he/she is ineligible. He/she will be held out of the next equivalent practice or contest/performance.

TRANSPORTATION

All participants attending activities are normally required to ride to and from these events on the transportation provided by the school.

A parent/guardian may transport a son/daughter home from an activity. Parent/guardian must sign-out with the coach/director and both a verbal and visual recognition are necessary before the student may leave an event with his/her parent/guardian.

Students are not allowed to drive or ride with other students to or from a contest in which the school provides transportation unless previous arrangements are made with the Activities Director. Failure to abide by this policy will result in suspension from the team.

AWARDS-LETTERING REQUIREMENTS

Every head coach/advisor must submit "specific requirements" for lettering in his/her sport/activity. These requirements are kept on file in the Activities Office.

AWARDS SYSTEM

A chenille "LSH" will be awarded the first time that a student meets the criteria for lettering in a sport/activity. For each year following they will receive a certificate.

SCRIMMAGES

All scrimmages must be pre-approved by the activities director. Only one away scrimmage will be allowed and a team cannot scrimmage more than three times. (MSHSL Policy regarding the number of scrimmages.)

EQUIPMENT

Use of school equipment is a privilege. All equipment must be returned to the coach at the end of a season. Students will not be issued equipment for any other sport or activity until they have returned or paid for all equipment from the previous sport or activity. An athlete will be billed for the replacement cost for any lost, damaged, or non-returned equipment.

UNIFORMS

All athletic teams representing Le Sueur-Henderson High School shall wear uniforms and equipment issued by the school. All such issued equipment and uniforms are the responsibility of the student/athlete. These uniforms are **NOT** to be worn for personal use or during P.E. classes. They are only to be worn for official practices, games, or other specific school activities.

Individual team members are responsible for laundering school-issued uniforms during the season. DO NOT dry any school-issued uniforms on high heat. It is best not to put them in the dryer at all. All uniforms must be laundered before they are returned at the end of the season.

An athlete will be billed for the replacement cost for any lost, damaged, or non-returned uniform.

INITIATIONS/HAZING

Team gatherings and activities to build team unity are important and are encouraged; however, for safety and liability reasons and to prevent hazing and/or harassment, **initiation** events are **NOT allowed**. Students who violate this rule are subject to the same High School League consequences as those who violate High School League rules concerning chemical use and harassment. Participants in hazing or initiation may also be subject to criminal and/or civil action.

FUNDRAISING

Coaches may determine that fundraising is necessary to purchase equipment or "extras" that are not provided by the school. Such items could include team and individual awards, transportation costs to additional scrimmages, banquet expenses, equipment etc. All fundraising activities are voluntary. Coaches are encouraged to give parents the option to donate money instead of selling a fundraising item. We would like to encourage all parents, coaches, and GIANTS fans to get involved with the annual BLUE & GOLD golf tournament as well as the Fall Giant Night Out!

DATA PRIVACY

By law, certain personal information cannot be released by a coach unless both the student and parent give permission. Coaches will hand out forms at the beginning of the season if they intend on publishing data that is covered under the Data Privacy Laws.

PUBLIC RELATIONS/PUBLICITY

Our activity programs are in the eye of the public more than any of our academic programs. We receive more praise and are subject to more criticism than any other program. How we conduct ourselves as coaches, athletes, parents and fans will be a reflection of the entire school system.

All Head coaches are responsible for notifying all appropriate news media sources immediately at the conclusion of their contest

SOCIAL NETWORKING SITES

As a student at LSH High School, you are expected to follow the student handbook guidelines, even though an event may happen off school property or after school hours.

Social network sites, other digital platforms (including cell phones) and distribution mechanisms that facilitate students communicating with other students are considered "Social Networking" platforms. Participation in such networks has both positive appeal and potentially negative consequences. It is important for the LSH students to be aware of these consequences and exercise appropriate caution if they choose to participate.

Students are not restricted from using any online social network sites and/or digital platforms. However, users must understand that any content they make public via online social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal, state and local laws, as well as, your Student Handbook. As an LSH student, you must be aware of your Student Handbook regulations and expectations of our said co-curricular programs. Ignorance of these regulations does not excuse students from adhering to them.

Guidelines for Students:

These guidelines are intended to provide a framework for students to conduct themselves safely and responsibly in an online environment. As a student at Le Sueur-Henderson you should:

1. Be careful with how much and what kind of identifying information you post on social networking sites. Virtually anyone with an email address can access your personal page. It is unwise to make available information such as full date of birth, social security number, address, phone number, cell phone numbers, class schedules, bank account information, or details about your daily routine. All of these can facilitate identity theft or stalking. Social Media sites provide numerous privacy settings for information contained in its pages. Use these settings to protect private information. However, once posted, remember the information becomes property of the website and public record.
2. Be aware that community members, family, and potential current and future employers and college admissions offices often access information you place on online social networking sites. You should think about any information you post on sites or similar directories that potentially portrays an image of you to a prospective employer or school. The information is considered public information. Protect yourself by maintaining a self-image that you can be proud of years from now.
3. Be careful in responding to unsolicited emails asking for passwords or PIN numbers. Reputable businesses do not ask for this information in emails.
4. Don't have a false sense of security about your rights to freedom of speech when using Social Media. Understand that freedom of speech is not unlimited. The online social network sites are NOT a place where you can say and do whatever you want without repercussions or personal accountability.
5. Remember photos once put on the social network site's server become their property and public record. You may delete the photo from your profile but it still stays on their server. Internet search engines like Google or Yahoo may still find that image long after you have deleted it from your profile. Think long and hard about what type of photo you want to represent you.

6. Whoever is the adult (over 18) responsible for the contracts, computers, phone lines, etc. is liable (civil and criminal) for your actions as a minor as well.

Things Students Should Avoid:

1. Derogatory language or remarks about our students, teammates, school personnel and our community at-large; as well as, teachers, or coaches; student-athletes, administrators or representatives of other schools.
2. Demeaning statements about or threats to any third party (including support of demeaning statements and threats - don't respond to these).
3. Distribution and possession of unauthorized videos and photos or statements depicting violence; hazing; sexual harassment and content; vandalism; stalking; underage drinking, selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of unreported felonies, crimes, thefts or damage to property or unethical behavior.
6. Indicating knowledge of an unreported school or team violation - regardless if the violation was unintentional or intentional.

One of the biggest lessons social network users can learn is that anything you post online enters the public record. You never know who may be looking and when.

Students, parents and guardians, let it be known that any student in violation of said conduct is subject to consequences to be determined by the Administration, Principal and/or Activities Director.

The Minnesota State High School League Student Code of Responsibilities, Bylaw 206.00, is applicable and relevant in all student related issues and concerns in such matters.

WEDNESDAYS/SUNDAYS

No practice or competition is allowed on Sundays as per MSHSL guidelines. Wednesday practices will end at 5:45pm so as not to conflict with family night. Rarely will an athletic activity take place on a Wednesday evening. Exceptions may result from Section tournaments/games in which we, as a school district, have no control.

HOLIDAYS/VACATIONS

Practices will not be held on Thanksgiving Day, Christmas Day and New Year's Day. Coaches will avoid practices on other holidays whenever possible. Practice or games may be held during holiday and vacation periods but separate practice schedules for these periods shall be made and distributed to the athletes involved well in advance of the holiday/vacation period

ACTIVITY PASSES

Activity passes may be purchased at the Activities Office at the High School or at the gate before games. **The passes may be used for regular season home events, excluding tournaments and/or playoffs.** *Passes cannot be used for post season tournament play.* **ALL LSH STUDENTS WILL NOT BE CHARGED AT ANY HOME ACTIVITIES, EXCLUDING TOURNAMENTS AND/OR PLAYOFFS.**

Adult Season Pass: _____ \$75
Sr. Citizen (60 yrs. +) Free

EMERGENCY CLOSING OF SCHOOL

In most instances, if there is an emergency school closing or if school is closed due to inclement weather, all co-curricular practices, games, or events will be canceled or postponed. Exceptions to this policy may occur if conditions improve throughout the day and travel is deemed safe for games and/or practices. A final decision on participation in Activities during emergency closing situations will be made by the Superintendent, Activities Director, Building Principal, and Director of Transportation.

COACHES CODE OF CONDUCT

Coaches at Le Sueur-Henderson Middle/High School are expected to follow the following code of conduct in their relationships with student athletes.

As a coach, I recognize:

- My position as a role model for all students in terms of my language, behavior and attitudes.
- My responsibility is to treat all athletes fairly and with dignity and respect.
- My need to exhibit the highest ethical and moral behavior at all times.
- The importance of honesty, integrity and respect for the rules and my responsibility to teach these values to my athletes.
- The need to keep winning and losing in its proper perspective.
- That athletes are students first and athletes second and I will do everything possible to help students be successful in school.
- The importance of each activity that students participate in and will do whatever I can to support all activities.
- My need to be receptive to parent concerns.

ACTIVITY EVALUATIONS

Included at the back of this packet is a copy of the Le Sueur-Henderson Middle/High School Activities Evaluation Form. Please use this form to evaluate your son/daughter's participation in school activities. The purpose of this evaluation is to gain feedback from parents and students so that we can constantly improve the activity programs offered at Le Sueur-Henderson Middle/High School. The evaluations also give coaches/directors feedback, which help them in their professional growth. You are asked to be constructive in your comments, providing positive and supportive feedback, as well as suggestions for improvement and/or criticism of a coach/director. Everyone appreciates hearing that they are doing a good job. Coaches have been asked to include a copy of this evaluation in their team handout or to make evaluations available at their end of season banquet. Thank you for your continued support of GIANTS activities!

Minnesota River Conference

Sportsmanship Creed

- Accept the decisions of the contest officials.
- Avoid unsportsmanlike gestures or language.
- Display modesty in victory and graciousness in defeat.
- Show respect for opposing coaches, players and fans.
- Show respect for public property.
- Show respect for coaches' decisions during and after the games.
- Be positive and refrain from negative comments.

Athletic & Fine Arts Sportsmanship Policy

I. Program Goals / Expectations:

It is the vision of the Minnesota River Conference Schools to call upon the school community of: teachers, coaches, students, parents and directors of music, speech, debate and drama; to strive for sportsmanship in everything they do by teaching the values, long thought inherent in interscholastic activities.

The Minnesota River Conference views this policy as an effort to instill: values, personal responsibility, good sportsmanship and good citizenship in our students, coaches, and fans.

It is the belief of the Minnesota River Conference Schools that students can believe in and live by the values of: dignity, respect, equity, fairness, scholarship and sportsmanship.

The expectations of the Minnesota River Conference is to provide an environment where:

- Coaches lead by example through respect of officials and acceptance of the outcome of the event, without criticism.
- Spectators support the efforts of their team through attendance at events and avoid abusive sideline coaching and criticism of game officials.
- Students demonstrate the model of sportsmanship whether completing or being a spectator

II. Target Audience:

The Sportsmanship Policy of the Minnesota River Conference Schools is aimed at our students, coaches, parents, and fans. Through on-going sportsmanship programs and activities, the Minnesota River Conference will present its policy throughout the communities of the MRC.

III. Sportsmanship Committee Membership:

The Minnesota River Conference Schools will form an MRC Advisory Sportsmanship Committee

consisting of the MRC athletic directors. It shall be the duty of the committee to revise the Sportsmanship Policy and promote school sponsored programs, which encourage sportsmanship at the Minnesota River Conference Schools.

IV. The Minnesota River Conference Sportsmanship Resolution:

Recognizing that participation in interscholastic activities is a privilege, the Minnesota River Conference requires that conduct of student participants be exemplary at all times. Participants are representatives of the Minnesota River Conference and their school and must conduct themselves appropriately both while in school and out of school. Student participants who violate this policy are subject to being removed from the activity at the discretion of the coach, athletic director, or building principal.

The building principal, with input from coaches, parents, teachers and students shall develop rules or conduct codes for all participants consistent with this policy and the rules adopted by the Minnesota State High School League.

