

Special School Board Meeting

Monday, July 21, 2025 6:30 PM

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

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

4.1. Approval of District Office Consent Items

4.1.1. Minutes of Regular School Board Meeting held on 6.9.25 and Special School Board Meeting held on 6.25.25.

4.2. Approval of Personnel Consent Items

4.2.1. Hirings

4.2.1.1. ELL Teacher - Marilyn Stutsman

4.2.1.2. Night Custodian - Alyssa Hoff

4.2.1.3. Volleyball Coach - Morgan Schwandt

4.2.1.4. Science Teacher - Marcus Eidahl

4.2.2. Resignations

4.2.2.1. M/HS Secretary - Carly Ballman

4.2.2.2. M/HS Teacher - Diana Jennings

4.2.2.3. M/HS Teacher - Christine Karst

5. PURCHASES ABOVE \$5,000

5.1. Renew MN Insurance Scholastic Trust (MIST) for 2025-26

5.2. Renew Membership in Minnesota School Boards Association (MSBA) and BoardBook for the 2025-26 School Year

5.3. Approve M/HS boiler repairs

6. NEW BUSINESS

6.1. Authorize Superintendent Jim Wagner to act as the Identified Official with Authority (IOwA) and Rachel Scheffler (Administrative Assistant); to act as the IOwA Proxy to add and remove names only for Le Sueur-Henderson District 2397-01.

6.2. Approve PD Presenter: Tom Schimmer - Grading Best Practices

6.3. Approve 2025-26 M/HS Staff Handbook

6.4. Approve 2025-26 Substitute Handbook

7. **CLOSED SESSION**

7.1. Enter into Closed Session as permitted by Minnesota Statute § 13D.03; 13D.05, subd. 3 to discuss property.

8. **OPEN SESSION**

8.1. Reopen Special Meeting

8.2. Summary of Closed Session

9. **ADJOURN**

BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS
MINUTES OF SPECIAL SCHOOL BOARD MEETING
MS/HS MEDIA CENTER/ZOOM
JUNE 25, 2025

Item 1.0 **Call to Order:** The special meeting of the Le Sueur-Henderson Board of Education was called to order at 1:01 PM. Board members in attendance were Jenny Burns, Matt Hathaway, Brooke Wentzlaff, Gretchen Rehm, Christa Luna (zoom/phone).

Members Absent: Kelsey Schwartz, Brigid Tuck

Also in attendance: Superintendent Jim Wagner (phone), Cara Bishop, Brennan Construction & Rebound Partners Representatives, Admin Assist, Rachel Scheffler.

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

Item 3.0 **Approval of Agenda:** Motion by Rehm, second by Burns, carried 5-0, to approve the meeting agenda adding closed session before Item 6.0.

Closed zoom due to inappropriate content shared by public.

Item 4.0 **Closed Session**

Item 4.1 Motion by Rehm, second by Wentzlaff, carried 5-0, to approve moving into closed session Minn. Stat. § 13D.03; 13D.05, subd. 3 to discuss property at 1:53 PM (started closed at 1:56).

Item 5.0 **Open Session**

Item 5.1 Motion by Luna, second by Rehm, carried 5-0, to approve reopening Special School Board Meeting at 2:35 PM.

Item 6.0 **New Business**

Item 6.1 Motion by Rehm, second by Wentzlaff, carried 5-0, to approve Park Building purchase extension.

Item 7.0 **Adjourn:** Motion by Rehm, second by Burns, carried 5-0, to adjourn the meeting at 2:38 PM.

Board Clerk

Board Chair

Approved on: July 21, 2025

rINDEPENDENT SCHOOL DISTRICT 2397
LE SUEUR-HENDERSON PUBLIC SCHOOLS
MINUTES OF REGULAR BOARD MEETING
MS/HS MEDIA CENTER
JUNE 9, 2025

Item 1.0 **Call to Order:** The regular meeting of the Le Sueur-Henderson Board of Education was called to order at 6:30 PM. Board members in attendance, Christa Luna, Kelsey Schwartz, Brigid Tuck, Brooke Wentzlaff, Matt Hathaway.

Members Absent: Gretchen Rehm

6:49 Jenny Burns came to meeting

Also in attendance: Superintendent Jim Wagner, Admin. Assist., Rachel Scheffler, Henderson Independent, Beth Cornish Business Manager, Ky Battern

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

Item 3.0 **Mission and Vision Statements:**

Item 4.0 **Strategic Plan Review:**

Item 5.0 **Approval of Agenda:**

Item 5.1 Motion by Hathaway, second by Schwartz, carried, 5-0 to approve the meeting agenda.

Motion by Luna, second Wentzlaff, 9.2.1.4 pulled from consent agenda, fails 3-2(Appealed Luna and Wentzlaff, opposed Schwartz, Tuck, Hathaway)

Item 6.0 **Open Forum:**

Item 7.0 **Le Sueur – Henderson School District Recognizes:**

Item 7.1 Resolution was presented to accept grants and donations to the Le Sueur-Henderson Public School District. Said Resolution is attached hereto and made a part of these minutes. Motion made by Board Member Schwartz and upon being seconded by Board Member Luna, said resolution was duly adopted by the following roll call vote, carried 5-0.

Hathaway: Yes

Tuck: Yes

Schwartz: Yes

Luna: Yes

Wentzlaff: Yes

Item 7.2 Students of the Month

Item 8.0 **Reports:**

- Item 8.1 Committee Reports
 - Item 8.1.1 Finance
 - Item 8.1.2 Negotiations
 - Item 8.1.3 SW Metro
 - Item 8.1.4 Human Resources
 - Item 8.1.5 Policy
 - Item 8.1.7 Community Ed Council

Item 8.2 Student Report

Item 8.3 Superintendent Report

8.3.1 CE Report

8.3.2 M/HS Report

Director Burns arrived at 6:48 PM

8.3.3 Elem Report

Item 9.0 **Consent Agenda:** Motion by Schwartz, second by Tuck, carried, 6-0 to approve the following consent items:

Item 9.1 District Office Consent Items:

Item 9.1.1 Minutes of 5.19.25 School Board Meeting

Item 9.2 Personnel Consent Items:

Item 9.2.1 Hirings:

Item 9.2.1.1 ESY/SpEd Teacher Joy Wiley

Item 9.2.1.2 M/HS Secretary - Carly Ballman

Item 9.2.1.3 ESY Staff

Item 9.2.1.4 PE Teacher - Gabriella Bills

Item 9.2.1.5 Elementary Teacher - Sophia Murphy

Item 9.2.1.6 Summer KC Supervisor - Annika Wick

Item 9.2.1.7 Long Term Sub - Emma Zupka

Item 9.2.2 Resignations:

Item 9.2.2.1 Elem. Teacher - Betty Widmer Blace

Item 9.2.2.2 M/HS Teacher - Kinsey Richards

Item 9.2.2.3 Coach - Anne Lewis

Item 9.2.2.4 Custodian - Stephanie Schultze

Item 9.2.3 Requests:

Item 9.2.4. Retirements

Item 10.0 **Purchases above \$5,000:**

Item 10.1 Motion by Schwartz, second by Tuck, carried, 6-0 to approve Frontline/Aesop and Applicant Track for 2025-26 school year.

