

Regular School Board Meeting of ISD 857

Monday, August 22, 2022 6:00 PM

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

I. Call Meeting to Order	Speaker(s): Board Chair
II. Pledge of Allegiance.	Speaker(s): Board Chair
III. Quorum Call Brummer Koverman Maki Meisch Meyer Pringle Sommer	Speaker(s): Board Chair
IV. Approve the August 22, 2022 Meeting Agenda	Speaker(s): Board Chair
V. Open Forum Guideline: Three minutes per speaker; 15 minutes maximum. Complaints about personnel or individuals are prohibited. Speakers must be physically present with the Board to speak. No Board action is taken during the Open Forum. This is the only time during the Board meeting that audience participation is allowed unless scheduled prior.	Speaker(s): Board Chair
VI. Consent Agenda Board Meeting Minutes: July 11, 2022 Financial Reports <ul style="list-style-type: none">• Board Bills• Miscellaneous Payments• Wire Payments• July 31, 2022 Bank Reconciliation	Speaker(s): Board Chair
VII. Approve maternity leave request from Renee VanderPlas from approximately November 17, 2022 - January 2, 2023. Accept the resignation of Jacob Ledger, teacher, effective for the 2022-2023 school year.	
VIII. Accept the resignation of Eleanor Ledger, teacher, effective for the 2022-2023 school year. Approve FMLA Leave for Erin Spencer, teacher, beginning August 29, 2022 Approve hire of Samuel Pedersen - PE/Health Teacher at BA+20/Step 3 in accordance with	

2021-2023 EdMN/L-A Master Agreement.

Approve hire of Rhiannon Reinardy as Speed/Strength/Agility Coordinator in accordance with EdMN/L-A Master Agreement effective Fall 2023.

Approve Fall Coaches:

Football

Head: Brent Olson
Ass't: Ethan Scheck
Ass't: Todd Stokke
Ass't: Joel Ellinghysen
JH: Kaleb Stoppelmoor
JH: Ben Oevering

Volleyball

IX. Head: Tanya LeJeune
Ass't: Liza Kennedy
9th Grade: Ashley Franzen
JH Coach: Amy Kelly
JH Coach: Taylor Nelson

Cross Country

Head: Matt Kingsbury
Ass't: Sebastian Kingsbury

Approve Rhiannon Reinardy as a daily teacher substitute at the rate of \$120.00 per day through Teachers on Call.

Approve James Young as a daily teacher substitute at the rate of \$130.00 per day through Teachers on Call.

Approve hire of Tyler Wiese , HS Science Teacher at BA/Step 1 in accordance with the EdMN/L-A 2021-2023 Master Agreement.

Approve hire of Jessica Clegg, HS English Teacher at BA/Step 6 in accordance with the EdMN/L-A 2021-2023 Master Agreement.

Approve hire of Caitlyn Speece, paraprofessional, at the rate of \$14.00/hour effective September 6, 2022.

Approve Mari Jo Starks as CEU Coordinator in accordance with the EdMN/L-A 2021-2023 Master Agreement.

Approve hire of Zachary Vix as Special Education Teacher at BA/Step 3 in accordance with the 2021-2023 EdMN/L-A Master Agreement.

Approve hire of Patrick Reuter, Special

Education Teacher at BA/Step 1 in accordance with the 2021-2023 EdMN/L-A Master Agreement.

Approve Connie Sikkink lane change from MA to MA/10.

Approve Vicky Greden lane change from MA to MA/10.

X. Public Comment on 2022-2023 Safe Learning Plan

XI. 2022-2023 Safe Learning Plan

XII. Policy and Chart on 2nd Reading

Speaker(s): Board
Chair

Policy 616 School District System
Accountability

XIII. Public Comment on New Fee of \$10.00 for Transcript Requests more than 10 years past the students' attendance in the L-A School District.

XIV. Fee of \$10.00 for copies of transcripts more than 10 years after having left the Lewiston - Altura School District.

XV. Set 2022-2023 Meal Prices

Current Price

PK-12 Breakfast: \$1.40

PK-4 Lunch: \$2.45

Gr. 5-12: \$2.70

Milk: \$0.50

Adults: \$3.80

Proposed Price

\$1.65

\$2.70

\$2.95

No change.

\$3.85 (set by the State)

XVI. Approve Contract with Arnold's for Cleaning Altura Intermediate School

XVII. Accept fuel bid from High Plains Cooperative for \$0.09 above rack price for unleaded gasoline and diesel fuels delivered to the Bus Garage.