These rules should contain a notice to participants that failure to abide by them could result in removal from the activity. The rules and conduct codes shall be reviewed by the building principal and athletic director periodically and presented to the school board.

V. Code of Conduct:

School Board:

- Adopt policies/resolutions that promote the ideals of good sportsmanship, ethics, and integrity.
- Serve as a positive role model and expect the same from parents, fans, participants, coaches and other school personnel.
- Support and reward participants, coaches, school administrators and fans that display good sportsmanship.
- Recognize the value of school activities as a vital part of education.
- Attend and enjoy school activities.

School Administrators:

- Develop a program for teaching and promoting sportsmanship.
- Provide appropriate supervisory personnel for each interscholastic event.
- Support participants, coaches and fans that teach and display good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches and fans.
- Attend events whenever possible and function as a model of good sportsmanship.

Coaches:

- Follow the rules of the sport during the progress of the contest.
- Accept the decisions of contest officials and show respect for those decisions.
- Avoid unsportsmanlike gestures or language
- Display modesty in victory and graciousness in defeat.
- Avoid excessive public display of criticism in front of participants or spectators
- Teach sportsmanship and reward players that are good sports.

- Avoid any contact with officials immediately following games.

Student-Athletes:

- Show respect for opponents by shaking hands with them.
- Accept the decisions of the contest officials.
- Avoid unsportsmanlike gestures or language.
- Display modesty in victory and graciousness in defeat.
- Learn the rules of the game.
- Show respect for opposing coaches, players and fans.

Spectators:

- Take part in cheers with the cheerleaders and applaud good performances.
- Work cooperatively with contest officials and supervisors in keeping order.
- Refrain from crowd booing, foot stomping or making negative comments about officials or participants.
- Stay off the playing floor or contest area at all times.
- Show respect for public property.
- Show respect for coaches' decisions during and after the games.
- Be positive and refrain from negative comments.

Bands:

- Choose appropriate music and time for performing
- Show respect at all times for officials, opponents and spectators.
- Stay off the playing floor or contest area at all times.

Officials:

- Accept your role in an unassuming manner.
- Maintain confidence and poise, controlling the contest from start to finish.
- Know the rules of the game thoroughly and abide by the established Code of Ethics.
- Publicly shake hands with coaches or both teams before the contest.
- Never exhibit emotions or argue with participants and coaches when enforcing rules.
- When watching a game as a spectator, give the officials the same respect you expect to receive when working a contest.
- Be prompt for all contests.

Media:

- Report acts of unsportsmanlike behavior without giving undue publicity to unsportsmanlike conduct.
- Refrain from making negative comments toward participants, coaches or contest officials.
- Recognize the efforts of all who participate in the contest.
- Report facts without demonstrating partiality to either team.
- Film and report from school designated areas.

VI. Code of Ethics:

Coach:

A coach will be in violation of the standards of good sports established by the Minnesota State High School League by:

- Making degrading or critical remarks about officials during or after a contest either on the field of play from the bench or through any public news media.
- Arguing with officials or goes through motions indicating dislike/disdain for a decision.
- Detaining the officials following the contest to request a ruling or explanation of actions taken by the official.
- Being ejected from any contest.

Players:

As a student participant of the Minnesota River Conference Interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of the Minnesota River Conference and the laws of my community, state and country.
- 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.
- I will show respect for the calls of the officials and refrain from any actions or comments that are disrespectful.

VII. Promotion Strategies:

Ideas for promoting the "Good Sport Program":

Throughout the school year, the Sportsmanship Committee will establish ideas for promoting "Good Sport Program" at the Minnesota River Conference. The "Good Sport Program" at the Minnesota River Conference will include, but not be limited to the following:

- Creation of a "warning ticket" to hand to those who exhibit poor sportsmanship in the stands.
- Development of a speaker's bureau: Administrators and coaches and selected student athletes could talk with local adult civic organizations about the "BE a Good Sport" campaign. Student-athletes could deliver talks to students in the junior high and elementary schools to stress good sportsmanship.
- Have the school board develop a policy that stresses that attendance at an athletic event is a privilege, and that inappropriate behavior by any party will be dealt with appropriately.
- Send local media press releases stating that the Minnesota River Conference has joined the "Good Sport" campaign to promote good sportsmanship.
- Use the "Be a Good Sport" logo and ads in the Minnesota River Conference publications.
- Create banners and posters that convey the messages of good sportsmanship and welcome opponents to the Minnesota River Conference.
- If the Minnesota River Conference and its spectators and athletes receive good sportsmanship from opponents, write letters to the principal or athletic director of that school. The end result is that both parties are encouraged to practice good sportsmanship.
- Have the Minnesota River Conference public address announcer read a pregame statement encouraging sportsmanship and proper respect for the opponents and game officials.

Rewards for "Good Sports" Behavior:

Throughout the school year, the Sportsmanship Committee will establish ideas for rewarding

sportsmanship at the Minnesota River Conference. The "Good Sport Program" at the Minnesota River Conference will include, but not be limited to the following:

- Have administrators, coaches and cheerleaders note examples of good sportsmanship. Those individuals will be recognized in a "Good Sport Program" Recognition program.
- Handout sportsmanship rewards at home events.

Consequences for Acts of Misconduct:

Acts of misconduct will be dealt with on an individual basis. Depending on the severity of the misconduct; players, coaches, and spectators could:

- Receive oral reprimands
- Be asked to leave the event
- Be removed from the playing event
- Serve a one game suspension or more
- Further legal ramifications could apply to personal behavior deemed inappropriate.

VIII. Evaluation Procedures:

During the course of the school year, the Minnesota River Conference will evaluate the effectiveness of our sportsmanship program. Things to evaluate will include:

- Promotional activities
- Team and fan behavior
- School procedures to handle conflicts
- Recognition programs to reward good sports behavior
- Crowd control plans

LE SUEUR-HENDERSON SCHOOL SONG

FIGHT, FIGHT, LSH LET'S FIGHT

GO, GO, YOU GIANTS

WIN, WIN, YOU BLUE AND GOLD WE'RE

WITH YOU TONIGHT RAH, RAH, RAH

FIGHT, FIGHT, TO VICTORY TEAM,

TEAM, IT'S YOUR GAME SCORE,

SCORE, SCORE

AND THEN SCORE SOME MORE, YOU GIANTS TEAM!!

Pause LSH, LSH

LSH, LSH

GIANTS, GIANTS

What Are Sports Injuries?

The term sports injury, in the broadest sense, refers to the kinds of injuries that most commonly occur during sports or exercise. Some sports injuries result from accidents; others are due to poor training practices, improper equipment, lack of conditioning, or insufficient warm-up and stretching.

Although virtually any part of your body can be injured during sports or exercise, the term is usually reserved for injuries that involve the musculoskeletal system, which includes the muscles, bones, and associated tissues like cartilage.

Concussion Protocol

LSH will follow the concussion protocol outlined by our Athletic Training provider (Orthopedic and Fracture Clinic). All coaches will have concussion training as part of their yearly coaches continuing education training and athletes in grades 7-9-11 will have baseline testing (if available) as part of our protocol. Should an athlete be diagnosed with a concussion the "Return to Play" protocol will be followed before an athlete can safely return to activity.

Other Common Types of Sports Injuries

A ***bruise or contusion*** results when muscle fiber and connective tissue are crushed; torn blood vessels may cause a bluish appearance. Most bruises are minor, but some can cause more extensive damage and complications.

*A **strain** is a twist, pull, or tear of a muscle or tendon, a cord of tissue connecting muscle to bone. It is an acute, non contact injury that results from overstretching or over-contraction. Symptoms of a strain include pain, muscle spasms, and loss of strength.*

*A **sprain** is a stretch or tear of a ligament, the band of connective tissue that joins the end of one bone with another. Sprains can range from first degree (minimally stretched ligament) to third degree (a complete tear). Signs of a sprain include varying degrees of tenderness or pain; bruising; inflammation; swelling; inability to move a limb or joint; or joint looseness, laxity, or instability.*

Acute fractures: a break with little damage to the surrounding tissue or compound break in which the bone pierces the skin with little damage to the surrounding tissue. Most acute fractures are emergencies. One that breaks the skin is especially dangerous because there is a high risk of infection.

Stress fractures: Stress fractures occur largely in the feet and legs and are common in sports that require repetitive impact, primarily running/jumping sports such as gymnastics or track and field. Running creates forces two to three times a person's body weight on the lower limbs. The most common symptom of a stress fracture is pain at the site that worsens with weight-bearing activity. Tenderness and swelling often accompany the pain.

What's the Difference Between Acute and Chronic Injuries?

Acute injuries, such as a sprained ankle, strained back, or fractured hand, occur suddenly during activity. Signs of an acute injury include the following:

- Sudden, severe pain, swelling
- Inability to move a joint through its full range of motion
- Inability to place weight on a lower limb
- Extreme tenderness in an upper limb
- Extreme limb weakness
- Visible dislocation or break of a bone

Chronic injuries usually result from overusing one area of the body while playing a sport or exercising over a long period. The following are signs of a chronic injury:

- pain when performing an activity
- Swelling
- A dull ache when at rest

What Should I Do if I Suffer an Injury?

First point of contact is the coaches and staff, then the athletic trainer. Most injuries can be treated with the help and direction from the athletic trainer but that doesn't eliminate a visit to the primary physician if desired. Whether an injury is acute or chronic, there is never a good reason to try to "work through" the pain. Just STOP! Continuing the activity only causes further harm and possible tissue damage.

When to Seek Medical Treatment

- The injury causes severe pain, swelling, or numbness.
- You can't tolerate any weight on the area.
- The pain or dull ache of an old injury is accompanied by increased swelling or joint abnormality or instability.

How to Treat at Home

If you don't have any of the above symptoms, it's probably safe to treat the injury at home—at least at first. If pain or other symptoms worsen, it's best to check with your healthcare provider. Use the RICE method to relieve pain and inflammation and speed healing. Follow these four steps immediately after injury and continue for at least 72 hours.

- **Rest.** Reduce regular exercise or activities of daily living as needed. If you cannot put weight on an ankle or knee, crutches may help.
- **Ice.** Apply an ice pack to the injured area for 15-30 minutes at a time, four to eight times a day. An ice bag or plastic bag filled with crushed ice can be placed directly on the skin but if a GEL pack is used, a barrier NEEDS to separate the pack and the skin.
- **Compression.** Compression of the injured area may help reduce swelling. Compression should also be used during the icing process; (1) to hold cold therapy in place, and (2) compression of tissue will promote an improved environment for healing. Elastic wraps or ACE bandage work well.
- **Elevation.** If possible, keep the injured ankle, knee, elbow, or wrist elevated on a pillow, above the level of the heart, to help decrease swelling. Whenever not in use—elevate the injury.

The Body's Healing Process

From the moment a bone breaks or ligament tears, your body goes to work to repair the damage. Here's what happens at each stage of the healing process:

At the moment of injury: Chemicals are released from damaged cells, triggering a process called inflammation. This process causes tissues to become swollen, tender, and painful; although inflammation is needed for healing, it can actually slow the healing process if left unchecked. Blood vessels at the injury site become dilated; blood flow increases to carry nutrients to the site of tissue damage.

Within hours of injury: White blood cells (leukocytes) travel down the bloodstream to the injury site where they begin to tear down and remove damaged tissue, allowing other specialized cells to start developing scar tissue.

Within days of injury: Scar tissue is formed on the skin or inside the body. The amount of scarring may be proportional to the amount of swelling, inflammation, or bleeding within. In the next few weeks, the damaged area will regain a great deal of strength as scar tissue continues to form.

Within a month of injury: Scar tissue may start to shrink; bringing damaged, torn, or separated tissues back together. However, it may be several months or more before the injury is completely healed.

Who Should I See for My Injury?