Item 10.2 Motion by Tuck, second by Luna, carried, 6-0 to approve AVID membership for the 2025-26.

Item 10.3 Motion by Burns, second by Hathaway, carried, 6-0 to approve Infinite Campus License Renewal for the 2025-26 school year.

Item 10.4 Motion by Tuck, second by Hathaway, carried, 6-0 to approve Apptegy Media subscription for the 2025-26 school year.

Item 11.0 **Old Business:**

Item 11.1 Motion by Schwartz, second by Burns, carried, 6-0 to approve final of three readings to adopt policy 417.

Item 11.2 Motion by Tuck, second by Hathaway, carried, 6-0 to approve second of three readings to update policy 524.5.

Item 12.0 **New Business:**

Item 12.1. A resolution was presented to approve the MSHSL license renewal for 2025-26 School Year. Motion made by Board Member Burns and, upon being seconded by Board Member Hathaway, said resolution was duly adopted by the following roll call vote, carried 6-0.Hathaway:

Tuck: yes	Hathaway: yes
Schwartz: yes	Luna: yes
Wentzlaff: yes	Burns: yes

Item 12.2 Motion by Burns, second by Luna, carried, 6-0 to approve FY26 Budget LTFM.

Motion by Schwartz, second by Burns carried 6-0 to approve preliminary FY26 budget.

Item 12.3 Motion by Luna, second by Schwartz, carried, 6-0 to approve membership agreement for the Better Health Collective.

Item 13.0 **Board Member Communication/ Ideas Exchange**

Item 14.0 **Next Meeting Information**

Item 15.0 **Adjourn:** Motion by Luna, second by Hathaway, carried, 6-0 to adjourn the meeting at 7:54 PM.

Board Clerk

Board Chair

Approved on: July 21, 2025



Employment Recommendation Le Sueur - Henderson School District

Position: ELL Teacher

Recommended Candidate: Marilyn Stutsman

Recommended by: Kern **Start/ Hire Date:** 2025-2026 school year

To be completed by administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

Yes
Yes
4
5
BA
BA+30
30
\$49,379

New Position

Existing Position Replacing: Rene Quintero

Additional Information:
• Marilyn is finishing her MA this summer. She will move to MA lane upon completion

Approval of Principal: Darren Kern 6/12/25

Electronic Signature Date

Approval of Superintendent:

Electronic Signature Date



Employment Recommendation

Le Sueur - Henderson School District

Position: Night Custodian

Recommended Candidate: Alyssa Hoff

Recommended by: Todd Vrklan **Date:** 5/24/2025

To be completed by administrator:

Candidate has current & appropriate certification (if applicable):

N/A

Reference checks completed:

Yes

Years of experience (Step Placement):

4

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

NEW

EXISTING

REPLACING: Stephanie Schultze

Additional Information:
Pending background check and Board Approval

Approval of administrator: Todd Vrklan **5/24/2025**

Electronic Signature

Date

Approval of Superintendent:

Electronic Signature

Date



Employment Recommendation Le Sueur - Henderson School District

Position: Volleyball Coach- C Squad at LS-H Middle/High School

Recommended Candidate: Morgan Schwandt

Recommended by: Paul Theorin	Start Date: 8/11

To be completed by an administrator:

Candidate has current & appropriate certification:

Reference checks completed:

Years of experience granted:

Step Placement:

Highest degree currently held:

Lane Placement:

Credits beyond highest degree granted:

Hourly/ Salary Rate

NA
NA
NA
NA
NA
NA
NA
NA
\$ 2,072

<input type="checkbox"/>	New Position	
<input checked="" type="checkbox"/>	Existing Position	Replacing: Anne Lewis

Additional Information: Salary subject to change with new LSHEA Master Agreement
--

Approval of Admin: Paul Theorin

Electronic Signature

Date

Approval:

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



Employment Recommendation Le Sueur - Henderson School District

Position: Science Teacher

Recommended Candidate: Marcus Eidahl

Recommended by: Cindy Schmidt **Date:** 7/15/25

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 +10
Credits beyond highest degree granted:	16
Hourly/ Salary Rate	42,359

<input type="checkbox"/>	New Position	
<input checked="" type="checkbox"/>	Existing Position	Replacing: Kinsey Richards

Additional Information:

- Pending License approval
- Tier 2 License

Approval of Principal: *Cynthia Schmidt* *7/15/25*

Electronic Signature Date

Approval of Superintendent:

Electronic Signature Date

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

----- Forwarded message -----

From: **Carly Ballman** <c_dorris@hotmail.com>

Date: Thu, Jun 12, 2025 at 2:58 PM

Subject: Re: LSH email

To: Cindy Schmidt <cschmidt@isd2397.org>

Hi Cindy,

I want to say thank you for the opportunity you have given me to be a part of the LSH family. Unfortunately, I have been given an offer to work FT at another church and this seems to be an opportunity I cannot turn down. I know whom ever you find will be an amazing asset to the school!

Blessings,
Carly

July 1, 2025

Cynthia Schmidt
Le Sueur Henderson High School

Dear Cynthia,

I am writing to formally resign from my position as a 9th and 12th grade ELA adviser effective immediately, and yearbook teacher effective July 28 to ensure a high-quality product for LSH students.

It was not an easy decision to make. Working at LeSueur Henderson gave me many opportunities to grow as an educator, learning alongside dedicated colleagues, and with amazing students. I appreciate the positive support fostered by the amazing staff at LSH.

Please let me know how I can help make the transition as smooth as possible. I am here to assure my responsibilities are handed over successfully.

Thank you again for the opportunity to be a part of LSH Giants and the community.

Best,

Diana Jennings

Diana Jennings



Rachel Scheffler <rscheffler@isd2397.org>

Fwd: Resignation

1 message

Cindy Schmidt <cschmidt@isd2397.org>
To: Rachel Scheffler <rscheffler@isd2397.org>

Tue, Jul 8, 2025 at 3:38 PM

Rachel,

Please add this to the school board agenda. I will be sending a posting to you to post for her replacement.

You can also take the Long-term sub position down.

I hope you are feeling better!