XVIII. 2022-2023 Employee Handbook

XIX. 2022-2024 Support Staff Handbook

XX. 2022-2024 School Bus and Supplemental (Van) Driver Handbook

XXI. 2022-2023 Elementary and Intermediate Parent Handbook

XXII. 2022-2023 High School Student Handbook

XXIII. School Bus Pick Up and Drop Off at Winona Crossing Shopping Center.

XXIV. PK-6 Principal's Report

Speaker(s): Principal
Dave Riebel

XXV. High School Principal's Report

Speaker(s): Dr. Cory
Hanson

XXVI. Superintendent's Report

Speaker(s):
Superintendent Carman

XXVII. Board Representative for Continuing
Education Committee

XXVIII. Board Committee Reports

Speaker(s) :

Superintendent Carman

XXIX. Future Meeting Schedule

L-A Facilities Task Force, August 23, 6:00pm

HS Library

Regular Board Meeting, September 12, 6:00pm, HS

Library

XXX. Adjourn

**LEWISTON-ALTURA SCHOOLS
DISTRICT #857**

LANE CHANGE APPLICATION

This is to notify you that I will have completed 4 credits to change my status from:

MA lane 13 step to

MA+10 lane 13 step.

This is in accordance with Article VI, Section 4, Subdivision 3 of the Master Agreement.

Subd. 3. Effective Date: Requests for changes in salary due to lane changes will require an official transcript as proof of successful completion of credit and must be submitted prior to February 1, and September 1. Approval of lane changes will be considered at the next regularly scheduled School Board meeting after the required official transcript of credit with final grade and a completed lane change application has been received by the Superintendent. Payment for the new lane change will be effective on February 1st, and September 1st if the request for the lane change is received prior to the respective date and the School Board approves the request even if the approval meeting comes after the designated date.

Teacher's name: Connie Sikkink Print or type

Teacher's Signature: Connie Sikkink Date: 8-10-22

Date Received in District Office: 8/11/2022

Signature of Person Receiving Application: Gwen Carman

MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
ISD #857
July 11, 2022

A regular meeting of the School Board of Independent School District #857 was held on July 11, 2022. The Board members met in the High School Library. Members Koverman, Maki, Meisch, Meyer, Brummer, Pringle, Sommer were present.

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

Motion by Maki and second by Sommer to approve the July 11th agenda. MCU.

Motion by Koverman and second by Meyer to approve the Consent Agenda. MCU.

Motion by Meisch and second by Pringle to approve the purchase of a 2019 Dodge Caravan for \$23,658.78. MCU,

Motion by Brummer, second by Meyer to approve 2022-2023 Activity Fees as proposed. MCU.

Motion by Meyer, second by Pringle to approve the following policies on a 2nd Reading: 206 Public Participation; 722 Public Data Request and 722F Form; 521 Student Disability Nondiscrimination; 101 Legal Status of the School District; 103 Complaints – Students, Employees, Parents, Other Persons; 304 Superintendent Contract, Duties and Evaluation; 401 Equal Employment Opportunity; 403 Discipline, Suspension and Dismissal of School District Employees; 407 Employee Right to Know – Exposure to Hazardous Substances; 408 Subpoena of a School District Employee, 409 Employee Publications, Instructional Materials, Inventions and Creations. MCU.

Motion by Sommer, second by Koverman to approval the following policy on a 1st Reading: Policy 616 School District System Accountability. MCU.

Superintendent Carman presented a report.

Board Committee reports were discussed.

Motion by Koverman, seconded by Brummer to adjourn the meeting at 7:13pm. MCU.

Melissa Meisch, Clerk

**LEWISTON-ALTURA SCHOOLS
DISTRICT #857**

LANE CHANGE APPLICATION

This is to notify you that I will have completed 10 credits to change my status from:

MA lane 14 step to
MA+10 lane 14 step.

This is in accordance with Article VI, Section 4, Subdivision 3 of the Master Agreement.

Subd. 3. Effective Date: Requests for changes in salary due to lane changes will require an official transcript as proof of successful completion of credit and must be submitted prior to February 1, and September 1. Approval of lane changes will be considered at the next regularly scheduled School Board meeting after the required official transcript of credit with final grade and a completed lane change application has been received by the Superintendent. Payment for the new lane change will be effective on February 1st, and September 1st if the request for the lane change is received prior to the respective date and the School Board approves the request even if the approval meeting comes after the designated date.