Depending on your preference and the severity of your injury or the likelihood that your injury may cause ongoing, long-term problems, you may want to see, or have your primary health care professional refer you to, one of the following:

- *Athletic Trainer:* A health care professional who can make an assessment, provide treatment, and develop a rehabilitation program for the injury right through the high school. Should advanced care and modalities be needed, free consults through the Orthopaedic and Fracture Clinic are available. Time specific, only at 8 am Monday thru Friday at the Wickersham Health Campus.
- *Physical Therapy:* A health care professional who can diagnosis, provide treatment, and develop a rehabilitation program immediately following an injury or upon referral from your primary care
- *Orthopaedic surgeon:* A doctor specializing in the diagnosis and treatment of the musculoskeletal system, which includes bones, joints, ligaments, tendons, muscles, and nerves.

Rest

Although it is important to get moving as soon as possible, you must also take time to rest following an injury. All injuries need time to heal; proper rest will help the process. Your health care professional can guide you regarding the proper balance between rest and rehabilitation.

Rehabilitation (Exercise)

A key part of rehabilitation from sports injuries is a graduated exercise program designed to return the injured body part to a normal level of function.

With most injuries, early mobilization - getting the part moving as soon as possible-will speed healing. Generally, early mobilization starts with gentle range-of-motion exercises and then moves on to stretching and strengthening exercise when you can without increasing pain.

As damaged tissue heals, scar tissue forms, which shrinks and brings torn or separated tissues back together. As a result, the injury site becomes tight or stiff, and damaged tissues are at risk of re-injury. That's why stretching and strengthening exercises are so important. You should continue to stretch the muscles daily and as the first part of your warm-up at the beginning of exercise.

The athletic trainer has prepared sheets of rehabilitation exercises for various injuries that can be performed at school and at home. Remember that progression is the key principle for the injured body part and return to play. Start with just a few exercises, do them often, and then gradually increase how much you do. A complete rehabilitation program should include exercises for flexibility, endurance, and strength; instruction in balance and proper body mechanics related to the sport; and a planned return to full participation.

Throughout the rehabilitation process, avoid painful activities and concentrate on those exercises that will improve function in the injured part. Don't resume your sport until you are sure you can stretch the injured tissues without any pain, swelling, or restricted movement, and monitor any other symptoms. When you do return to your sport, start slowly and gradually build up to full participation. For more advice on how to prevent injuries as you return to active exercise.

Other Therapies

- **Cold/cryotherapy:** Ice packs reduce inflammation by constricting blood vessels and limiting blood flow to the injured tissues. Cryotherapy eases pain by numbing the injured area. It is generally used for only the first 72 hours after injury. Cold therapy needs to be a timed event; 15-30 minutes on and 30-45 minutes off. The timing of the event permits sufficient vasoconstriction and slowed metabolism, only to allow the body a chance to return to homeostasis (98.6° F). At this time only warm, nutrient rich, and oxygen rich red blood enters and the repair process works optimally.

- **Heat/thermotherapy:** Heat, in the form of hot compresses or heating pads, causes the blood vessels to dilate and increase blood flow to the injury site. Increased blood flow aids the healing process by removing cell debris from damaged tissues and carrying healing nutrients to the injury site. Heat also helps to reduce pain. It should not be applied within the first 72 hours after an injury. Heating pads are dry heat and can damage tissue through the removal of body moisture and sweating; these should be used on a timed basis, err on the side of caution (5-10 minutes on low settings).

- **Massage:** Manual pressing, rubbing, and manipulation soothe tense muscles and increase blood flow to the injury site. Warming tissue prior to massage will assist this process, followed with a gentle stretch for 30 seconds.

For More Information

The National Institute of Arthritis and Musculoskeletal and Skin Diseases Website
<http://www.niams.nih.gov>

National Athletic Trainers Association: <http://www.nata.org>

American Academy of Orthopaedic Surgeons (AAOS) <http://www.aaos.org>

American Academy of Pediatrics <http://www.aap.org>

American Medical Society for Sports Medicine <http://www.amssm.org> American Orthopedic Society for Sports Medicine <http://www.sportsmed.org> American Physical Therapy Association

<http://www.apta.org>

American College of Sports Medicine <http://www.acsm.org>

LE SUEUR-HENDERSON PUBLIC SCHOOL GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION

The following grievance procedure applies to claims of sex and disability discrimination:

A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.

B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.

C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.

D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.

E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.

F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

INVESTIGATION

A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX Coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint.

The investigation may also consist of other methods deemed pertinent by the investigator.

C. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.

E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

F. The district shall comply with federal and state law pertaining to retention of records.

APPEAL

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

SCHOOL DISTRICT ACTION

A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such actions may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

RETALIATION

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

CONFLICT OF INTEREST

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

DISSEMINATION OF POLICY

The school district shall adopt and publish these procedures.

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street- Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

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

For complaints of employment discrimination:

Equal Employment Opportunity Commission
330 S. 2nd Avenue
Suite 430
Minneapolis, MN 55401
800.669.4000
612.335.4040
TDD 612.335.4045

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

Employment Background Checks: MSBA Policy 404

https://www.isd2397.org/district/school_board/policies

Student Sex Non-Discrimination: MSBA Policy 522

https://www.isd2397.org/district/school_board/policies

END-OF-THE SEASON EVALUATION
LE SUEUR-HENDERSON MIDDLE/HIGH SCHOOL SPORTS/ACTIVITIES

Sport/Activity: _____ **Name:** _____
Person Completing this form: _____

Participation Level (please circle one): Var "B" "C" 8th 7th **Gender:** Girls Boys

Dear Le Sueur/Henderson Parents/Guardians,
I would like you to fill out this brief evaluation so that we can continue to improve our activity programs. Please be honest, constructive and sincere in your comments. I will compile the results of the evaluations and share them with the coach/advisor. The purpose of this evaluation is to help our coaches/advisors continue to grow and improve as individuals and as coaches/advisors.

Mission Statement for GIANTS Activities:

Le Sueur-Henderson Middle/High School, in partnership with its students, coaches and families will encourage and support participation in all of the co-curricular activities offered at LSH.

Our goal is to instill "GIANT PRIDE" throughout the school district and the communities in which we live in.

GIANT PRIDE is based on the six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Citizenship, & Caring.

1. How well was the mission statement followed?

Excellent Good Fair Poor Very Poor Don't Know

Comments:

2. Were the team and individuals dealt with in a fair manner?

Excellent Good Fair Poor Very Poor Don't Know

Comments:

3. How would you rate the coaching? Please explain your reasoning for this rating.

Excellent Good Fair Poor Very Poor Don't Know

Comments:

4. What is your overall rating of the experience you or your son/daughter had with the activity just completed?

Excellent Good Fair Poor Very Poor Don't Know

Comments:

5. The coach was fair, trustworthy, caring, respectful, & responsible with team members throughout the season?

Excellent Good Fair Poor Very Poor Don't Know

Comments:

6. The coach promotes and demonstrates good sportsmanship and citizenship whether we win or lose?

Excellent Good Fair Poor Very Poor Don't Know

Comments:

7. What one thing would you tell your coach that would help him/her to become a better coach?

Excellent Good Fair Poor Very Poor Don't Know

Comments:

Thank you for taking the time to complete this survey.

Please return to:
Eric Lewis, Activities Director
Le Sueur-Henderson High School
901 East Ferry Street
Le Sueur, MN 56058

Le Sueur-Henderson Public Schools

Independent School District 2397

Le Sueur-Henderson Middle/High School

901 East Ferry Street

Le Sueur, MN 56058

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

LS-H Athletic Department

Acceleration Policy

Occasionally a need to accelerate an athlete to a higher level of play is required or requested. This is usually based upon team need or a particular athlete's skill level. The process of acceleration has several steps.

1. The coach will meet and discuss the situation with the Activities Director
2. The coach will discuss the situation with the parents (done prior to the athlete's knowledge)
3. If the parent(s) are in agreement with the acceleration, the athlete is informed and if the athlete is in favor of the move, the acceleration takes place.
4. If the parent(s) disapprove, the process stops and the athlete will stay at the current level without knowledge of the discussions.

Accelerating an athlete can be a touchy situation. There are pluses and minuses for such a move. I do not recommend accelerating an athlete unless it is to the varsity level and then only if it is seen that the athlete will make a significant impact on the success of the team.

This form pertains to students in grades 7 & 8 who may be asked by their coach to be move to a higher level of competition:

DATE: _____ SPORT: _____ GRADE: _____

NAME OF STUDENT: _____

CURRENT LEVEL OF COMPETITION: _____ LEVEL OF MOVE REQUESTED: _____

A move to a high level of competition may result in:

- Higher level of competition
- Greater number of competitive events
- More travel
- Later home arrivals after events
- Higher risk of injury
- Situations with other students

_____ I approve of proposed level move

_____ I disapprove of proposed move

Parent Signature _____ Athlete Signature _____

A.D. Signature _____ Coaches Signatures _____

Dear Parent(s)/Guardian(s),

Le Sueur-Henderson High School assumes that certain directory information will be released **unless a parent requests that no information** be given. The information included in this assumption is team directories, rosters, newspaper releases, awards, etc.

Due to Data Privacy Laws, the Le Sueur-Henderson School District must have a signed "Request for Denial of Release of Information" so that if and when requested, information is not released to schools making athletic inquiries about your child, etc.

Please read and sign the **Denial to Release** form at the bottom of the page IF this is your wish and have your son/daughter return the form to his/her coach.

Thank you for your cooperation,

Jeff Christ
Activities Director

Requesting DENIAL of RELEASE OF INFORMATION

I/We **DO NOT** give permission to the Le Sueur-Henderson High School Activities Department and school district coaches to release information concerning my/our son/daughter, for the current school year, to appropriate personnel from a college/university who may request information for recruiting purposes.

____ I/We also **DO NOT** give permission for coaches to publish my/our name(s) in directory information that is given to other members of my/our son's/daughter's team.

____ I/We **DO NOT** give permission to LSH to publish our student's name on rosters, newspaper releases, awards, etc. regarding his/her athletic activities.

Student's name: _____

Parent's/Guardian's signature: _____

Date: _____

Return form to your coach to be placed in the Athletic Office file

2022-23 LE SUEUR-HENDERSON SCHOOLS ACTIVITIES REGISTRATION FORM

This form must be completed and returned to the Activities Office before athletes can practice/play.

Student Name _____ Grade _____ Gender _____

Address _____ City _____ Zip _____

Birth Date _____ Home Phone _____ Parent Email: _____

Mother's Name _____ Phone _____ Work Phone _____

Father's Name _____ Phone _____ Work Phone _____

Medical History: Diabetes _____ Epilepsy _____ Asthma _____

Allergies

(list) _____

List any other health concerns: _____

Permission is hereby granted to the attending physician to proceed with any medical or surgical treatment, x-ray examinations, and immunizations for the above named student. In the event of serious illness, the need for major surgery, or significant accidental injury, I understand that an attempt will be made by the attending physician to contact me in the most expeditious means possible. If said physician is not able to communicate with me, the treatment necessary for the best interest of the student may be given. In the event that an emergency arises during a practice session, an effort will be made to contact parents or guardians as soon as possible. Permission is also granted to the athletic trainer or coach to provide emergency treatment to this student prior to his admission to a medical facility.

Parent/Guardian Signature _____ Date _____

Non-parent to notify in case of emergency _____ Phone _____

Family Physician Name _____ Phone _____

Insurance info: _____ Group #: _____ Policy #: _____

I understand that as a participant, all MSHSL and Le Sueur-Henderson Schools participation and eligibility policies will be followed.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____

*** OFFICE USE ONLY * THIS FORM MUST BE COMPLETED BEFORE YOU WILL BE
ALLOWED TO PARTICIPATE AND/OR PRACTICE!**

FALL SPORT: _____

Physical _____ MSHSL Form _____ Fee Pd. _____ (or Payment Plan _____)

The student has turned in all eligibility forms and paid his/her fee
and is cleared to participate in practices, contests, and performances _____

(Athletic Office Signature Only) Date

WINTER SPORT: _____

Physical _____ MSHSL Form _____ Fee Pd. _____ (or Payment Plan _____)

The student has turned in all eligibility forms and paid his/her fee
and is cleared to participate in practices, contests, and performances _____

(Athletic Office Signature Only) Date

SPRING SPORT: _____

Physical _____ MSHSL Form _____ Fee Pd. _____ (or Payment Plan _____)

The student has turned in all eligibility forms and paid his/her fee
and is cleared to participate in practices, contests, and performances _____

(Athletic Office Signature Only) Date

ISD 2397 Le Sueur-Henderson Schools Student Device Handbook



2022-2023

Program Overview

ISD 2397 Mission

Unified focus on learning that inspires individual student achievement.