Cindy Schmidt

Middle/High School Principal

Le Sueur-Henderson Public Schools

Office: (507) 665-5803

Email: cschmidt@isd2397.org



Small Towns... GIANT Opportunities... District of Choice

----- Forwarded message -----

From: **Christine Karst** <ckarst@isd2397.org>

Date: Tue, Jul 8, 2025 at 3:05 PM

Subject: Resignation

To: Cindy Schmidt <cschmidt@isd2397.org>

Hello Cindy,

I regret to inform you that I will be resigning my MS/HS Social Studies teaching position for the 25-26 school year. I have been offered another teaching position with a higher salary and lower insurance premiums. I greatly appreciate your guidance and support while I was at LSH and please know this was not an easy decision!

Kind Regards,

Chrissy Karst

Middle High School Social Studies

507-665-5800 ext 5864



Small Towns . . . GIANT Opportunities . . . District of Choice



Final Invoice

Minnesota Insurance Scholastic Trust (MIST)

PLEASE MAKE CHECK PAYABLE TO MIST AND REMIT TO:
MINNESOTA INSURANCE SCHOLASTIC TRUST
C/O ARTEX
072102 AJG MESPO Box 4239
Clinton, IA 52733

Le Sueur-Henderson ISD #2397

DUE BY: **Upon Receipt**

Coverage Description	Company	Effective Date	Amount Due:
Package Policy	Lloyd's London – Ambridge	7/1/2025	\$14,998.24
Excess Property	Travelers Excess and Surplus Lines Company	7/1/2025	\$77,977.25
Boiler & Machinery	Liberty Mutual Fire Insurance Company	7/1/2025	\$3,849.00
Pollution Liability	Ironshore Specialty Insurance Company	7/1/2025	\$3,089.47
Cyber Liability	Underwriters at Lloyd's London	7/1/2025	\$6,663.60
Risk Management Services Fee	Arthur J. Gallagher/RPA	7/1/2025	\$5,284.11
Claims Administration Fee	Gallagher Bassett Services	7/1/2025	\$2,068.00
Loss Control Services	Gallagher Bassett Services	7/1/2025	\$1,200.00
Operating Expense Fee	MIST	7/1/2025	\$1,041.87
Loss Fund	MIST	7/1/2025	\$29,141.00
Loss Fund Corridor	MIST	7/1/2025	\$4,405.00

Total Due: **\$149,717.54**

In accordance with the MIST By-Laws, a 6% interest rate will be charged to the School District for any payment received after its due date.

Payment Is Due Upon Receipt

PLEASE RETURN A COPY OF THE INVOICE WITH YOUR REMITTANCE



Minnesota School Boards Association
1900 West Jefferson Avenue
St. Peter, MN 56082-3015
507-934-2450 or 800-324-4459

Invoice	INV-13574-Q7R1V6
Date	7/1/2025
Amount Due	\$8,279.00
Date Due	8/15/2025

Le Sueur-Henderson
 100 Kingsway Drive
 Le Sueur, MN 56058-1820

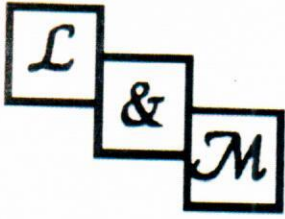
Customer Name	Purchase Order No.			
Le Sueur-Henderson				
Description	Quantity		Unit Price	Ext. Price
Policy Services Subscription - Le Sueur-Henderson	1		\$760.00	\$760.00
ISD Membership - Le Sueur-Henderson	1		\$4,569.00	\$4,569.00
BoardBook Subscription - Le Sueur-Henderson	1		\$2,950.00	\$2,950.00

Dues for your district are based on "Average Daily Membership of Students Served" for the fiscal year ended June 30, 2024, as provided by the Minnesota Department of Education.

MSBA is not able to accept Credit, Debit, or Procurement Cards as a method of payment of your 2025-2026 Dues Invoice. Please remit payment of this invoice to MSBA by CHECK. Thank you for your cooperation.

In accordance with IRS Code Sec. 6113, contributions or gifts (including membership dues) to MSBA are not deductible as charitable contributions for Federal income tax purposes.

Subtotal	\$8,279.00
Total	\$8,279.00



L & M BOILER SYSTEMS, INC.

PO Box 1051, Austin, MN 55912 ■ E-mail: office@lmboilersystems.com
TEL: 507.433.8718 ■ FAX: 507.433.4030 ■ 24-Hour Service

National Board "R" Stamp ■ ASME "H" & "PP" Stamps ■ MN High Pressure Pipefitting Contractor, License 000185-BL

■ Hydronic & Steam Systems ■ Major Boiler Repairs ■ Certified Welding ■ Gas & Oil Burner Service ■

Quote # TD15

7-10-2025
Le Sueur High School
612-756-2314
tvrklan@isd2397.org

Dear Todd,

In regard to the price quote you requested, L&M Boiler Systems, Inc. proposes the following:

Bid A-

- Removal and replacement of mudleg 6 3/4 up all the way around the boiler
- Removal and replacement of (4) 2 1/2" cleanouts
- Removal of canvas and insulation of access metal to replace
- Removal of High temp refractory inside the boiler
- Welders are ASME certified
- Fill out necessary paper work for R-stamp repair
- Hydro boiler with authorized inspector

For all the sum of **\$34,152.00 Per Boiler**

Bid C-

- Removal of old boiler with disposal
- Crain for boiler install
- Install new Alrich A354-250-X boiler with a Riello RS310E burner with a 5:1 turn down ratio Riello Massimo master control panel with BAC net communication
- Installation of 20" Selkirk stack
- Piping of blow downs, Boiler feed lines, and reliefs to safe location
- State Inspection with hydro to license boiler
- Start up and training for boiler personal

Estimated for all the sum of **\$345,600.00**

Note- Burner is natural gas only, oil can be added for additional cost. Hole in roof for new boiler install to be quoted by others. This is an estimated price and is subject to change with volital market.

The above price includes all materials and labor.

If you have any questions or wish to schedule, please contact our office

Thank you,

Troy Derry
L&M Boiler Systems, Inc.
Shop 507-433-8718
Cell 507-438-1917



Le Sueur-Henderson Public Schools

Independent School District 2397

100 Kingsway Drive

Le Sueur, MN 56058

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

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: **Le Sueur-Henderson Public Schools**

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): **2397-01**

Superintendent or Exec. Director Name: **Jim Wagner**

Will act as the IOwA? Yes No

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

Le Sueur-Henderson Public Schools Commits to a Unified Focus on High Student Achievement



Le Sueur-Henderson Public Schools

Independent School District 2397

100 Kingsway Drive

Le Sueur, MN 56058

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

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: **Le Sueur-Henderson Public Schools**

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): **2397-01**

Superintendent or Exec. Director Name: **Rachel Scheffler**

Will act as the IOwA Proxy? Yes No

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

Le Sueur-Henderson Public Schools Commits to a Unified Focus on High Student Achievement

Rationale for Professional Development Presenter: Tom Schimmer – Grading Best Practices

For the 2025-2026 school year, the District Staff Development Committee has identified two primary goals:

1. Identifying and meeting the needs of English Learner (EL) and Special Education (SPED) students.
2. Reevaluating grading practices to ensure alignment with academic standards and the evolving needs of our students.