Teacher's name: Vicky Greden Print or type

Teacher's Signature: Vicky Greden Date: 8-14-22

Date Received in District Office: 8/15/22

Signature of Person Receiving Application: Gwen Carman

Official Graduate Academic Record

Page 1 of 1

Student ID: 756286

Name: Victoria Greden
16764 County Rd 114
Altura, MN 55910

Print Date: 08/04/2022

SENT TO

Victoria Greden
16764 County Rd 114
Altura, MN 55910

ISSUED TO STUDENT

----- Summer 2021 -----
EDUC 660LE 5853:MovingBody.ThinkBrainPreK-3 3.0 A

	Attempt	Passed	'S' hrs	Gpt hrs	Gpts	GPA
Ses	3.00	3.00	0.00	3.00	12.00	4.00
Cum	3.00	3.00	0.00	3.00	12.00	4.00

----- Fall 2021 -----
EDUC 666L 506:LiteracyLearn:BuildingBlocks 3.0 A

	Attempt	Passed	'S' hrs	Gpt hrs	Gpts	GPA
Ses	3.00	3.00	0.00	3.00	12.00	4.00
Cum	6.00	6.00	0.00	6.00	24.00	4.00

----- Summer 2022 -----
EDUC 620LN 5444:Inspire Student-Drive Learn 1.0 A
EDUC 639LE 5838:ChallengChild:StratArtyChcls 3.0 A

	Attempt	Passed	'S' hrs	Gpt hrs	Gpts	GPA
Ses	4.00	4.00	0.00	4.00	16.00	4.00
Cum	10.00	10.00	0.00	10.00	40.00	4.00

	Attempt	Passed	'S' hrs	Gpt hrs	Gpts	GPA
AURes	10.00	10.00	0.00	10.00	40.00	4.00
Tranf	0.00	0.00	0.00	0.00	0.00	0.00
Cum	10.00	10.00	0.00	10.00	40.00	4.00