ISD 2397 Vision

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

Technology Vision

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

Technology Goals and Objectives

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

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

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

ISD 2397 Technology Team

Jim Wagner	Bruce Grunzke	Becky Gaul
Superintendent of Schools	Technology Director	Technology Assistant
507-665-4600	507-665-5815	507-665-4726

I. Student Responsibilities

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

B. Students are expected to have their school issued device in school each day with a fully charged battery. A limited number of loaners may be available on a first-come, first-serve basis. Students may not use a loaner more than three times a semester. Forgetting a school issued device or having a dead battery will not be accepted as a reason for failing to complete work or turn in assignments. Charging stations will be available for students who may need a recharge during the school day or for students who are not bringing their school issued device home. Repeated failure to bring the school issued device to school or failing to charge the battery will result in the loss of take home privileges for the student.

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

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

E. Students must not remove any stickers or asset tags the district places on the device for purposes of identifying the device as property of the district.

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

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

H. Students are encouraged to store documents, worksheets, notes and other files on their school issued devices, but they are responsible for backing up or saving all work to their cloud-based Google Drive.

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

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

K. Students must seek staff permission before printing from their school issued devices and are encouraged to share documents electronically instead of printing.

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

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

N. Mobile devices will be distributed to students once their families have reviewed the Mobile Device Loan Agreement and have accepted the terms of the Mobile Device Loan Agreement available through the District website. In addition to accepting the Mobile Device Loan Agreement, families will determine if they will opt for the District Mobile Device Maintenance Plan or take full responsibility for the repair/replacement of the mobile device if damaged, requires non-warranty repair, is lost, or stolen.

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

II. Parent Expectations

- A. Parents are encouraged to view the Device Video found on the district website. The Mobile Device Loan Agreement form is also posted on the website to review and sign prior to receiving a student device. If parents are unable to watch the video, then they are asked to review this Student Device Handbook.
- B. The District asks for parents' support in communicating with their child about the standards of appropriate content and helping to monitor the use of the school issued device at home.
- C. Parents and Students are responsible for reading and signing the Mobile Device Loan Agreement found at the end of this handbook and on the district website.
- D. Parents are encouraged to become familiar with the device and help ensure the use of the technology to track their child's progress. The school issued device allows parents and students to view teachers' assignments, calendars, track homework and monitor progress toward coursework completion.
- E. Parents should help to ensure that only the student uses the school issued device.

III. Terms of the Student Device Loan

- A. A school issued device will be distributed at the discretion of the District Administration upon confirmation that the Mobile Device Loan Agreement form has been signed.
- B. Legal ownership of the student issued device remains with the District. The use of the device is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Internet Acceptable Use and Safety Policy, and all other District policies.
- C. Just as the district currently provides textbooks and instructional materials for students at no cost, the district will supply students with a school issued device to take home to meet the instructional demands of ISD 2397 coursework at no cost. While, there is no required fee for use of a school issued device, in the case of loss, theft, or damage resulting from accidents, abuse, neglect, or intentional damage, the student or family may be charged a fee for needed repairs, not to exceed up to the full

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

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

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

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

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

- iPad - \$320 - Chromebook - \$200 - Charging Cable - \$25 - Device Case - \$30

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

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

J. If technical difficulties occur, the mobile device will be restored to factory settings. This approach minimizes the "down time" for use of the device during the instructional day. The school does not accept responsibility for the loss of any software or documents deleted due to a reformat and reimage. It is recommended to have all data backed up to Google Drive at all times. iCloud backup may be used for students with their managed Apple IDs. Students should be able to recover files they have saved to these cloud storage services. Apps remain associated with the student's profile and may be downloaded from the Mosyle Manager app on the iPad or Chrome Web Store on Chromebooks. In addition, depending upon the nature of the issues, potential consequences for issues caused intentionally to one's own or another's issued iPad may result in confiscation of the iPad with usage allowed only during the school day.

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

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

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

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

IV. General Care Instructions

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

B. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connection to the device. When disconnecting, remove the cable from the device before pulling the plug from the wall outlet.

C. School issued devices must be kept in the protective cases at all times.

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

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

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

G. Using Wi-Fi, Bluetooth, a high screen brightness, and video shortens battery life. Students should learn to manage these settings and apps to improve battery performance.

VI. Voluntary Maintenance Plan

Le Sueur-Henderson Public Schools recognizes the need to protect the investment made by the district and families when issuing devices to students. Therefore, a voluntary maintenance plan is available to each family. The cost for this insurance is \$30 per device (family maximum of \$60-full price, family maximum of \$30-reduced) and will be due upon receipt of your child's device. Families receiving educational benefits such as free or reduced lunch may be eligible for a reduced rate.

The maintenance plan will provide coverage for accidental damage (drops/spills), cracked screens, vandalism, fire, flood, natural disasters, and power surges due to lightning. The \$30 payment is nonrefundable. This annual coverage begins upon receipt of the payment and ends at the conclusion of each school year. The maintenance plan does not cover lost or stolen devices or damaged charging cords or cases.

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

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

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

Maintenance Plan Coverage Summary

Event	Maintenance Plan Coverage \$30 Annual Fee	No Maintenance Plan \$0 Annual Fee
Cracked screen or trackpad replacement	1st Event: \$15 to repair Additional Events: \$30 per event	All Events: Lenovo: \$30 Full repair cost: HP: \$55
Keyboard replacement	1st Event: \$25 to repair Additional Events: \$50 to repair	All Events: Lenovo: \$54 Full repair cost: HP: \$80
Device Frame Repair	1st Event: \$25 to repair Additional Events: \$60 to repair	All Events: Full repair cost (varies)
Charger Replacement	All Chromebook Events: \$25 Ipad \$10	iPad: \$20, Chromebook: \$35
Device Replacement (Lost/Stolen)	1st Event: \$120 to replace Additional Events: Full cost	iPad: \$320, Chromebook: \$200

Damage/Loss/Stolen Claim Procedure

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

STEP 1: The student reviews the Claim Form (see appendix) with the media center or office staff with tech department assistance, if necessary.

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

The student will receive a loaner device for the time theirs is being repaired or replaced once the signed form is received. The student will not be allowed to bring the device home until all repair fees are paid.

STEP 3: Student device will be re-issued to student once repairs have been completed and all fees have been paid.

VII. Purchase Option

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

B. An individually owned device will be subject to all of the terms and conditions of the Student Device Handbook and the Internet Acceptable Use and Safety Policy.

VIII. Security and Theft Protection

A. The school issued device may ONLY be used by the assigned student. Family members may not use it for personal use. The student may not loan the device to another student.

B. The student is responsible for the security of the school issued device at all times. The device should never be left unsecured. When not with the student, the device should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the device.

C. Students should keep personal information about themselves and others off the school issued device. Password security for network systems should be maintained, as should the privacy of locker combinations. It is the responsibility of the student to keep his or her information secure.

IX. Damage, Theft, Repair

A. Damage or hardware issues must be reported immediately to the appropriate school personnel. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be a delay if there are no loaners available.

B. Repeated requests by a student for repairs to damaged or broken devices will result in the student's "Take Home Privileges" being revoked and in extreme cases the student/parents, at the discretion of district/building administration, may be required to pay for continued repairs.

C. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the school issued device. Failure to pay for willful, negligent or intentional damage may result in legal consequences.

D. Theft must be reported immediately to the appropriate school personnel. Students/parents will be required to complete a theft report through the local police department.

E. The school issued device contains software that can be activated to track and recover missing school issued devices. The District will coordinate with law enforcement to track missing or lost school issued devices.

F. When a mobile device is damaged and returned to the school for repair, following the payment of any damage repair or replacement fees, during the regular school year a replacement mobile device will be issued in its place. Mobile Devices that are fully functional but may have cosmetic damage such as bends, dents and scratches may not be immediately repaired.

X. Personally Owned Devices

A. School issued devices are monitored and managed by district staff. Students are NOT ALLOWED to bring their own devices for school use but instead use provided school issued devices that are furnished with the latest software and security applications and function effectively in the classroom.

XI. Good Digital Citizenship

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

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

XII. Parent Guide to Online Safety

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

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

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

Web Filter

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

The Internet used at school is protected, as required by Federal Law, by a filtering service. School-owned Chromebooks are protected through Securly. Securly is a filtering/compliance software that manages the Chromebook. While many potential dangers are filtered and blocked on the school's wireless network and on school owned devices, children often have complete, unrestricted access to inappropriate sites at home.

If you have family owned devices, we strongly suggest installing software to filter and block inappropriate content on your home wireless network.

Families have a number of options to protect their children at home. Most Internet Service Providers (ISP's) can filter your home internet for you. Simply call your Internet Service Provider and make this request. Usually, you will be provided with a scale of maturity levels to choose from. Families without this option, or those that would like more control over what content is blocked can consider OpenDNS (free version available), SafeEyes, and NetNanny (paid for service). Some of these products offer additional protection features such as cell phone filtering, text message and photo screening tools, and digital footprint/reputation monitoring.

To learn more: visit www.common sense media.org and search digital footprint. visit NetSmartz and select 'Choose an issue' (<http://www.netsmartzkids.org/> or <http://www.nsteens.org/> or) Families can protect children while on their smartphones as well. <http://www.imore.com/restrictions> - for iPhone <http://www.androidcentral.com/setting-kid-friendly-android-device> - for Android <https://www.bark.us/> - Monitor, detect, and sends alerts for 21 social media sites (paid for service) Circle - Monitor, detect, alert (paid for service)

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

Monitor & Limit Screen Time

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

Put the device to Bed, But Not in the Bedroom

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

Media Agreements

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

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

Find more great tips and resources at Common Sense Media

Additional Recommendations

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

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

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

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

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

www.CommonSenseMedia.org Net Cetera

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

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

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

(Detach and Return to the School or Complete Online)

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

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

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

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

Student Name: _____

Student Signature: _____

Date: _____

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

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

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

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

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

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

Appendix A - Commonly Asked Questions

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

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

2. Does my child have to accept a device?

A device will be assigned to each K-12th grade student for the 2022-2023 school year for use at school and to take home under certain learning scenarios. If a parent/guardian does not want the child to take a device home when school is operating using an "In-Person" Model (Scenario 1), then the parent may submit that request when completing the Mobile Device Loan Agreement form. In this case the student will need to check the device in and out of the media center each day.

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

At school, students will be required to bring and use their school issued device as their primary learning device. This will allow the school system to monitor student use and push out applications for students to use for classwork. Using a standard device also will ensure that teachers and students are "on the same page" as they teach and learn together in the classroom. Students not in the grades selected for school issued devices may bring personal devices that are subject to the Bring Your Own Device guidelines outlined in the respective student handbook.

4. How is the school paying for the Chromebooks?

The devices have been purchased using existing capital technology budgets.

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

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

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

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

7. Can students buy their own cover/bag?

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

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

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

9. Will students keep their device for the summer?

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

Appendix B - Device Theft, Loss, or Damage Report

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

Date: _____

Student Name: _____ Parent/Guardian Name: _____

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

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

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

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

Student Signature

Parent/Guardian Signature

School Admin Signature

Office Use:

Maintenance Plan: Y
or N Notes:

LE SUEUR
HENDERSON
SCHOOL
District

Staff Handbook
2022-23

Philosophy & mission of LSH Schools

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

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

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

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

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

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

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

“All students will learn well.”