To support the second goal, we are proposing a full-day professional development session with nationally recognized author and educational consultant **Tom Schimmer**, provided through **Solution Tree**. Mr. Schimmer is a leading expert in the field of assessment and grading, and his work focuses on ensuring grading practices are fair, accurate, and aligned with standards-based learning.

He will work with all K-12 staff on **November 26, 2025**, providing research-based strategies and practical frameworks to help our educators:

- Ensure grading practices are equitable and reflective of student learning.
- Separate academic achievement from behavior in grading systems.
- Use assessment data more effectively to guide instruction and support all learners, including EL and SPED students.

The **District Staff Development Committee has reviewed and fully supports this training**, recognizing the importance of consistent, equitable grading practices across all grade levels.

Cost: \$9,500

Provider: Solution Tree

Date of Training: November 26, 2025

Participants: All K-12 licensed staff

Investing in this training will support our long-term goals of equity, clarity, and improved outcomes for all students. We believe this session will be a critical step in building a stronger, more consistent academic foundation across all grade levels.

LE SUEUR- HENDERSON SCHOOL DISTRICT



Staff Handbook 2025-26

Updated 07/2025

8710.2100 CODE OF ETHICS FOR MINNESOTA TEACHERS.

§

Subpart 1. **Scope.** Each teacher, upon entering the teaching profession, assumes a number of obligations, one of which is to adhere to a set of principles which defines professional conduct. These principles are reflected in the following code of ethics, which sets forth to the education profession and the public it serves standards of professional conduct and procedures for implementation.

This code shall apply to all persons licensed according to rules established by the Professional Educator Licensing and Standards Board.

Subp. 2. **Standards of professional conduct.** The standards of professional conduct are as follows:

- A. A teacher shall provide professional education services in a nondiscriminatory manner.
- B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.
- C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.
- D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.
- E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.
- F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.
- G. A teacher shall not deliberately suppress or distort subject matter.
- H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.
- I. A teacher shall not knowingly make false or malicious statements about students or colleagues.
- J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position

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.

Table of Contents

<u>8710.2100 CODE OF ETHICS FOR MINNESOTA TEACHERS.....</u>	<u>INSTRUCTION.....</u>
<u>2</u>	<u>13</u>
<u>EQUAL OPPORTUNITY STATEMENT POLICY.2</u>	<u>INSURANCE.....</u>
<u>ACCIDENTS.....</u>	<u>13</u>
<u>4</u>	<u>INTERNET.....</u>
<u>4</u>	<u>13</u>
<u>ACCOUNTING OF MONEY COLLECTED.....</u>	<u>LIMITED EXPECTATIONS OF PRIVACY.....</u>
<u>4</u>	<u>14</u>
<u>AIR QUALITY.....</u>	<u>LESSON PLANS.....</u>
<u>4</u>	<u>14</u>
<u>ALCOHOL, TOBACCO, DRUG-FREE ENVIRONMENT.....</u>	<u>LOST AND FOUND.....</u>
<u>4</u>	<u>14</u>
<u>ANIMALS ON SCHOOL PREMISES.....</u>	<u>LUNCH PROGRAM.....</u>
<u>4</u>	<u>14</u>
<u>APPLIANCES.....</u>	<u>MAILBOXES.....</u>
<u>5</u>	<u>14</u>
<u>ATTENDANCE (Staff).....</u>	<u>MIDDLE/HIGH SCHOOL DISCIPLINE EXPECTATIONS.....</u>
<u>5</u>	<u>14</u>
<u>ATTENDANCE POLICY (Students).....</u>	<u>MIDDLE/HIGH SCHOOL SCHEDULES & GRADING.....</u>
<u>6</u>	<u>16</u>
<u>AUDIO/VISUAL TEACHING MATERIALS.....</u>	<u>PARKING.....</u>
<u>7</u>	<u>16</u>
<u>BIKE SAFETY.....</u>	<u>PAYDAY.....</u>
<u>7</u>	<u>16</u>
<u>BUILDING AND EQUIPMENT.....</u>	<u>PERMANENT RECORD FOLDERS.....</u>
<u>7</u>	<u>17</u>
<u>BULLETIN BOARDS.....</u>	<u>PLANTS.....</u>
<u>7</u>	<u>17</u>
<u>CHILD ABUSE AND NEGLECT.....</u>	<u>PERSONAL DEVICES.....</u>
<u>8</u>	<u>17</u>
<u>CLASSROOM PROCEDURES.....</u>	<u>PLEDGE OF ALLEGIANCE.....</u>
<u>8</u>	<u>17</u>
<u>CLASSROOM VISITATION.....</u>	<u>PREPARATION PERIOD/LEAVING BUILDING... 17</u>
<u>8</u>	
<u>CONCEAL AND CARRY LAW.....</u>	<u>PROFESSIONAL ASSOCIATIONS.....</u>
<u>8</u>	<u>17</u>
<u>COPYRIGHT POLICY.....</u>	<u>PUBLIC RELATIONS.....</u>
<u>8</u>	<u>17</u>
<u>COPY ROOM.....</u>	<u>RELEASE OF STUDENTS.....</u>
<u>8</u>	<u>18</u>
<u>CONFIDENTIAL INFORMATION.....</u>	<u>RELIGIOUS EDUCATION.....</u>
<u>9</u>	<u>18</u>
<u>CRISIS PROCEDURE.....</u>	<u>REPORT CARDS.....</u>
<u>9</u>	<u>18</u>
<u>DAILY PROCEDURES.....</u>	<u>REPORTS TO PARENTS OR GUARDIANS.....</u>
<u>9</u>	<u>18</u>
<u>DISCIPLINE.....</u>	<u>REQUISITIONS.....</u>
<u>9</u>	<u>18</u>
<u>ELEMENTARY BEHAVIOR/DISCIPLINE.....</u>	<u>SCHOOL CLOSINGS.....</u>
<u>9</u>	<u>18</u>
<u>ELIGIBILITY.....</u>	<u>SCHOOL-SPONSORED ACTIVITIES.....</u>
<u>11</u>	<u>19</u>
<u>EMPLOYEE AND VOLUNTEER BACKGROUND CHECKS.....</u>	<u>SECTION 504.....</u>
<u>11</u>	<u>19</u>
<u>EVALUATION OF STAFF.....</u>	<u>SOLICITING IN THE BUILDING.....</u>
<u>12</u>	<u>19</u>
<u>EXCUSING STUDENTS FROM CLASS FOR ANOTHER ACTIVITY.....</u>	<u>SPECIAL SERVICES.....</u>
<u>12</u>	<u>19</u>
<u>EMAIL.....</u>	<u>STAFF APPEARANCE.....</u>
<u>12</u>	<u>19</u>
<u>FACULTY EATING AREAS.....</u>	<u>STAFF LOUNGE.....</u>
<u>12</u>	<u>20</u>
<u>FIELD TRIPS.....</u>	<u>STAFF MEETINGS.....</u>
<u>12</u>	<u>20</u>
<u>FINAL TESTS.....</u>	<u>STUDENT FUNDRAISING.....</u>
<u>12</u>	<u>20</u>
<u>GRANT WRITING.....</u>	<u>STUDENT PASSES.....</u>
<u>13</u>	<u>20</u>
<u>GUEST/SPEAKERS.....</u>	<u>STUDENT TEACHERS.....</u>
<u>13</u>	<u>20</u>
<u>HEALTH OFFICE.....</u>	<u>STUDENT HANDBOOK.....</u>
<u>13</u>	<u>20</u>
<u>HOMEWORK.....</u>	<u>SUBSTITUTE TEACHERS.....</u>
<u>13</u>	<u>20</u>
	<u>SUPERVISION.....</u>
	<u>21</u>