THIS TRANSCRIPT IS PRINTED ON BLUE SCRIP-SAFE PAPER AND DOES NOT REQUIRE A RAISED SEAL

EXPLANATORY LEGEND AND AUTHENTICITY STATEMENT APPEAR ON REVERSE SIDE

Lewiston-Aitara Public Schools
AUGUST 2022 Misc Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P301CK	63583		Check	1	6957		Children's Museum of La Crosse		Yes	No	Yes	7/21/2022	0.00
001	P301CK	63584		Check	1	6957		Children's Museum of La Crosse		Yes	No	Yes	7/21/2022	0.00
001	P301CK	63464	72727	Check	1	6957		Children's Museum of La Crosse		Yes	No	Yes	7/21/2022	0.00
001	P301CK	63511	72772	Check	1	3301		Bond Trust Services Corp.		Yes	Yes	No	7/18/2022	(300.00)
001	P031P1	63516	72774	Check	1	5594		ALTRA FEDERAL CREDIT UNION		Yes	Yes	No	7/20/2022	25,550.00
001	P031P1	63519	72775	Check	1	6406		Ameritas Life Insurance Corp		Yes	Yes	No	7/20/2022	30.00
001	P031P1	63515	72776	Check	1	4851		Bremer Bank		Yes	No	No	7/20/2022	88.66
001	P031P1	63517	72777	Check	1	6265		HOME FEDERAL SAVINGS BANK		Yes	No	No	7/20/2022	450.00
001	P031P1	63520	72778	Check	1	6461		ISD 857 - Flex Plan Checking		Yes	No	No	7/20/2022	42.50
001	P031P1	63512	72779	Check	1	17090		MADISON NATIONAL LIFE		Yes	No	No	7/20/2022	1,310.06
001	P031P1	63514	72780	Check	1	4786	R1	Merchants Bank		Yes	No	No	7/20/2022	535.08
001	P031P1	63518	72781	Check	1	6283		MinnWest Bank Group		Yes	No	No	7/20/2022	730.00
001	P031P1	63513	72782	Check	1	3545		Winona National Bank		Yes	No	No	7/20/2022	30.00
001	P031P1	63538	72783	Check	1	6737		A-1 Mobile Storage Service		Yes	Yes	No	7/20/2022	160.00
001	P031CK	63530	72784	Check	1	2671	R1	CDW-Government		Yes	No	No	7/20/2022	134.00
001	P031CK	63542	72785	Check	1	6940		Connecting to Learn LLC		Yes	No	No	7/20/2022	2,500.00
001	P031CK	63525	72786	Check	1	1366		CUSTOM ALARM		Yes	No	No	7/20/2022	285.00
001	P031CK	63525	72786	Check	1	1366		CUSTOM ALARM		Yes	No	Yes	7/20/2022	464.22
001	P031CK	63534	72787	Check	1	5100		DELTA DENTAL OF MINNESOTA		Yes	No	Yes	8/4/2022	(464.22)
001	P031CK	63540	72788	Check	1	6919		G & B Environmental	S Corporation	Yes	Yes	No	7/20/2022	2,302.77
001	P031CK	63521	72789	Check	1	06170	R1	CHEYER INSTRUTIONAL PRODUCTS		Yes	Yes	No	7/20/2022	3,823.82
001	P031CK	63529	72790	Check	1	2524		GRAINGER		Yes	Yes	No	7/20/2022	94.75
001	P031CK	63537	72791	Check	1	6398		Illuminate Education		Yes	Yes	No	7/20/2022	207.36
001	P031CK	63535	72792	Check	1	5865		Loffler Companies -- 131511		Yes	No	No	7/20/2022	390.00
001	P031CK	63533	72793	Check	1	5030	R1	MASIMS		Yes	Yes	No	7/20/2022	653.25
001	P031CK	63522	72794	Check	1	12143		MINNESOTA ASSOCIATION OF SCHOOL		Yes	No	No	7/20/2022	405.00
001	P031CK	63532	72795	Check	1	4877		MINNESOTA Public Employees Insurance		Yes	Yes	No	7/20/2022	1,330.00
001	P031CK	63523	72796	Check	1	12447		MREA		Yes	No	No	7/20/2022	32,223.58
001	P031CK	63524	72797	Check	1	12751		NASSP		Yes	No	No	7/20/2022	1,977.00
001	P031CK	63531	72798	Check	1	2995		NWEA		Yes	Yes	No	7/20/2022	385.00
001	P031CK	63526	72799	Check	1	17077		REGION V COMPUTER SERVICES		Yes	Yes	No	7/20/2022	715.00
001	P031CK	63527	72800	Check	1	18110		SCHOLASTIC News		Yes	Yes	No	7/20/2022	3,539.25
001	P031CK	63528	72801	Check	1	18397		SOUTHEAST SERVICE COOPERATIVE		Yes	Yes	No	7/20/2022	249.90
001	P031CK	63541	72802	Check	1	6939		SUNBELT STAFFING		Yes	Yes	No	7/20/2022	1,085.00
001	P031CK	63536	72803	Check	1	6019		The Hanover Insurance Group		Yes	Yes	No	7/20/2022	480.00
001	P031CK	63539	72804	Check	1	6833		Turnitin, LLC		Yes	No	No	7/20/2022	25.00
001	P22AP1	63551	72805	Check	1	2183		B & S Rentals Inc.		Yes	No	No	7/20/2022	1,575.00
001	P22AP1	63568	72806	Check	1	6168		Cintas		Yes	No	No	7/20/2022	480.00
001	P22AP1	63555	72807	Check	1	2707		City of Lewiston		Yes	Yes	No	7/20/2022	105.10
001	P22AP1	63547	72808	Check	1	1366		CUSTOM ALARM		Yes	Yes	No	7/20/2022	1,257.08
001	P22AP1	63571	72809	Check	1	3174		Excel Images Inc.		Yes	Yes	No	7/20/2022	282.00
001	P22AP1	63557	72810	Check	1	6891		Harter's Trash & Recycling Inc		Yes	Yes	No	7/20/2022	953.63
001	P22AP1	63557	72811	Check	1	3210		HBC		Yes	Yes	No	7/20/2022	1,800.75
001	P22AP1	63559	72812	Check	1	4085		IEA, INC		Yes	Yes	No	7/20/2022	2,266.97
001	P22AP1	63567	72813	Check	1	6158		Innovative Therapy Solutions, LLC		Yes	No	No	7/20/2022	939.06
001	P22AP1	63563	72814	Check	1	5863		International Owl Center		Yes	Yes	No	7/20/2022	300.00
001	P22AP1	63543	72815	Check	1	10081		KING LUMBER		Yes	Yes	No	7/20/2022	116.80
001	P22AP1	63544	72816	Check	1	10141		KWIK TRIP		Yes	Yes	No	7/20/2022	975.21
001	P22AP1	63566	72817	Check	1	6000		Laura Ingalls Wilder Museum/Peppin		Yes	No	No	7/20/2022	41.00
001	P22AP1	63545	72818	Check	1	11260		LEWISTON JOURNAL		Yes	No	No	7/20/2022	841.55