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

Focusing on the learner;

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

Motivating all learners to reach their maximum potential;

Providing participatory decision making;

Creating and sustaining a climate for change; and

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

A TEACHER'S CODE OF ETHICS

- First Principle:** The primary obligation of the teaching profession is to guide children, youth, and adults in the pursuit of knowledge and skills, to prepare them in the ways of democracy and to help them to become happy, in the social responsibility, economic competence, and moral strength of the individual American.
- Second Principle:** The members of the teaching profession share with parents the task of shaping each student's purposes and act toward socially acceptable ends. The effectiveness of many methods of teaching is dependent upon cooperative relationships with the home.
- Third Principle:** The teaching profession occupies a position of public trust involving not only the individual teacher's personal conduct, but also the interaction of the school and the community. Education is most effective when these many relationships operate in a friendly, cooperative manner.
- Fourth Principle:** The members of the teaching profession have inescapable obligations with respect to employment. These obligations are nearly always shared employer-employee responsibilities based upon mutual respect and good faith.
- Fifth Principle:** The teaching profession is distinguished from many other occupations by the uniqueness and quality of the professional relationships among all teachers. Community support and respect are influenced by the standards of teachers and their attitudes toward teaching and other teachers.

District 2397 Board of Education
Le Sueur, Minnesota 56058

EQUAL OPPORTUNITY STATEMENT POLICY

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

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

Teacher's Guidelines

ACCIDENTS

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

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

ACCOUNTING OF MONEY COLLECTED

Teachers will print a money collection form, have their principal sign it. All money is housed at the office.

ADVERTISING FROM VENDORS

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

AIR QUALITY

Please know there are several laws pertaining to the quality of air in our building. Blooming plants, animals, air fresheners, and area rugs can affect the air quality and are not to be used in the building. Non-blooming plants are permissible. Please notify a custodian if you detect an odor needing attention.

ALCOHOL, TOBACCO, DRUG-FREE ENVIRONMENT

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

ANIMALS ON SCHOOL PREMISES

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

APPLIANCES

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

AUDIO/VISUAL TEACHING MATERIALS

Contact the Media Specialist for more specific information on ordering.

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

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

AUDIO/VISUAL EQUIPMENT

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

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

BUILDING AND EQUIPMENT

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

BULLETIN BOARDS

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

CHILD ABUSE AND NEGLECT

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

CLASSROOM MANAGEMENT

Teachers are responsible for the physical condition of the classroom. Please report any classroom damage to the Principal as soon as possible.

Teachers are responsible for the cleanliness of the student desks. Proper classroom supervision helps prevent drawing and writing on classroom desks.

CLASSROOM PROCEDURES

Attendance will be taken every hour utilizing the computers in your classroom.

Please maintain accurate attendance and grade reports.

Please keep students and parents/guardians updated regularly.

Make-up work is required of all students who are absent, unless unexcused from class.

If a student is not performing well in the classroom, the teacher is to contact the parents/guardians, counselor, and/an SAT member.

CLASSROOM VISITATION

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

CONCEAL AND CARRY LAW

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

COPYRIGHT POLICY

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

COPY ROOM

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

CONFIDENTIAL INFORMATION

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

CRISIS PROCEDURE

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

DISCIPLINE

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

ELIGIBILITY

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

EMPLOYEE AND VOLUNTEER BACKGROUND CHECKS

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

EVALUATION OF STAFF

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

EXCUSING STUDENTS FROM CLASS FOR ANOTHER ACTIVITY

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

EMAIL

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

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

FACULTY EATING AREAS

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

FIELD TRIPS

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

FINAL TESTS

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

GRANT WRITING

All employees are encouraged to seek out and write grant proposals that may contribute to or enhance the educational mission of the school district. Any new grant proposals must be approved by the administration prior to their submission in order to discuss the grant and its implementation. Grants which allow for the reimbursement of writing or for the administration of the grant will need prior agreement from the superintendent. Grant writing takes place outside the normal workday unless prior approval has been obtained from the administration. Grant writing related to staff development is not subject to these procedures. All grant applications are subject to School Board approval.

GUEST/SPEAKERS

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

HEALTH OFFICE

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

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

HOMEWORK

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

HOUSEKEEPING

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

INSTRUCTION

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

INSURANCE

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

INTERNET

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

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

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

Limited Expectations of Privacy

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

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

INTRANET (is this the process with Aptegey)

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

ITEMS TO REMEMBER WHEN SENDING STUDENTS TO THE PRINCIPAL

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

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

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

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

LESSON PLANS

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

LOST AND FOUND

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

LUNCH PROGRAM

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

MAILBOXES

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

PARKING

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

PAYDAY

Paydays are the 15th and 30th of the month or on the preceding work day if those should fall on a weekend or holiday.

Contract dollar amount is divided by number of paychecks (20 or 24) and paid in equal amounts. Substitute pay is paid on the 15th of each month or on the preceding workday if it should fall on a weekend or holiday.

Contact Ky Battern, Business Manager, if you have any questions regarding the payroll process.

PERMANENT RECORD FOLDERS

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

PLANTS

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

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

PLEDGE OF ALLEGIANCE

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

PREPARATION PERIOD/LEAVING BUILDING

During the school day, all teachers will have at least one period averaging 47 minutes for indirect services at the middle/high school and 60 minutes for elementary. Indirect services include but are not limited to professional duties such as; teaching preparation, conferencing, team meetings, communication, and individual student or small group assistance.

Teachers should remain available during their preparation period. However, situations will arise that require teachers to leave the building. Teachers who leave school grounds any time during the school day must sign out in the office indicating destination and departure time. If you will be out of the building 30 or more minutes, you must report the time out of the building on AESOP. Remember to sign in upon return. This is to help the office personnel in case staff needs to be contacted.

PROFESSIONAL ASSOCIATIONS

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

PUBLIC RELATIONS

Our students are the school's best publicity agents. Accomplishments, activities, and other newsworthy events will be publicized through the Henderson Independent and Le Sueur County News, our parent newsletter, board meetings, letters, telephone calls, etc. Staff members are encouraged to publicize good

things whenever possible and appropriate. Please remember to channel all news releases and public communications through the Main Office for awareness and coordination purposes.

RELEASE OF STUDENTS

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

Students are to be released to police officers only if a warrant is issued. An administrator will accompany the officer and have the student released from class. The student may be questioned in a private conference room in the school building with parental consent as long as the principal or superintendent is present during the questioning.

All student visitors to the classroom must have permission from the respective principal's office. Students are excused to leave the school building during school hours with a proper request from parent/guardian, notification of the person identified on the emergency card, or authorization from the school principal.

Please do not release students until the scheduled release time from class unless they have a signed pass from the teacher, stating their destination.

RELIGIOUS EDUCATION

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

REPORT CARDS

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

REPORTS TO PARENTS OR GUARDIANS

Communication to the parent is made when a student displays unacceptable behavior or unsatisfactory achievement in the classroom. The classroom instructor has the responsibility to report unsatisfactory student progress. This may be accomplished using Progress Report form, letter, telephone call, or parent conference. At any time you would like an administrator as part of the conference, please ask.

REQUISITIONS

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

SCHOOL CLOSINGS

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

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

Unscheduled Late Start

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

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

Unscheduled Early Dismissal

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

SCHOOL-SPONSORED ACTIVITIES

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

All activities must be scheduled with the principal/activities director at least one week before the date of the event.

Adequate chaperoning must be provided.

Tickets and changes should be picked up from the secretary on the day of the event. Activities are for the Le Sueur Henderson High/Middle School students only, unless pre-registered and approved as a guest with the advisor. The building must be left in good order. This may necessitate a clean-up committee to be appointed beforehand.

SECTION 504

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

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

SOLICITING IN THE BUILDING

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

SPECIAL SERVICES

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

STAFF APPEARANCE

It is important as professionals that staff dress accordingly as an example for students. Monday through Thursday will be considered formal days and Friday will be a casual day. No blue jeans Monday through Thursday. It is expected for both males and females to look the part of an educator with no visible cleavage and dresses, skirts and shorts are within 3 inches of the knee joint. Friday or the last school day of the week would include dressing in school colors or wearing attire that supports your favorite Giant Activity or University and blue jeans if you choose.

STAFF MEETINGS

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

STUDENT FUNDRAISING

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.

All fundraising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of school district policy.

Generally, only one fundraising activity per-organization or activity will be permitted per year.

Students may not sell to school personnel or other students during instructional time.

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

STUDENT PASSES

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

Candidates TEACHERS

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

STUDENT HANDBOOK

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

SUBSTITUTE TEACHERS

Classroom teachers are responsible for providing substitute teachers with:

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

Students can expect the classroom teacher will review student work completed during the time the teacher absence

The classroom teacher shares fully the responsibility for the effectiveness of the substitute. Any concern the teacher has regarding the substitute teacher's professionalism needs to be reported to the principal's office. All request for substitutes are arranged through AESOP/Frontline (1-800-942-3767)

SUPERVISION

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

TEACHERS' LOUNGE DECORUM

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

TEACHER LIABILITY

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

TELEPHONE

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

TEXTBOOKS

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

TRANSFER OF STUDENTS

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

USE OF BUILDING

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

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

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

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

USE OF TELEPHONE

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

VOICEMAIL

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

WEEKLY CALENDAR

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

WORKMAN'S COMPENSATION AND INSURANCE

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

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

ROUTINE

1. Learn the names of your pupils as quickly as possible.
2. Begin classes promptly every day. **Classes should be dismissed by you – not the bell. (DO NOT DISMISS BEFORE THE BELL)**
3. Be in the corridor or near your door at passing time.
4. Have students put away work and pay close attention when announcements are made over the loudspeakers.
5. Do not allow students to develop the habit of tardiness in class. Write them a pass to class if you have retained them for some reason.
6. Establish habits that will help students know what to expect of you.
7. When students come into your room before school begins, you should expect them to maintain reasonable and quiet order.
8. Be on duty in your room or hallway before and after school.
9. Keep a record of the number of each text issued opposite the student's name in your class record. Note the condition of books as you issue them. Tell students they are responsible for the condition of the text issued to them. Use this to check texts at the end of the semester.
10. Inform students early in the period when they are doing failing work and why. Compliment them when they have done their best.

11. Lesson plans should be done for each succeeding week at the end of the school day on Friday. Exact assignment location and a statement of what is to be covered are essentials. This is extremely important when emergencies arise and the teacher cannot provide the substitute with detailed plans before leaving school or being absent.
12. If you need a substitute, call AESOP/Frontline in the morning or the night before if you know you will be unable to be in school.

GENERAL CONTROL

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

DISCIPLINE

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

PUPIL GUIDANCE

1. Identify student abilities early. Consult their cumulative folders. These are available in the Guidance Office.
2. Distinguish peculiar personality traits; the nervous child, the belligerent child, and a socially neglected child. Watch for physical defects. Inform the nurse of them. Watch for students who may have vision or hearing problems particularly.
3. Make use of the counselor's services.

4. Respect and accept differences among pupils – do not try to make them all alike. All children, of all people, have the right to attend public school regardless of the differences in IQ or aptitudes. We should try our best to adjust each pupil to school life. When students are dropped from school it is because they refuse to adjust in spite of the cooperative efforts of the staff.

PREVENTION AND RELIEF OF TENSION IN THE CLASSROOM

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

Teacher Hours

Park Elementary 7:30 am- 3:30 pm	Hilltop Elementary 7:30 am -3:30 pm	MS/HS 7:30 am - 3:30 pm
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Student Hours

Park Elementary 8:20 am - 3:20 pm	Hilltop Elementary 8:00 am - 3:00 pm	MS/HS 8:10 am - 3:08 pm
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Purpose of publishing hours is for parents to know when they can contact teachers during school hours.