<u>TEACHER LIABILITY.....</u>	<u>21</u>	<u>VOICEMAIL.....</u>	<u>22</u>
<u>TECHNOLOGY.....</u>	<u>21</u>	<u>WORKMAN'S COMPENSATION AND</u>	
<u>TELEPHONE.....</u>	<u>21</u>	<u>INSURANCE.....</u>	<u>22</u>
<u>TEXTBOOKS.....</u>	<u>21</u>		
<u>TRANSFER OF STUDENTS.....</u>	<u>22</u>		
<u>USE OF BUILDING.....</u>	<u>22</u>		

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

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.

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. 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 cognisant 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.

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.

ATTENDANCE (Staff)

Regular and consistent attendance is essential to providing students with a stable and high-quality learning environment. This policy outlines expectations and procedures related to teacher attendance to ensure the smooth operation of the school and continuity of instruction.

1. Expectations for Attendance

- All teachers are expected to report to work on time each scheduled workday and remain for the full contracted day, unless prior arrangements have been made.
- Teachers should be in their classrooms or assigned areas and ready to supervise or teach students by the designated start time.
- **Attendance is required on early release and in-service days**, as these times are essential for student supervision, professional development, collaboration, and school operations.
- **Appointments, vacations, and other non-emergency absences should be scheduled outside of school hours and not during in-service or early release days** unless approved by the principal in advance.

2. Reporting an Absence

- In the event of illness or an emergency, teachers must notify the principal (or designee) and enter the absence into the designated absence management system (e.g., Frontline, Aesop) as soon as possible, ideally no later than **6:00 a.m.** on the day of the absence.
- If the absence is known in advance (e.g., medical appointment, personal day), teachers must submit the request as early as possible for approval and to secure a substitute.

3. Substitute Plans

- When absent, teachers are expected to provide detailed sub plans, seating charts, and any necessary materials either in advance or as soon as possible. These should be accessible via the teacher's digital platform or by emailing the front office or substitute coordinator.

4. Leave Requests

- Requests for personal leave should be submitted at least **three days in advance** when possible and may require administrative approval depending on the timing or nature of

- the request.
- Leave before or after a holiday or break may be restricted or require special approval.

5. Professionalism and Attendance Patterns

- Excessive absences, patterns of absences (e.g., frequent Mondays/Fridays), tardiness, or early departures without valid reasons or documentation may be addressed through a conference, written notice, or formal performance review.
- Attendance is considered as part of a teacher’s overall professional performance.

6. Emergencies and Special Circumstances

- The district understands that emergencies and personal circumstances may arise. Teachers are encouraged to communicate openly and proactively with administration when unusual or ongoing situations occur.

7. Monitoring and Support

- The principal will periodically review attendance records and will meet with any staff member whose attendance raises concern.
- The goal is to provide support and ensure that both staff and students benefit from consistent instruction and a positive school climate.

Staff wellness and professionalism are equally valued. This policy is intended to promote a healthy work-life balance while maintaining our collective commitment to student learning and success.

ATTENDANCE POLICY (Students)

To see complete School district Policy, access 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**:

STUDENT ATTENDANCE HOTLINE		
Park LSH Elementary	Hilltop ALP	MS/HS
507-665-4600 4700	507-665-5900	507-665-5800

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 1-7

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 10th absence, a doctor's note will be required.

AUDIO/VISUAL TEACHING MATERIALS

When making personal selections of-video content for classroom use:

- Length of video content should be age appropriate
- Video content should be aligned to lesson objectives
- Staff are expected to preview video content for appropriateness before it is viewed by students
- At elementary, video content should be "G" rated unless prior approval is given by the building principal. Under no circumstances would any rating above "PG" be approved.
- At the MS/HS, all video content should be "PG-13" or lower unless prior approval from building principal is given

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 miles 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.
- F. It is highly recommended that bike locks are used. The district is not liable for lost or stolen bikes.

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, school mental health professional, school nurse, or health office paraprofessional.

CLASSROOM PROCEDURES

- Attendance will be taken per building procedures.
- Maintain accurate attendance and grade reports.
- Teachers are expected to keep students and parents/guardians updated regularly.
- Make-up work is required of all students who are absent
- If a student is not performing well in the classroom, the teacher is to contact the parents/guardians, counselor, and/an SAT/MTSS member.
- Prior to referring a student to SAT/MTSS, teachers are expected to have tried at least one research based intervention and have data to share at the SAT/MTSS meeting on effectiveness of the intervention.

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. **NO STUDENTS ARE ALLOWED IN THE COPY ROOMS.**

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 to place next to the exit.~~

DAILY PROCEDURES

1. As a general rule, please greet students as they enter your room.
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. No local or state association meetings are to be scheduled between the hours of 7:15 A.M. to 3:30 P.M. A duty-free lunch period is allowed for each teacher.
3. When leaving their classrooms for the day, teachers will check to see that windows and doors are locked.
4. Students are not to remain in the building after school hours unless they are under the direct supervision of a teacher, coach, or advisor.
5. If we expect students to be punctual, we must be so ourselves. Start classes without delay.
6. 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.
7. All teachers should use a standard procedure for the dismissal of classes. **Dismissal may not occur before the bell rings.**

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.