001	P22AP1	63564	72819	Check	1	5865	R1	Loffler Companies -- 131511	Yes	No	7/20/2022	144.83
001	P22AP1	63546	72820	Check	1	12315		M & M LAWIN & LEISURE	Yes	No	7/20/2022	908.31
001	P22AP1	63565	72821	Check	1	5966		MEnergy Cooperative	Yes	No	7/20/2022	13,569.55
001	P22AP1	63558	72822	Check	1	3571		MINNESOTA ENERGY RESOURCES	Yes	No	7/20/2022	3,103.57
001	P22AP1	63553	72823	Check	1	2447		Minnesota Tech for Success	Yes	No	7/20/2022	2,050.00
001	P22AP1	63548	72824	Check	1	1379		MODERN READY MIX	Yes	No	7/20/2022	678.50
001	P22AP1	63568	72825	Check	1	6280		Music Mart	Yes	No	7/20/2022	201.20
001	P22AP1	63573	72826	Check	1	8960		Pure Intensity Basketball LLC	Yes	No	7/20/2022	1,200.00
001	P22AP1	63549	72827	Check	1	17077		REGION V COMPUTER SERVICES	Yes	No	7/20/2022	3,150.00
001	P22AP1	63570	72828	Check	1	6411		Riverside Insights	Yes	No	7/20/2022	675.00
001	P22AP1	63552	72829	Check	1	2363		SHERWIN WILLIAMS	Yes	No	7/20/2022	900.00
001	P22AP1	63550	72830	Check	1	18397		SOUTHEAST SERVICE COOPERATIVE	Yes	No	7/20/2022	900.00
001	P22AP1	63581	72831	Check	1	4738		Southern Minnesota Inspection	Yes	No	7/20/2022	2,109.80
001	P22AP1	63572	72832	Check	1	6939		SUNBELT STAFFING	Yes	No	7/20/2022	336.00
001	P22AP1	63562	72833	Check	1	5318		The McDowell Agency, Inc.	Yes	No	7/20/2022	10.00
001	P22AP1	63560	72834	Check	1	4448		VERIZON WIRELESS	Yes	No	7/20/2022	321.40
001	P22AP1	63564	72835	Check	1	2581		WINONA WELDING & SANDBLASTING,	Yes	No	7/20/2022	1,019.00
001	P301CK	63585	72836	Check	1	6957	R1	Children's Museum of La Crosse	Yes	No	7/21/2022	294.00
001	P22AP2	63601	72837	Check	1	3128		Amazon Capital Services	Yes	No	8/4/2022	2,558.56
001	P22AP2	63607	72838	Check	1	6933		APEX FENCE	Yes	No	8/4/2022	3,729.00
001	P22AP2	63605	72839	Check	1	6168		Cintas	Yes	No	8/4/2022	52.55
001	P22AP2	63596	72840	Check	1	11085	R1	CLIFTON LARSON ALLEN LLP	Yes	No	8/4/2022	1,996.00
001	P22AP2	63599	72841	Check	1	3012		Equiparts Corp	Yes	No	8/4/2022	73.92
001	P22AP2	63603	72842	Check	1	3737		Hiawatha Valley Ed District	Yes	No	8/4/2022	7,603.66
001	P22AP2	63610	72843	Check	1	6965		MIENK, ISAAH	Yes	No	8/4/2022	126.65
001	P22AP2	63609	72844	Check	1	6964		NELSON, KAMEA	Yes	No	8/4/2022	63.33
001	P22AP2	63602	72845	Check	1	3282		Kennedy & Graven Chartered	Yes	No	8/4/2022	916.50
001	P22AP2	63606	72846	Check	1	6827		Kennedy, Rylee	Yes	No	8/4/2022	190.00
001	P22AP2	63608	72847	Check	1	6950		Lexia	Yes	No	8/4/2022	1,980.00
001	P22AP2	63604	72848	Check	1	5865	R1	Loffler Companies -- 131511	Yes	No	8/4/2022	4.52
001	P22AP2	63600	72849	Check	1	3098	R1	Pan-C-Gold Baking Company	Yes	No	8/4/2022	23.16
001	P22AP2	63597	72850	Check	1	18397		SOUTHEAST SERVICE COOPERATIVE	Yes	No	8/4/2022	50.00
001	P302CK	63625	72851	Check	1	1883	R1	XCEL ENERGY	Yes	No	8/4/2022	1,095.54
001	P302CK	63614	72852	Check	1	3128	R1	Amazon Capital Services	Yes	No	8/4/2022	68.31
001	P302CK	63631	72853	Check	1	4988	R1	Apple Inc.	Yes	No	8/4/2022	100.00
001	P302CK	63616	72854	Check	1	00420		ARNOLD'S SUPPLY	Yes	No	8/4/2022	2,479.75
001	P302CK	63631	72855	Check	1	3805	R1	Auto Owners Insurance	Yes	No	8/4/2022	1,149.31
001	P302CK	63616	72856	Check	1	5631	R1	BSN Sports, LLC	Yes	No	8/4/2022	2,356.60
001	P302CK	63639	72857	Check	1	1114		Century Link	Yes	No	8/4/2022	221.80
001	P302CK	63619	72858	Check	1	6168		Cintas	Yes	No	8/4/2022	52.55
001	P302CK	63637	72859	Check	1	1366	Remit	CUSTOM ALARIM	Yes	No	8/4/2022	248.04
001	P302CK	63626	72860	Check	1	5793		Employers Preferred Ins. Co.	Yes	No	8/4/2022	3,461.00
001	P302CK	63615	72861	Check	1	3174	R1	Excel Images Inc.	Yes	No	8/4/2022	1,055.01
001	P302CK	63621	72862	Check	1	2135		FASTENAL COMPANY	Yes	No	8/4/2022	1,730.00
001	P302CK	63634	72863	Check	1	5090		HUDL	Yes	No	8/4/2022	8,700.00
001	P302CK	63636	72864	Check	1	5693		IXL	Yes	No	8/4/2022	997.00
001	P302CK	63615	72865	Check	1	4845		KELLY, KRISTIN	Yes	No	8/4/2022	1,557.30
001	P302CK	63624	72866	Check	1	11015	R1	LAKESHORE	Yes	No	8/4/2022	178.54
001	P302CK	63617	72867	Check	1	3038		Lewisston Hardware, LLC	Yes	No	8/4/2022	276.11
001	P302CK	63638	72868	Check	1	11290		LEWISTON POST OFFICE	Yes	No	8/4/2022	250.00
001	P302CK	63630	72869	Check	1	5865	R1	Loffler Companies -- 131511	Yes	No	8/4/2022	704.27
001	P302CK	63629	72870	Check	1	3659		Minnesota Department of Health	Yes	No	8/4/2022	180.00
001	P302CK	63618	72871	Check	1	3571		MINNESOTA ENERGY RESOURCES	Yes	No	8/4/2022	724.64
001	P302CK	63623	72872	Check	1	12540		MISSISSIPPI WELDERS SUPPLY	Yes	No	8/4/2022	131.75
001	P302CK	63620	72873	Check	1	1452	R3	OTC Brands, Inc.	Yes	No	8/4/2022	81.70
001	P302CK	63641	72874	Check	1	2910		PIONEER ATHLETICS	Yes	No	8/4/2022	57,583.00
001	P302CK	63641	72875	Check	1	6704		Quadrant Finance USA, INC.	Yes	No	8/4/2022	39.82