AFTER SCHOOL ACTIVITIES

Students who remain after school for extracurricular activities are under the supervision of the teacher/coach/advisor assigned to that activity. Once the teacher/coach/advisor leaves, the students also need to leave. The door or area becomes locked for security purposes. A telephone to call parents/guardians for a ride is found on Main Street. The use of other telephones is under the supervision of the teacher/coach/advisor.

Student will wait for their rides at the tables on Main Street or in the entrance areas by Doors #1 or #6. Students are not to hang out in the locker areas.

After 4:00 PM the scheduling of building use for activities is under the management of Community Education. When deciding on scheduling, school district and school needs will take priority over other organizations. If your room or work area is going to be used for a scheduled activity, please make sure that all confidential materials are secured. If you have concerns about materials or equipment that is normally left out, please store in a safe location. We will do the best we can to make sure that you are notified if your room or work area is going to be used for a specific event.

ANNOUNCEMENTS

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

Please give the Office Receptionist any announcements by 9:00 AM for that day.

Due to time, not all information will be read over the PA system. Please make all information available by posting the daily bulletin in your room.

Information will also be posted on the television each day. Teachers are requested to have the announcement channel turned on in your classroom with the sound turned off or placed on mute.

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

These bulletins will sometimes carry announcements for both teachers and students.

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

ASSEMBLY PROGRAM

Assembly programs may be held at various times and we will try to use the program schedule whenever possible. If you know of a program that you feel would be beneficial for students, do not hesitate to call it to our attention.

- Assembly programs are part of the total educational process. All students are required to attend the program. Teacher's primary responsibility is to assist with student management during such programs; please sit with your class or with the students. **Standing in the back does not work.**

ATTENDANCE RESPONSIBILITY FOR TEACHERS

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

1. Take attendance for each class, every school day, preferably at the beginning of the hour, but for sure before the class ends. Mark both **absences** and **tardies** in infinite campus.
2. Students who are in class for any length of time should be marked "present". This may mean going back and changing a student from absent to present.
3. Try to alert students to "unresolved absences" from the previous day, as seen on your attendance screen.
4. Check the Truancy Report **every** day. This e-mail report lists students with an unexcused absence for one or more hours of the previous day. Do the following things in 3 minutes or less:
 - a. Determine if any of your students are on the list
 - b. If any are marked absent during your hour, record it as a skip in **your** records and expect a notice from the attendance office if it is excused or unexcused. *The teacher is responsible to determine if the work can be made up if absence is excused or unexcused.*
 - c. At the end of the day, teachers should check on the excused or unexcused status of their students.
 - d. Check the bottom of the report to see if you forgot to enter attendance for any hours of the previous school day. If so, **please change the date and update the records.**
5. **Substitutes** Subs need to take attendance every hour on a form they receive from the office. By 1:50 that form is collected by the attendance office, entered into the system and a copy is put in your PO. Upon your return you only need to update your personal records.
6. **Medical appointment procedure**
 - a. Parent calls in the appointment or sends a note.
 - b. The High School office will call and notify the teacher or student of the pass.
 - c. Student picks up pass to present to teacher to leave for appointment.
 - d. Students keep pass to get re-signed by the attendance office for returning to class.
7. **Sending students to the nurse**
 - a. Always send a pass with a student going to the nurse.
 - b. The nurse's office will sign the pass for the student's return.
 - c. The nurse's office may send an e-mailing announcing a student's return if there is reason to believe the student may skip.
8. **Taking students out of class**
 - a. If you call a student out of class (i.e. prom, football, NHS meeting, etc) you must send a list of those students to the attendance office.

ATTENDANCE POLICY

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

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

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

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

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

To see complete School district Policy, assess the website:

[Le Sueur-Henderson School District](#)

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

ATTENDANCE HOTLINE

Park Elementary

507-665-4600

Hilltop Elementary

507-665-5900

MS/HS

507-665-5800

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

Recognized Exceptions to Regular School Attendance:

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

Steps to Pre-approved Absence

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

Absences Fall into One of Three Categories:

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

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

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

Tardiness

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

Tardies to Class, Periods 2-7

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

Excessive Absences and Tardiness

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

Our School daily average attendance goal is 95 percent.

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

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

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

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

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

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

Make-up Work

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

Attendance Process for Appeals

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

The team will recommend the following possible options:

- Develop an Action Plan for academic and attendance improvement.

- Review and/or recommend an earned grade.

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

Attendance Policy for Activities

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

Exceptions to the policy will be:

1. Administrative pre-approved absences.
2. School sponsored event (i.e. fieldtrip)
3. Professional appointment with PRE APPROVED PARENT PERMISSION (examples: Doctor, Dentist, Chiropractor, Psychiatrist).

Other exceptions to this policy shall be considered ONLY upon the advice and consent of the principal and Activities Director.

DROPPING CLASSES OR CHANGING PROGRAMS;

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

MARKING SYSTEM

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

Numerical Equivalents

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

SCHOOL DANCES

Suggestions for chaperones in supervising school dances

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

Dance Rules

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

Elementary School Specific Items

REPORTS PREPARED BY TEACHERS

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

SUBSTITUTE TEACHERS

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

Remember, the substitute teacher works under a great handicap and some are more successful than others. It is necessary that the regular teacher display a professional attitude toward the substitute. **Evaluation of the work or comments about it should be made directly and only to the Principal.**

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

Student Attendance Regulations

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

ELEMENTARY SCHOOL ATTENDANCE

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

Arrival at Park	At Hilltop
Student hours are 8:20 a.m. – 3:20 p.m.	8:00 a.m. - 3:00 p.m.

Absences

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

Unexcused Absences

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

1. Student has been absent from school with the consent of the parents, but the excuse presented by the parents is not acceptable to the school, (i.e. Oversleeping, missed bus, baby-sitting).
2. Three unexcused absences may require make-up time to be determined by the Principal.
3. If no written excuse is received, the absence is counted as unexcused and the parents will be notified.

4. The school is required to report excessive or unexcused absences to the proper legal authorities.
5. Medical verification may be required after the accumulation of 13 absences.

Tardiness

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

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

Educational Neglect

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

Non-Participation in Activities

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

Short Trips

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

Make-up Work

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

RELEASE OF STUDENTS DURING SCHOOL HOURS

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

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

lockers and return to the room to dress and line up.

7. Do not release students until you hear the dismissal bell. **All teachers**, please walk your students to the outside door for dismissal unless assigned a duty.
8. Students who are to be picked up by parents after school please follow your elementary building pick up procedure that can be obtained in the office of Park or Hilltop elementary. .
9. Students are to be released to police officers only if a warrant is issued. They may be questioned in a private place in the school building without parental consent providing the Principal or Superintendent is present during the questioning. Teachers **never release a child to anyone other than school personnel** during the school day. If a person (even a parent you know) comes to your room, **direct them to the office**.

Teacher Responsibilities

Teachers are responsible to periodically review these rules with students:

CONDUCT IN THE BUILDING

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

CONDUCT ON THE PLAYGROUND

- A. **Recess** - Students go outside to play except for the following reasons:
 1. Rainy weather - students will be supervised in their rooms. It is advisable to have

games (such as checkers, chess, etc.) for days like these.

2. Cold Weather - students may be required to go outside if the wind-chill factor is 20 below zero or colder. Announcements will be made from the office if these conditions apply.
3. Students who are recovering from an illness will need a note from home if they are to stay indoors at recess time. If students must stay in for a longer duration (more than 3 days) or frequently, because of a medical problem, they must have a doctor's excuse.
4. The recess break should not exceed 20 minutes in entirety.

B. Playground

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

BUS SAFETY AND DISMISSAL PROCEDURES

- A. At dismissal time in the afternoon, students should go directly to their bus and board in an orderly manner.
- B. At no time should a student step into the street. No one should walk between buses to cross the streets. Cross at crosswalks.
- C. Students should be responsible to board the correct bus. Teachers should see to it that no student misses a bus.
- D. Town students should either walk or ride their bikes home immediately after dismissal. They are encouraged to cross the streets when patrols are on duty.
- E. Bus students are expected to behave properly on the bus. Students should be familiar with bus rules, which can be found in the Student Handbook.

BIKE SAFETY

- A. **Students** are permitted to ride bikes to school. Students below third grade must have adult supervision to ride to school. No elementary student should ride over a maximum distance of

- two mile to school.
- B. Bikes must be placed in the bike racks when a student arrives at school.
 - C. At no time may a bike be ridden during the day.
 - D. Students are reminded not to tamper in any way with bikes during the day.
 - E. Bikes must be walked on the school grounds when students are on the sidewalks or playgrounds and until the buses have departed.

MISCELLANEOUS REGULATIONS

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

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

C. **Radios** - No radios, cassette, CD player, walkie-talkies, electronic games, etc. should be brought to school unless permission is obtained from the Principal's office.

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

E. **Guests at School**

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

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

Middle School Specific Items

“What Is A Middle School?”

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

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

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

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

Characteristics of Middle School-Age Children

At no time in the schooling of our children do we find greater differences in the physical, social, emotional, and intellectual development of youngsters than during the middle years of ten to fourteen years of age.

There is increasing opinion and evidence that the onset of puberty is occurring earlier in today's youth than in the past.

Middle schools definitely deal with “pre and early adolescent children”

The one word to describe the physical characteristics of middle school children is DIVERSITY.

Emotional patterns are "hectic". Body changes cause tension and turbulent emotions.

Preadolescent children have mood instability. The rapid change in mood is typical.

The preadolescent is a study in ambivalence between sophistication and childishness.

During middle school years, a child will need guidance in working with his or her peers within the classroom, with other people outside the classroom, and in adjusting to the opposite sex.

Middle school students need help adjusting to family life because they will begin to seek independence in small ways.

The preadolescent wants to belong to and conform to his peers. He is striving for independence from adults. It is a forward stride in social growth

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

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

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

The need to be loved

The need to be safe ad-free from the threat

The need to be a part of a group with identification and acceptance

The need to be recognized

The need to be independent

Preadolescence is a very restless age.

Media Center

The school media program at Le Sueur Henderson Middle School Media Center strives to provide information resources that will facilitate the educational goals of the students as well as the professional development of the faculty and support staff. We provide physical access to information and strive to stimulate interest and competence in its use. The Media Center attempts to open up avenues of research to all of its students by providing opportunities for instruction in research skills, information literacy, and media competency while offering flexible scheduling for a full class, small group, or individual instruction. The Media Center seeks to encourage leisure and free reading options for its students and staff.

To fulfill this mission, the library media center develops and maintains a readily available and accessible collection of books, periodicals, audio-visual and multimedia materials, internet access, and other cutting-edge multimedia production tools and equipment.

Policies

-The Center hours are 7:15 AM to 3:15 PM daily.

-Books are circulated for a two-week period and may be renewed once.

-Overdue notices will be generated on a weekly basis to M&M teachers.

-Books lost or damaged must be replaced by a method decided upon by the student and the media specialist.

-Staff members may check out media resources (equipment and print) and use the media center for instruction in cooperation with the media specialist.

-Students are encouraged to use the media center for leisure reading, check out, and research with the permission of staff members.

Equipment

-Digital cameras -Digital camcorders -Overhead projectors

-VHS/DVD players -Slide projector -Projection screens

-Opaque projector -Televisions -Carts

-LCD projector -Microphones -Laser disk player

-Headphones -Boom box -Cassette tape player

-Filmstrip projector -Film projector

1. Equipment may be reserved for use by teachers.
2. Check out equipment with media center personnel.
3. Report any equipment needing servicing as soon as possible.

Professional Library

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

Services for Staff and Students

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

Daily Procedures

1. The School Day for students begins at 8:00 A.M. and dismisses at 3:08. P.M.
2. Teachers shall be available to students and staff in the immediate area of their first class period. Please don't deviate from this schedule without first getting permission from the principal. Teachers are responsible for assisting in the hallways, locker areas, and lunchrooms as well as inside their classrooms.
3. No local or state association meetings are to be scheduled between the hours of 7:15 A.M. to 3:30 P.M.
4. A duty-free lunch period is allowed for each teacher.
5. Food and beverages are not allowed in the classrooms during direct service time.
6. When leaving their classrooms for the day, teachers will check to see that windows and doors are locked.
7. Students are not to remain in the building after school hours unless they are under the direct supervision of a teacher, coach, or advisor.
8. If we expect students to be punctual, we must be so ourselves. Start classes without delay.
9. Classes should be attended at all times. If for any reason you feel it is necessary to leave your class or the building, notify the principal.
10. All teachers should use a standard procedure for the dismissal of classes. Dismissal may not occur before the bell rings.
11. As a general rule, please greet students as they enter your room.