ELEMENTARY BEHAVIOR/DISCIPLINE

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. Minor Disruptions:

If a child is distracting other students from learning, it is important to try some immediate things to prevent having to send the student to the office. Once you have sent a child to the office, the relationship between you and the child will be affected.

1. Have the child take a break in the "quiet space" designated. Expectations must be set at the beginning of the school year for this space. Before the child returns to the learning space, set the expectations and what consequences will take place if the behavior continues.
2. If the behavior continues, the child will take a break into the buddy classroom. The teacher will reflect with the child prior to coming back into the classroom.
3. If the behavior continues, call the office for administrative support.

C. Severe Disruptions:

If a child becomes belligerent, defiant, or out of control and teacher interventions have not been effective, the child may be referred to the office. At no time should a staff member physically touch/restrain a student unless CPI trained and meets all the legal requirements for such restraints.

1. Send for help ~~Dean of Students~~-Assistant Principal/ 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. Only staff members trained in CPI interventions are allowed to restrain a student to prevent self-harm or harm to others.

If the Assistant Principal and/or Principal is unavailable:

1. Call the Main Office to send support
2. Call for another staff member.
3. Call Le Sueur Henderson counselor/social worker.
4. Call for the superintendent.

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. Explicitly teach expectations in a positive manner focusing on the desired behavior and not the negative behavior. Discuss the rules with your students. Explain what behaviors cause problems and why each rule is important. Give students an opportunity to ask questions.
2. Praise your students often for appropriate behavior!
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 when returning from specialists, recess, lunch, etc..
5. Set and enforce hallway expectations.
6. Step into hallways and restroom areas to actively 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. Try to focus on the desired behavior rather than the less desirable one.
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. Behaviors can escalate when voices are raised and a power struggle occurs.
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.

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 and respond to messages within 24 hours. 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.

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

If you assign homework, family dynamics, family schedules, and purpose of the homework should be considered before it is assigned. Research indicates that homework should be practice of content already learned and should not be used to teach new content. Research suggests that homework should be no more than 10 minutes per grade level. Example: 7th grade, no more than 70 minutes of homework.

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.

LESSON PLANS

Advanced lesson plans should be readily available at the request of the building principal.

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 into 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.

MIDDLE/HIGH SCHOOL DISCIPLINE EXPECTATIONS

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 – Assistant Principal/ 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 Assistant Principal and/or Principal is unavailable:

1. Call the Main Office to send support
2. Call for another staff member.
3. Call Le Sueur Henderson high school for administrator or counselor.
4. Call for the superintendent.

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:

7. Praise your students often for appropriate behavior!
8. Discuss the rules with your students. Explain what behaviors cause problems and why each rule is important. Give students an opportunity to ask questions.
9. Teach and re-teach these appropriate behaviors, especially when you see these rules are not being followed.
10. Be on time to receive your students.
11. Organize and travel with your students when you are to move as a group.
12. Step into hallways and restroom areas to monitor whenever possible.

C. Monitoring and Consequences:

6. 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.
7. If the entire class is involved in an activity and someone or several students behave inappropriately use this time to teach appropriate behavior.
8. Staff should make an effort to monitor the building, hallways, restrooms, and playground to praise students behaving properly.
9. Make corrections in a calm voice and do not argue.
10. 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.

MIDDLE/HIGH SCHOOL SCHEDULES & GRADING

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

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 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 appropriate building. **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.

PERSONAL DEVICES

As a professional educator, it is essential to model appropriate use of technology during the school day. Personal devices, including cell phones and smartwatches, should not be used during instructional time unless there is an urgent need and it does not disrupt student learning.

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 preparation period as defined in the teacher contract. 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 the absent management system- 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.
- 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 grading *-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 email, 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.**

All district staff will work their regular contracted hours unless specifically addressed in your negotiated agreement.

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.
- 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 Southwest Metro Intermediate District 288, a variety of support staff are available for qualifying students.

STAFF APPEARANCE

It is important as professionals that staff dress accordingly as an example for students. It is expected for both males and females to look the part of an educator. Monday through Friday will be considered days in which professional attire will be worn. No blue jeans Monday through Thursday. Blue jeans may be worn on Friday (but must not have any holes). At no time are

sweatpants, lounge pants, short skirts, shorts, or any attire that is more than 3 inches above the knee should be worn.

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. Exceptions to dress code may be made by the building administration based on student needs.

STAFF LOUNGE

Due to confidentiality, conversations in staff lounges should not include students. Dialogue should be 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. **Students are not allowed in Staff Lounges.**

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 a pass.

STUDENT 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 of 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 requests for substitutes are arranged through the absent management system.

SUPERVISION

Staff is expected to assist with supervision between class periods. A 4-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.

At the elementary level, staff is expected to actively supervise students at all times. This includes in the classrooms, hallways, lunchroom and outdoors.

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. **Students should never be left unsupervised. This includes leaving classrooms unattended.**

TECHNOLOGY

School technology and digital platforms, including district-issued devices and Google accounts, are intended for professional use in support of teaching, learning, and school operations. Staff should not use school accounts or devices to store or access personal files, photos, or sensitive information unrelated to their role. Doing so poses data security risks and may result in loss of access. Please note that district Google accounts are disabled during a leave of absence, including medical or personal leave, which may prevent access to any stored files or communications. Staff are encouraged to use personal platforms for personal storage to ensure continued access when not actively working.

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. 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 available to administration. 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.

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 for the end of the school year; 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. Any use of the facility on weekends is by school personnel only, unless working though community education.
2. 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.
3. School equipment is for school use only. School equipment needed for school activities out of district must be pre approved by building administration.

VOICEMAIL

The district provides voice mail for all staff. You are responsible for monitoring your mail at least twice daily.

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.

<u>Teacher Hours</u>		
Park LSH Elementary 7:30 am- 3:30 pm	Hilltop ALP 7:30 am -3:30 pm	MS/HS 7:30 am - 3:30 pm
<u>Student Hours</u>		
Park LSH Elementary 8:10 am - 3:10 pm	Hilltop ALP 8:00 am - 3:00 pm	MS/HS 8:10 am - 3:08 pm

Purpose of publishing hours is for parents to know when they can contact teachers during school hours.

Le Sueur-Henderson Public Schools



SUBSTITUTE TEACHER HANDBOOK 2025-2026

*Everything You Need to Know About Substitute Teaching...
But may not have time to ask!*

LeSueur-Henderson Public Schools
100 Kingsway Drive
Le Sueur, MN 56058
507-665-4600
www.isd2397.org



Le Sueur-Henderson Public Schools

Independent School District 2397

100 Kingsway Drive
Le Sueur, MN 56058
Phone: (507) 665-4600
www.isd2397.org

Dear Substitute Teacher,

Welcome to Le Sueur-Henderson Public Schools! We're excited to have you as part of our educational team. Your role as a substitute teacher is essential to the success of our schools—you help ensure continuity in learning and provide a safe, engaging environment for students when their regular teacher is absent.