Lewiston-Aktura Public Schools
AUGUST 2022 Wire Payments

Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P031P1	63574		Wire	1	1053		MINNESOTA ELECTRONIC FUNDS		No	Yes	No	7/20/2022	7,600.13
001	P031P1	63575		Wire	1	1054		FEDERAL TAXES		No	Yes	No	7/20/2022	49,059.11
001	P031P1	63576		Wire	1	18600		MINNESOTA TEACHERS RETIREMENT		No	Yes	No	7/20/2022	28,813.29
001	P031P1	63577		Wire	1	18610		Public Employers Retirement Association		No	Yes	No	7/20/2022	7,015.97
001	P031P1	63578		Wire	1	4373		ING		No	Yes	No	7/20/2022	2,387.82
001	P031P1	63579		Wire	1	6496		EDUCATORS BENEFIT CONSULTANTS		No	Yes	No	7/20/2022	8,709.77
001	P031P1	63580		Wire	1	1054		FEDERAL TAXES		No	Yes	No	7/20/2022	84.88
001	P031P1	63581		Wire	1	18610		Public Employers Retirement Association		No	Yes	No	7/20/2022	77.85
001	P031P1	63611		Wire	1	3153		Merchants Bank - Fees		No	Yes	No	7/31/2022	96.95
001	P031P1	63612		Wire	1	6283		MinnWest Bank Group		No	Yes	No	7/31/2022	205.51
001	P031P1	63613		Wire	1	6921		MEDICA		No	Yes	No	7/31/2022	23,397.00
001	P301P2	63645		Wire	1	1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	8/5/2022	7,453.87
001	P301P2	63646		Wire	1	1054		FEDERAL TAXES		No	No	No	8/5/2022	47,433.11
001	P301P2	63647		Wire	1	18600		MINNESOTA TEACHERS RETIREMENT		No	No	No	8/5/2022	27,988.87
001	P301P2	63648		Wire	1	18610		Public Employers Retirement Association		No	No	No	8/5/2022	6,911.44
001	P301P2	63649		Wire	1	6496		EDUCATORS BENEFIT CONSULTANTS		No	No	No	8/9/2022	8,709.77
001	P301P2	63665		Wire	1	4373		ING		No	No	No	8/9/2022	2,387.82
001	P031P1	63666		Wire	1	1053		MINNESOTA ELECTRONIC FUNDS		No	No	No	8/9/2022	118.93
001	P031P1	63667		Wire	1	1054		FEDERAL TAXES		No	No	No	8/9/2022	947.69
001	P031P1	63668		Wire	1	18610		Public Employers Retirement Association		No	No	No	8/9/2022	556.56

Bank Total:

\$229,955.94

Report Total:

\$229,955.94

Lewiston - Altura Public Schools

July 2022 Bank Reconciliation

	Beg. Balance 6/30/2022	Receipts	Disbursements	Journal Entry	End. Balance 7/31/2022
MinnWest Bank #200014	514,549.59	230,533.42	685,596.88		59,486.13
Merchants Bank	19,904.06	316,000.00	319,689.44		16,214.62
MSDLAF 601470	2,012,631.71	223,142.40	521,000.00		1,714,774.11
Investment Account	531,017.91	816.98	102.19		531,732.70
CD #7110092004- Mimmie Wright Scholarship	18,072.30				18,072.30
CD #7110097746- Irma Crossfield Scholarship	13,136.93				13,136.93
CD #7110131659- Mary Helen Kalmes	9,000.00				9,000.00
Scholarship (Altura)- 412489	8,933.49				8,933.49
Subtotal	3,127,247.99	770,492.80	1,526,388.51		2,371,352.28
Transfers between A/Cs	0.00	(521,000.00)	(521,000.00)		0.00
Previous Outstanding Checks	(190,261.41)		(190,261.41)		0.00
Current Outstanding Checks	0.00		42,117.55		(42,117.55)
Adjustments					
Net Payroll	0.00		(319,592.49)	(319,592.49)	0.00
PERA wire booked at 7578.73 cleared at 7397.02	(181.71)				(181.71)
PERA wire booked at 8656.05 cleared at 8717.09	61.04		61.07		(0.03)
MN Retirement booked at 2387.82 cleared at 2487.82	0.00		(100.00)		100.00
Changes in Investment Account	0.00	(816.98)	(102.19)	714.79	0.00
Payroll wires paid with August date cleared in July	0.00		(1,622.98)		1,622.98
Adjusted Cash Balance	2,936,865.91	248,675.82	535,888.06	(318,877.70)	2,330,775.97
Per SMART Reports	2,936,865.91	248,675.82	535,888.06	(318,877.70)	2,330,775.97
Difference	0.00	0.00	0.00	0.00	0.00

This bank reconciliation is not designed to prevent or detect fraud. It is the district's responsibility to review carefully all cancelled checks and original bank statements along with this reconciliation.

	Transfers To	Transfers From
Minnwest Bank	105,000.00 100,000.00	
Merchants Bank	161,000.00 155,000.00	
MSDLAF Liquid		161,000.00 105,000.00 100,000.00 155,000.00
Total Transfers	521,000.00	521,000.00

July 2022 Bank Reconciliation- Treasury Report

Funds	Balance Beginning of Month	Receipts	Disbursements	Balance End of Month	Ending Balance 7/31/2022
General Fund	\$ 2,180,831.86	\$ 439,314.03	\$ 964,004.22		\$ 1,656,141.67
Food Service Fund	\$ 193,181.43	\$ 23,758.65	\$ 20,352.91		\$ 196,587.17
Community Ed	\$ 148,328.48	\$ 11,642.29	\$ 47,096.88		\$ 112,873.89
Building Construction	\$ 360,250.82	-	\$ 3,159.50		\$ 357,091.32
Debt Redemption	\$ (99,716.52)	\$ 39,993.90	\$ 76,337.50		\$ (136,060.12)
Student Fundraised Fund	\$ 153,989.84	\$ 1,717.00	\$ 11,564.80		\$ 144,142.04
Totals	\$ 2,936,865.91	\$ 516,425.87	\$ 1,122,515.81	\$ -	\$ 2,330,775.97

Reconciliation of Treasurer's Balance With Bank

Description	Balance per Bank Statement	Outstanding Checks	Deposits not on Bank Statement	Other Reconciling Items	Balance Per Treasurer's Books
General Fund Checking	\$ 59,486.13	\$ (42,117.65)		\$ 1,541.24	\$ 18,909.72
Merchants Bank	\$ 16,214.62				\$ 16,214.62
MSDLAF	\$ 1,714,774.11				\$ 1,714,774.11
CD-investments	\$ 531,732.70				\$ 531,732.70
Investments	\$ 49,144.72				\$ 49,144.72