MARKING SYSTEM

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

SUPERVISION

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

TARDIES

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

Chronic tardiness will be classified as truancy.

Guidelines for Parent Conferences

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

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

PREPARING:

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

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

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

CONFERENCE TIME:

- A. Starting the Conference:** Go to the door and greet the parents. Try to make the parent feel comfortable and at ease. Begin and end the conference with a positive comment about the child.
- B. Working Together:** Hear criticism fully and get suggestions. Try to put yourself in the place of the parent and imagine what effect your remarks will have. Be truthful, but remember that you are talking to a parent about his most precious possession - his child. Combine truth with tact. Don't let your desk be a barricade between you and the parent(s). Use two or three chairs grouped together. The conference is a partnership; don't let the presence of the desk "break up" the partnership feels. It is usually possible to evaluate a pupil's progress without being critical. Instead of saying, "John is constantly annoying the other pupils", you might say, "John seems unhappy in his relations with others". But be certain to be articulate about what you are trying to explain. When suggestions are offered to parents, it is often wise to offer alternatives so the parents may decide which to use. Find out how the parent thinks and feels about his child. This might explain behavior if you know the parent's attitude. If a parent suggests a plan of action, accept it if at all possible, but leave no doubt as to the proper role of the teacher and parent in conducting the business of the classroom. Keep your eyes open for possible signs of emotion.
- C. Avoid Problems:** Don't press inquiries if the parent is reluctant to respond. "I don't mind telling almost anything, but I don't like to be asked." You may get an unflattering earful about "that" former teacher John had. In such a situation, be sure you reflect a positive attitude toward that teacher or any other teachers and schools. Similarly, don't let comments about other children enter into the conversation? Don't compare brothers and sisters. When you must say "no", take a long time to say it, and say it softly. Don't show the parent only the poorest or best work. Show the whole range. If possible, show how the work has improved or changed. Don't use educational "double talk". Words like "immature", "aggressive", "maladjusted", and "retarded" may have different meanings to parents.
- D. Concluding the Conference:** Summarize major areas discussed. Agree upon action needed. Clarify the next steps. Extend an invitation to visit the school anytime. Usually standing up will be a graceful way to end the conference. See the parents at the door. Don't give parents the impression they have "had it" when the session is through. Make it clear that you welcome the chance to confer with them at any time with a comment like: "We made a good beginning today, but we need more time to talk together. Shall we make another appointment?" Allow yourself a five-minute interlude if possible, and welcome the next conference in with a smile, even if the last conference was a problem.

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

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

CHECKLIST FOR A GOOD CONFERENCE

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

Middle School Promotional Policy

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

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

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

Guidelines for Student-Teacher Programs

The principal will be responsible for:

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

The classroom supervising teacher will be responsible for:

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

Le Sueur Henderson Middle School Discipline and Motivation Plan

I. Philosophy

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

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

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

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

B. Discipline is an On-Going Process:

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

II. Administration

A. The Administrator's Role in Discipline:

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

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

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

B. Severe Disruptions:

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

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

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

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

If the principal is unavailable:

1. Call for another staff member.
2. Call Le Sueur Henderson high school for administrator or counselor.
3. Call for the superintendent.

C. Principal's Plan for Discipline:

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

III. Staff

A. The School Staff's Role in Discipline:

Every staff person in the school is an equal and contributing part of the discipline policy and procedure. All adults have the right to implement consequences for infractions of school rules. This is true for teacher assistants, parent volunteers, secretaries, custodians, cooks, teachers, and other district employees. All staff should develop an understanding of the philosophical basis of the plan so that they are able to make appropriate decisions when interacting with students.

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

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

B. Staff Responsibilities:

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

C. Monitoring and Consequences:

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

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

1. What is the 1st principle of the Teacher's code of ethics? (pg 3)
2. What do you do if you want to show a rated "R" video in your class? (pg6)
3. What are 3 of the 5 classroom procedures? (pg7)
4. How should staff members handle emails? (pg8)
5. What should you not say to a student when sending them down to the office? (pg10)
6. When needing to leave the building, what is the procedure? (pg11)
7. When can staff wear blue jeans and how long must skirts and dresses be to meet expectations? (pg13)
8. Who is responsible for the student handbook? (pg 14)
9. What can the school phones be used for? (pg 14)
10. Read through the "Items for teachers to be aware of before school begins" and indicate below how many of the items will be difficult to do after the 1st month of school. (pg 15-16)

I understand and have read through the high school handbook.

Staff Signature

Date

Principal Signature

Date

DIRECTOR OF COMMUNITY EDUCATION & ADULT BASIC EDUCATION CONTRACT

ARTICLE I PURPOSE

This Contract is entered into between Independent School District No. 2397, Le Sueur-Henderson, Minnesota, hereinafter referred to as the School District, and Warden, Nathan, hereinafter referred to as the Director of Community Education & Adult Basic Education (Director), who agrees to perform the duties of the Director of Community Education & Adult Basic Education for the School District.

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

Section 1. Duration: This Contract is for a term of one year commencing on July 1, 2021 and ending on June 30, 2023. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Director or unless terminated as provided in this Contract.

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

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

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

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

ARTICLE III DUTIES

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

ARTICLE IV DUTY YEAR AND LEAVES OF ABSENCE

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

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

Section 2. Holidays: The Director shall be entitled to ten (10) paid holidays: 4th of July, Labor Day, Thanksgiving, and Friday after Thanksgiving, Christmas Eve day, Christmas Day, New Year's Eve day, New Year's Day, Good Friday, Memorial Day.

Section 3. Sick Leave: The Director shall earn paid sick leave at the rate of 1.25 days per working month, and earned sick leave may accumulate to a maximum of one hundred and twenty (120) days. Upon voluntary or involuntary termination of employment, the Director shall not be entitled to unused earned and accrued sick leave days.

Section 4. Workers' Compensation: Pursuant to M.S. Chapter 176, the Director injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 5. Emergency and Funeral Leave: The Director shall be granted bereavement leave for a death within the Director's immediate family. The time utilized shall be in an amount to be determined after conferring with the Superintendent. Days utilized will not be deducted from the Director's sick leave. "Immediate family" is defined as the Director's spouse, child, parent, brother, sister, grandparent, brother-in-law, sister-in-law, mother-in-law, father-in-law, or grandchildren. This particular type of personal leave shall be extended from one to five days as determined and granted by the superintendent or his designated representative for any particular event.

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

Section 6. Jury Service: The Director who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 7. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 8. Insurance Application: A Director on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Director shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Director is on paid leave from the School District under Section 4. above or supplemented by sick leave pursuant to Section 5. above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Director must pay the entire premium for any insurance retained.

ARTICLE V INSURANCE

Section 1. Health and Hospitalization Insurance: The School District shall provide the Director and the Director's dependents with health and hospitalization insurance coverage under the School District's group health and hospitalization insurance plan. The School District shall contribute the sum of \$6,700 annually (\$558.33 per month) for single coverage and \$10,800 annually (\$900.00 per month) for family coverage toward the premium for such insurance. The balance of the premium shall be paid by the Director through payroll deduction.

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

Section 2. Life Insurance: The School District shall provide, at its own expense, term life insurance for the Director under the School District's group term life insurance plan in the amount of \$50,000, payable to the Director's named beneficiary(ies).

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

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

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

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

ARTICLE VI
OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Director is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law. The District will match dollar for dollar of employee contribution, up to a maximum District contribution of \$1,000 per year.

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

Section 3. Cell Phone Use: The School District will reimburse \$480 per year towards the professional use of a personal cell phone.

ARTICLE VII
SALARY

The Director shall be paid an annual salary of \$72,152.12 for the 2021 - 2022 Contract year & \$73,595.16 for he 2022-2023 Contract year. The annual salary may be modified, but shall not be reduced, during the term of this Contract. The salary shall be paid in twenty-four (24) equal installments during the Contract year.

ARTICLE VIII
OTHER PROVISIONS

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

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

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

Section 4: Daily Rate of Pay: For purposes of this contract, the Director's daily rate of pay is determined by dividing the total Director's annual salary by 260 days.

ARTICLE IX
SEVERABILITY

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

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

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

Warden, Nathan

School Board Chair

School Board Clerk

KIDS CLUB COORDINATOR

ARTICLE I PURPOSE

This Contract is entered into between Independent School District No. 2397, Le Sueur-Henderson, Minnesota, hereinafter referred to as the School District, and Cheri Youngren, hereinafter referred to as the Coordinator, who agrees to perform the duties of the Kids Club Coordinator

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

Section 1. Duration: This Contract is for a term of one year commencing on July 1, 2021 and ending on June 30, 2023. All benefits listed are annual and therefore will be prorated accordingly. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Coordinator or unless terminated as provided in this Contract.

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

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

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

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

ARTICLE III DUTIES

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

ARTICLE IV DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Coordinator's duty year shall be for the entire twelve (12)-month Contract year, and the Coordinator shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines.

Section 2. Vacation: The Coordinator shall earn fifteen (15) working days of annual paid vacation each Contract year. Unused vacation may carry up to 10 unused vacation days into next year, with superintendent approval. Upon voluntary termination of employment, the Coordinator shall be entitled to payment for any unused vacation days earned and accrued pursuant to the provisions of this section; however, if the Coordinator is involuntarily terminated, he/she shall not be entitled to unused earned and accrued vacation days.

Section 3. Holidays: The Coordinator shall be entitled to ten (10) paid holidays: 4th of July, Labor Day, Thanksgiving, and Friday after Thanksgiving, Christmas Eve day, Christmas Day, New Year's Eve day, New Year's Day, Good Friday, and Memorial Day and one (1) floating holidays to be used throughout the year. Upon voluntary or involuntary termination of employment, unused holidays may not be paid out.

Section 4. Sick Leave: The Coordinator is entitled up 12 sick leave days. Upon voluntary or involuntary termination of employment, the Administrative Assistant shall not be entitled to unused sick leave days.

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

Section 6. Emergency and Funeral Leave: The Coordinator shall be granted bereavement leave for a death within the Coordinator's immediate family. The time utilized shall be in an amount to be determined after conferring with the Superintendent. Days utilized will not be deducted from the Coordinator's sick leave. "Immediate family" is defined as the Coordinator's spouse, child, parent, brother, sister, grandparent, brother-in-law, sister-in-law, mother-in-law, father-in-law, or grandchildren.

This particular type of personal leave shall be extended from one to five days as determined and granted by the superintendent or his designated representative for any particular event.

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

Section 7. Jury Service: The Coordinator who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any wages deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

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

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

ARTICLE V INSURANCE

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

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

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

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

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

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

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

ARTICLE VI OTHER BENEFITS

Section 1. Conferences and Meetings: The School District shall pay all legally valid expenses and fees for the Coordinator's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the Superintendent and/or the School Board. The Coordinator shall periodically report to the Community Education Director relative to all meetings and conferences attended. The Coordinator shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

Section 2. Cell Phone reimbursement: The school district shall reimburse the coordinator for use of their personal cell phone. The amount to be reimbursed will be \$480.

ARTICLE VII WAGE RATE

The Coordinator shall be paid \$39,993 for the 2021 - 2022 contract year.
The Coordinator shall be paid \$41,193 for the 2022 - 2023 contract year.

ARTICLE VIII OTHER PROVISIONS

Section 1. Outside Activities: While the Coordinator shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the Superintendent, such activities do not impede the Coordinator's

ability to perform the duties of the Coordinator's position. However, the Coordinator may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the Superintendent.