At Le Sueur-Henderson, we believe substitutes do more than just "cover" classrooms. You are a vital part of our instructional program, delivering meaningful lessons, maintaining high standards, and upholding district values and policies. We appreciate your flexibility, professionalism, and dedication—especially when stepping into a new classroom, sometimes with little notice.

This handbook is designed to support you in your role by outlining expectations, offering helpful strategies, and providing practical tools for day-to-day success.

Together, we share a goal: delivering high-quality education for every student, every day. Thank you for being a part of that mission. We wish you a rewarding and successful school year!

Table of Contents

Expectations of Substitute Teachers	4
Anti-Harassment Policy Overview	4
Responsibilities & Duties	5
Before Classes Begin	5
During Each Class	5
At the End of Class	7
After Class	7
Daily Checklist	8
Check-In (Before School)	8
During the Day	8
End of Day	8
Classroom Management & Discipline	9
Classroom Management Tips	9
Emergency Procedures	10
Be Familiar With the Following:	10
Policies & Conduct	11
Confidentiality	11
Non-Discrimination & Equal Opportunity	11
Americans with Disabilities Act (ADA)	11
Harassment-Free Environment	11
Unlawful harassment includes (but is not limited to):	11
Technology Use	12
Payroll & Absence Reporting	12
Absence Management System: Frontline (formerly Aesop)	12
Phone Instructions	12
Online Access	13
Helpful Tips for Success	14
Contact Information	15
District Office	15
School Contacts	15
A Final Thought	15

Expectations of Substitute Teachers

As a substitute teacher at Le Sueur-Henderson Public Schools, you are expected to:

- Arrive 15–30 minutes before class begins and check in at the school office.
 - Pick up your Substitute Folder and classroom keys.
 - Dress professionally and appropriately for school.
 - Maintain a positive, respectful attitude with both students and staff.
 - Follow the classroom teacher's lesson plans and procedures.
 - Supervise students at all times—never leave a class unattended.
 - Promptly report any incidents or concerns to the building principal or designee.
 - Leave detailed notes for the returning teacher, outlining what was completed, any issues that arose, and observations about student behavior.
-

Anti-Harassment Policy Overview

General Statement

Le Sueur-Henderson Public Schools is committed to maintaining a learning and work environment free from all forms of unlawful harassment, including sexual harassment. This policy applies to all programs, activities, and operations within the district.

All students, staff, teachers, administrators, and other school personnel are responsible for promoting and maintaining a respectful environment. Harassment will not be tolerated on school property or at school-sponsored events.

Substitute teachers are expected to understand and follow this policy, including the requirement to report any concerns related to harassment to a supervisor or administrator immediately.

A full explanation of the anti-harassment policy, including examples and procedures, is included later in this handbook.

Responsibilities & Duties

Before Classes Begin

1. **Write your name on the whiteboard** so students can address you appropriately.
 2. **Review the lesson plans and materials** thoroughly, including the Teacher's Edition of textbooks if available.
 3. **Make brief notes or summaries** to help guide your instruction and improve delivery.
 4. **Anticipate student questions** and prepare clear responses.
 5. In elementary classrooms, where breaks are minimal, **review upcoming lessons while students are engaged** in current activities.
 6. **Monitor the hallway near your classroom** during class transitions to help maintain a safe and orderly environment
-

During Each Class

1. **Start promptly when the bell rings.**
 - Ask students to be seated.
 - Greet the class, introduce yourself, and smile.
2. **Follow the provided lesson plan**, making note of any necessary adjustments.
3. **Present a clear overview** of the day's objectives and any connections to previous lessons (especially if you're returning to the same class).
4. **Students needing to leave the classroom** must use the provided sign-in and out sheet.
5. **Introduce the first activity**, including:
 - The lesson title or topic
 - Objectives (write them on the board)

- Student roles (reading, note-taking, group work, etc.)
- Time expectations
- Related homework or follow-up activities
- How students will be assessed (discussion, quiz, project, etc.)

6. Engage students actively:

- Give clear instructions and explanations
- Use the board or visual cues to emphasize key points
- Watch for signs of confusion and adjust your pace accordingly

7. Circulate around the classroom during seat work or group activities:

- Offer praise and encouragement
- Provide support and corrections as needed

8. Keep the pace moving:

- Stay organized to avoid downtime
- Ask responsible students to assist with passing out/collecting materials

9. Vary activities to keep students engaged, especially younger learners with shorter attention spans.

10. Call on students randomly to ensure participation.

11. Transition between activities smoothly:

- Step 1: Summarize the completed activity
 - Step 2: Pause for questions
 - Step 3: Introduce the next activity
-

At the End of Class

1. **Collect all student work** and:
 - Secure it with clips or rubber bands
 - Label with the class and assignment
 - Confirm with students that all work has been submitted
 2. **Review key points from the lesson:**
 - Summarize goals and activities
 - Ask/answer questions to reinforce learning
 - Connect the lesson to broader objectives
 3. **Preview the next class** (if known).
 4. **Explain homework assignments** clearly:
 - Review examples
 - Ensure students understand expectations and deadlines
 - Provide directions for the materials needed next time
 5. **Give students specific cleanup instructions:**
 - Assign clear roles (e.g., “First person in each row, collect the dictionaries.”)
 6. **Thank students** for their participation and let them know their teacher will hear about their work and behavior.
-

After Class

- **Organize and label student work** for the regular teacher.
 - **Leave a detailed note** summarizing what was covered, student behavior, and any follow-ups needed.
 - **Return any borrowed materials** before signing out for the day.
-

Daily Checklist

Check-In (Before School)

- Report to the main office **at least 15 minutes before school starts**.
- Sign in and receive:
 - Classroom assignment
 - Keys
 - Substitute folder (including policies, class lists, bell schedules, etc.)

During the Day

- Follow all school rules and procedures.
- Introduce yourself to students and take attendance.
- Set clear expectations for behavior and learning.
- Keep students supervised at all times—**never leave them unattended**.
- Lock the classroom door when leaving the room.
- Ask nearby staff for assistance if needed.

End of Day

- Straighten up the classroom.
- Leave a note for the regular teacher.
- Return keys and materials.
- Sign out at the main office.

Classroom Management & Discipline

An effective substitute teacher creates a classroom environment where academic success is expected, students feel safe, and routines are clear and consistent.

Maintaining effective classroom discipline is essential. It sets the tone for learning, minimizes disruptions, and helps you build credibility with students. Often, students will "test" a substitute to see how much they can push boundaries—how you respond will make all the difference.

Remain calm, consistent, fair, and professional at all times. Your attitude and preparation can prevent most issues before they arise.

Classroom Management Tips

1. **Know the school's discipline plan.** Ask an administrator about any building-specific procedures or expectations.
2. **Use appropriate titles** when addressing and referring to students and adults (Mr., Mrs., Ms., etc.).
3. **Maintain a professional distance.** Be friendly, but remember—you are a leader, not a peer.
4. **Establish clear rules** early and enforce them consistently.
5. **Use positive peer influence.** Do not punish the entire class for the actions of one student.
6. **Praise appropriate behavior** and reinforce expectations throughout the day.

7. **Move around the room** while teaching to monitor behavior and deter disruptions.
 8. **Use nonverbal cues** (eye contact, proximity, gestures) before resorting to verbal corrections.
 9. **Go to the students when they ask for help** to reduce classroom movement and noise.
 10. **Wait for full attention** before speaking. Avoid shouting or sarcasm.
 11. **Never use corporal punishment. Do not touch students.**
 12. **Stay prepared and keep students engaged.** Downtime often leads to misbehavior.
 13. **Stay positive and professional**, even in challenging situations.
 14. **Seek help from the administration** if serious issues arise. Don't try to manage everything alone.
-

Emergency Procedures

Your safety and the safety of students is our highest priority. As a substitute teacher, it's essential to be familiar with emergency procedures and know how to respond quickly and calmly in any situation.

You will receive the “**I Love U Guys**” **Standard Response Protocol** guide in your yellow substitute folder—please review it upon arrival.

Be Familiar With the Following:

- **Fire and Evacuation Procedures**
 - Know the exit route posted in the classroom.
 - Keep students together and take attendance after evacuation.
- **Lockdown Protocols**
 - Understand procedures for lockdown, lockout, shelter, and hold.
 - Follow directives immediately and ensure student compliance.

- **Severe Weather Procedures**

- Know where to move students during tornado warnings or other weather-related alerts.

- **Medical Emergencies**

- Call the office immediately.
- Do not attempt to move an injured student unless they are in immediate danger.
- If a student expresses health concerns, notify office staff right away.

Policies & Conduct

As a representative of Le Sueur-Henderson Public Schools, you are expected to uphold the highest standards of professionalism and integrity. Please familiarize yourself with the following district policies:

Confidentiality

- **Student information is protected under FERPA (Family Educational Rights and Privacy Act).**

Do not discuss student grades, behaviors, or personal details with anyone except authorized staff.

Non-Discrimination & Equal Opportunity

Le Sueur-Henderson Public Schools is committed to providing a respectful and inclusive environment. The district does not discriminate based on race, ethnicity, national origin, gender, disability, marital status, or age in any of its programs, services, or employment opportunities.

Americans with Disabilities Act (ADA)

We comply fully with the ADA. Any individual with a qualified disability is entitled to reasonable accommodations to perform the essential functions of their job.

Harassment-Free Environment

The district prohibits all forms of unlawful harassment, including sexual harassment. All employees and students have the right to work and learn in an environment free from intimidation or hostility.

Unlawful harassment includes (but is not limited to):

- Unwelcome sexual advances or requests
- Verbal abuse or inappropriate comments related to race, gender, or orientation
- Physical contact or gestures of a sexual or threatening nature
- Derogatory jokes, slurs, or offensive materials displayed in the workplace

Note: Any sexual contact between a staff member and a student is a criminal offense, regardless of consent.

If you witness or experience any form of harassment, **report it immediately** to an administrator. Retaliation against anyone who makes or supports a complaint is strictly prohibited.

Technology Use

Substitutes are expected to use school technology professionally and in accordance with district guidelines. Do not take photos of students, access personal accounts, or use school devices for non-educational purposes.

Payroll & Absence Reporting

Substitute teachers are paid through the district's payroll system and are required to manage their availability and job assignments using the district's absence management system.

Absence Management System: Frontline (formerly Aesop)

Substitute jobs are posted through the **Frontline** system. You can accept jobs either online or by phone.

Phone Instructions

When Frontline calls:

- Press **1** to hear and accept a job
- Enter your **PIN** to confirm
- Press **1** to accept the job
- Press **2** to repeat job details
- Press **3** to decline but receive more calls today
- Press **4** to decline and block further calls for the day

If unavailable, you may press **2** or **3** when prompted.

To call in:

- Dial **1-800-942-3767**
- Enter your **ID and PIN**
- Press **1** to hear available assignments
- Use menu options to:
 - Accept, repeat, skip, or return to previous jobs
 - Review or cancel upcoming assignments
 - Manage personal settings (e.g., phone number, PIN)

Online Access

Visit: www.aesoponline.com

- Log in with your ID and PIN

- View job postings, manage availability, and access help resources

Tip: Download the **Substitute QuickStart Guide** in the "Substitute Help" section under Frontline Support for a full walkthrough.

Helpful Tips for Success

Your flexibility and professionalism make a difference in every classroom you enter. These suggestions can help you have a successful day and leave a positive impression on both students and staff.

- **Review lesson plans thoroughly** before students arrive. If something is unclear, ask a nearby staff member for clarification.
 - **Start the day with confidence.** Introduce yourself clearly and write your name on the board.
 - **Set a calm and structured tone early.** Establish expectations at the beginning of each class or period.
 - **Keep students engaged.** Use the lesson plans, but also bring a few age-appropriate backup activities or time-fillers in case of unexpected gaps.
 - **Remain calm and consistent** when addressing behavior. Use the school's discipline procedures and maintain a professional demeanor.
 - **Use positive reinforcement** to acknowledge student cooperation and effort.
 - **Stay visible and active.** Circulating the room helps manage behavior and shows you're attentive.
 - **Communicate with the regular teacher.** Leave notes about what was covered, student behavior, and anything that requires follow-up.
 - **Reflect at the end of the day.** Consider what went well and where you can improve for next time.
-

Contact Information

If you have questions or need support, please reach out. We're here to help you succeed.

District Office

Le Sueur-Henderson Public Schools

100 Kingsway Drive

Le Sueur, MN 56058

Phone: 507-665-4600

Website: www.isd2397.org

School Contacts

LSH Elementary

Principal: Darren Kern

Phone: 507-665-4703

Email: dkern@isd2397.org

Le Sueur-Henderson Middle/High School

Principal: Cindy Schmidt

Phone: 507-665-5803

Email: cschmidt@isd2397.org

A Final Thought

Without the dedication of professional, caring substitutes like you, our district could not function smoothly. Your work supports our students' learning and ensures their success, even on days when their regular teacher cannot be present.

We hope this handbook provides the tools and confidence you need to feel supported in your role. Thank you for choosing to serve with Le Sueur-Henderson Public Schools!