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

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

ARTICLE IX
SEVERABILITY

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

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

Kids Club Coordinator

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

School Board Chair

School Board Clerk

Article 1
Purpose

This contract is entered into between Independent School District No. 2397, Le Sueur-Henderson Minnesota, hereinafter referred to as the School District, and Catherine M. Goettl, hereinafter referred to as the Early Childhood Coordinator, who agrees to perform the duties of the Early Childhood Coordinator of the School District.

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

Section 1. Duration: This contract is for a term of two years commencing on July 1, 2019 and ending on June 30, 2021. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Early Childhood Coordinator or unless as provided in this contract.

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

Section 3. Termination During the Term: The Early Childhood Coordinator's employment may be terminated during the term of the Contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Early Childhood Coordinator during the term of this contract for cause described in M.S. 122A.40, Subd. 9 or Subd. 13., it shall notify the Early Childhood Coordinator in writing of the proposed grounds for termination. The Early Childhood Coordinator shall be entitled to a hearing before an arbitrator provided the Early Childhood Coordinator makes such a request, in writing, to the School Board within fifteen (15) calendar days after the receipt of the written notice of the proposed termination. In such event, the parties shall jointly petition the Bureau of Mediation Services (BMS) for a list of five (5) arbitrators. The arbitrator shall be selected by the parties through the normal striking process as provided by BMS rules. The arbitrator shall be final and binding upon the parties, subject to normal judicial review of arbitration decisions as provided by law. The Early Childhood Coordinator may be suspended with pay pending final determination by the arbitrator. If the Early Childhood Coordinator fails to request a hearing as provided in this section within the fifteen (15) day calendar period he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date

as determined by the School Board, and the Early Childhood Coordinator shall have no further claim or recourse.

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

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

ARTICLE III DUTIES

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

ARTICLE IV DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The Early Childhood Coordinator's duty year shall be for 179 (1431 hours) annual contracted days, and the Early Childhood Coordinator shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the school board so determines. The Early Childhood Coordinator shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Holidays: The Early Childhood Coordinator shall be entitled to Five (5) paid holidays: Labor Day, Thanksgiving, Christmas Day, Good Friday and Memorial Day.

Section 3. Sick Leave: The Early Childhood Coordinator shall earn paid sick leave at the rate of one (1) day per month, and earned sick leave may accumulate to a maximum of one hundred and twenty (120) days. Upon voluntary or involuntary termination of employment the Early Childhood Coordinator shall not be entitled to unused earned and accrued sick leave days.

Section 4. Workers' Compensation: Pursuant to M.S. Chapter 176, the Early Childhood Coordinator injured on the job in the service of the School District and collecting workers' compensation insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 5. Emergency and Funeral Leave: The Early Childhood Coordinator shall be granted bereavement leave for a death within the Coordinator's immediate family. The time utilized shall be in an amount to be determined after conferring with the Superintendent. Days utilized will not be deducted from the Early Childhood Coordinator's sick leave. "Immediate family" is defined as the Coordinator's spouse, child, parent, brother, sister, grandparent, brother-in-law, sister-in-law, mother-in-law, father-in-law, or grandchildren. This particular type of personal leave shall be extended from one to five days as determined and granted by the superintendent or his designated representative for any particular event.

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

Section 6. Jury Service: The Early Childhood Coordinator who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 7. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 8. Insurance Application: An Early Childhood Coordinator on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Early Childhood Coordinator shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Coordinator is on paid leave from the School District under Section 4. above or supplemented by sick leave pursuant to Section 5. above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Early Childhood Coordinator must pay the entire premium for any insurance retained.

ARTICLE V

INSURANCE

Section 1. Health and Hospitalization Insurance: The School District shall provide the Early Childhood Coordinator and the Coordinator's dependents with health and hospitalization insurance coverage under the School District's group health and hospitalization insurance plan. The School District shall contribute the sum of \$6,700 annually (\$558.33 per month) for single coverage and \$10,800 annually (\$900.00 per month) for family coverage toward the premium for such insurance. The balance of the premium shall be paid by the Early Childhood Coordinator through payroll deduction.

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

Section 2. Life Insurance: The School District shall provide, at its own expense, term life insurance for the Early Childhood Coordinator under the School District's group term life insurance plan in the amount of \$50,000, payable to the Early Childhood Coordinator's named beneficiary(ies).

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

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

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

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

ARTICLE VI

OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Early Childhood Coordinator is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law. The District will match dollar for dollar of employee contribution, up to a maximum District contribution of \$1,000 per year.

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

ARTICLE VII

SALARY

The Early Childhood Coordinator shall be paid an annual salary of \$52,530 for the 2021 - 2022 Contract year. The Early Childhood Coordinator shall be paid \$54,106 for the 2022-2023 School year. The annual salary may be modified, but shall not be reduced, during the term of

this Contract. The salary shall be paid in twenty-four (24) equal installments during the Contract year.

ARTICLE VIII

OTHER PROVISIONS

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

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

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

ARTICLE IX

SEVERABILITY

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

IN WITNESS WHEREOF, I have subscribed
subscribed

my signature this ____ day of

IN WITNESS WHEREOF, we have

our signatures this ____ day of

_____, 20__.

_____, 20__.

Article 1
Purpose

This contract is entered into between Independent School District No. 2397, Le Sueur-Henderson Minnesota, hereinafter referred to as the School District, and Valerie Danielson, hereinafter referred to as the Adult Basic Education (ABE) Lead Teacher, who agrees to perform the duties of the ABE Lead Teacher of the School District.

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

Section 1. Duration: This contract is for a term of two years commencing on July 1, 2022 and ending on June 30, 2024. It shall remain in full force and effect unless modified by mutual consent of the School Board and the ABE Lead Teacher or unless as provided in this contract.

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

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

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

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

ARTICLE III DUTIES

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

ARTICLE IV DUTY YEAR AND LEAVES OF ABSENCE

Section 1. Basic Work Year: The ABE Lead Teacher duty year shall begin two weeks before the start of ABE classes in the fall through June 30, Pay will be hourly and the ABE teacher may work up to but not over 40 hours a week.. If additional hours are needed in the months of July and August, those hours shall be kept track and paid through timesheets. The ABE Lead Teacher shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the school board so determines. The ABE Lead Teacher shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Holidays: The ABE Lead Teacher shall be entitled to Five (5) paid holidays: Labor Day, Thanksgiving, Christmas Day, Good Friday and Memorial Day.

Section 3. Sick Leave: The ABE Lead Teacher shall earn paid sick leave at the rate of one (1) day per month, and earned sick leave may accumulate to a maximum of one hundred and twenty (120) days. Upon voluntary or involuntary termination of employment the ABE Lead Teacher shall not be entitled to unused earned and accrued sick leave days.

Section 4. Workers' Compensation: Pursuant to M.S. Chapter 176, the ABE Lead Teacher injured on the job in the service of the School District and collecting workers' compensation

insurance may draw sick leave and receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Section 5. Emergency and Funeral Leave: The Lead ABE Teacher shall be granted bereavement leave for a death within the Teacher's immediate family. The time utilized shall be in an amount to be determined after conferring with the Superintendent. Days utilized will not be deducted from the Lead ABE Teacher's sick leave. "Immediate family" is defined as the Teacher's spouse, child, parent, brother, sister, grandparent, brother-in-law, sister-in-law, mother-in-law, father-in-law, or grandchildren. This particular type of personal leave shall be extended from one to five days as determined and granted by the superintendent or his designated representative for any particular event.

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

Section 6. Jury Service: The Lead ABE Teacher who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 7. Military Leave: Military leave shall be granted pursuant to applicable law.

Section 8. Insurance Application: The Lead ABE Teacher on unpaid leave is eligible to continue to participate in group insurance programs if permitted under the insurance policy provisions. The Lead ABE Teacher shall pay the entire premium for such insurance commencing with the beginning of the leave and shall pay to the School District the monthly premium in advance. In the event the Teacher is on paid leave from the School District under Section 4. above or supplemented by sick leave pursuant to Section 5. above, the School District will continue insurance contributions as provided in this Contract until sick leave is exhausted. Thereafter, the Lead ABE Teacher must pay the entire premium for any insurance retained.

ARTICLE V

INSURANCE

Section 1. Life Insurance: The School District shall provide, at its own expense, term life insurance for the Lead ABE Teacher under the School District's group term life insurance plan in the amount of \$50,000, payable to the Lead ABE Teacher's named beneficiary(ies).

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

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

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

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

ARTICLE VI

OTHER BENEFITS

Section 1. Tax-Sheltered Annuities: The Lead ABE Teacher is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as

otherwise provided by law. The District will match dollar for dollar of employee contribution, up to a maximum District contribution of \$1,000 per year.

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

ARTICLE VII

SALARY

The Lead ABE teacher shall be paid an hourly rate of \$26.84 for 2022 - 2023 contract year
The Lead ABE teacher shall be paid an hourly rate of \$27.84 for 2023 - 2024 contract year

ARTICLE VIII

OTHER PROVISIONS

Section 1. Indemnification and Provision of Counsel: In the event that an action is brought or a claim is made against the Lead ABE teacher arising out of or in connection with his/her employment and the Lead ABE teacher is acting within the scope of employment or official duties, the School District shall defend and indemnify the teacher to the extent permitted by law. Indemnification, as provided in this section, shall not apply in the case of malfeasance in office or willful or wanton neglect of duty, and the obligation of the School District in this regard shall be subject to the limitations as provided in M.S. Chapter 466.

Section 2. Dues: The ABE Lead Teacher is encouraged to belong to and participate in appropriate professional, educational, economic development, community, and civic organizations when such membership will serve the best interests of the School District. Accordingly, the School District will pay the membership dues for such organizations as are required, directed, or permitted by the Superintendent and/or the School Board. The ABE Lead Teacher shall present appropriate statements for approval as provided by law.

ARTICLE IX

SEVERABILITY

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

IN WITNESS WHEREOF, I have subscribed
subscribed

my signature this ____ day of

_____, 20__.

IN WITNESS WHEREOF, we have

our signatures this ____ day of

_____, 20__.

**INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS**

SCHEDULED MEETINGS/ACTIVITIES

<i>DATE</i>	<i>DESCRIPTION</i>	<i>TIME</i>	<i>LOCATION</i>
July 14, 2022	Finance Committee	4:00 PM	MS/HS Media Center
July 18, 2022	Special School Board Meeting	5:00 PM	MS/HS Media Center & Zoom (if unable to attend in person)
July 18, 2022	School Board Work Session	5:00 PM	MS/HS Media Center & Zoom (if unable to attend in person)
August 1, 2022	Policy Committee Meeting	5:30 PM	MS/HS Media Center
August 1, 2022	Regular School Board Meeting	6:30 PM	MS/HS Media Center & Zoom (if unable to attend in person)
August 15, 2022	Special School Board Meeting	6:30 PM	MS/HS Media Center & Zoom (if unable to attend in person)
August 15, 2022	School Board Work Session	6:30 PM	MS/HS Media Center & Zoom (if unable to attend in person)
September 6, 2022	Regular School Board Meeting	6:30 PM	MS/HS Media Center & Zoom (if unable to attend in person)
September 19, 2022	School Board Work Session	6:30 PM	MS/HS Media Center & Zoom (if unable to attend in person)
September 19, 2022	Regular Mtg/Levy Certification	6:30 PM	MS/HS Media Center & Zoom (if unable to attend in person)
October 3, 2022	Regular School Board Meeting	6:30 PM	MS/HS Media Center & Zoom (if unable to attend in person)
October 17, 2022	School Board Work Session	6:30 PM	MS/HS Media Center & Zoom (if unable to attend in person)
November 7, 2022	Regular School Board Meeting	6:30 PM	MS/HS Media Center & Zoom (if unable to attend in person)
	https://docs.google.com/spreadsheets/d/1veOz-5YPT7Eu8-Fp		