Treasurer's Balance

\$ 2,330,775.87

July 2022 Bank Reconciliation Student Fundraised Money

Activities

Student Council	\$ 1,171.90
National Honor Society	\$ 1,107.12
FFA	\$ 26,346.33
HOSA	\$ 782.97
Washington DC Trip	\$ 35,599.18
Eagle Bluff	\$ 450.00
Cardinal Book	\$ 211.93
Trap League	\$ 4,332.29
Music Savings	\$ 36,672.57
Class of 2026	\$ (555.95)
Class of 2027	\$ (531.24)
Class of 2022	\$ 1,926.89
Class of 2024	\$ (1,810.13)
Class of 2025	\$ -
Class of 2023	\$ (30,664.39)
Yearbook	\$ 3,640.48
Spanish Trip	\$ 2,852.69
JH Student Council	\$ 343.49
Tech Club	\$ 7,735.22
Cardinal Cart	\$ 109.23
Drama	\$ 3,553.54
Volleyball	\$ 5,505.13
Girls Basketball	\$ 146.03
Dance	\$ 308.46
Girls Track	\$ (97.88)
Softball	\$ 11,025.33
Girls Golf	\$ 198.53
Football	\$ 5,770.61
Boys Basketball	\$ 1,832.64
Wrestling	\$ 519.03
Baseball	\$ 1,373.49
Boys Track	\$ (97.89)
Boys Golf	\$ 198.54
General Athletics	\$ 21,342.79
Special Athletics	\$ 2,492.52
Weight Training	\$ 425.00
Subtotal Activities	<u>\$ 144,216.45</u>
Less Adjustments	
Outstanding journal entries	\$ 279.68
Accounts Payable	\$ (205.27)
Accounts Receivable	
Subtotal Adjustments	<u>\$ 74.41</u>
Total Fundraised Cash	<u><u>\$ 144,142.04</u></u>
Student Fundraised Fund Cash	<u><u>\$ 144,142.04</u></u>

2022-23 Lewiston – Altura School District Safe Learning Plan



Updated: August 22, 2022

This Plan is in place because of the COVID-19 pandemic. A Safe Learning Plan (reviewed every six months) is required in order for the district to receive funding that has been made available as a result of the pandemic.

DISTRICT PRIORITIES IN REGARDS TO A SAFE LEARNING PLAN

- Maintain as much ‘normalcy’ in routines and student activities as possible.
- Protect students and staff from COVID-19 or other variants – **especially to avoid in-school transmission**
- Prioritize protecting students who are unable to receive a COVID-19 vaccinations.
- Assure all staff and students feel supported and respected if s/he chooses to wear a mask.
- Significant changes to the Safe Learning Plan will be discussed and determined by the School Board in a public meeting.

STUDENTS OR STAFF WHO TEST POSITIVE for COVID-19	<p>If the person is fever free for 24 hours (without fever reducing medication) and other symptoms are improving, the person may return to school on Day 6. Since individuals are most likely contagious through day 10, positive persons are strongly recommended to wear a mask on Days 6-10.</p> <p>If an individual has symptoms and is awaiting COVID-19 test results, the person may not come to school or activities.</p>
CALCULATING NUMBER OF DAYS	Day 0 is first day symptoms emerge.
ABSENCES	<p>A student or staff member who is ill and misses 3 or more consecutive days of school, will not be allowed to return until they have one of the following: a negative COVID-19 test, an alternate diagnosis from a medical provider, or quarantine at home for a total of 5 days from the first day of school absence (return on Day 6).</p> <p>Absences in excess of 6 days may require a doctor’s letter to verify the ongoing COVID-19 symptoms preventing school or work attendance.</p>

MN State High School League Activities	The district follows the MSHSL guidance and requirements.
---	---

ABSENCES, REPORTING SYMPTOMS IN THE CASE OF ABSENCES and COVID-19 TESTING:

- Parents and staff must provide the office complete and accurate information for the purpose of an absence from school. Incomplete or inaccurate information may result in the absence being recorded as unexcused.
- Test results (positive or negative) must be confirmed with the school nurse or office staff, in order for absences associated with COVID-19 testing to be marked as excused.

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and the federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "Graduation Standards" means the credit requirements and Profile of Learning content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. "Profile of Learning" means content standards formerly required for a high school diploma.
- D. "World's best workforce" means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- A. School District Goals
 - 1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic

Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.

2. The Advisory Committee will be established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
 23. The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.
- B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. §122A.40, Subd. 8, or 122A.41, Subd. 5. Lewiston-Altura Public Schools shall follow the state curriculum cycle found in Appendix A.
- C. Implementation of Graduation Requirements
1. The Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
 2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Graduation Standards Implementation Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (the Commissioner) in developing a plan which must include parental involvement components.
 3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of

achievement and prior achievement must be based on highly reliable statewide or district wide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

- D. Comprehensive Continuous Improvement of Student Achievement
1. By April 30th of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
 2. The Advisory Committee, working in cooperation with other committees of the school district [such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.], will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards;
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
 - d. Advising the school board about development of the annual budget.
 3. The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
 - e. Testing shall follow the schedule in Appendix B.
 4. The Advisory Committee shall, when possible, be comprised at least of two-thirds community representatives and shall reflect the diversity of the

community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:

- a. Superintendent
- b. Elementary Principal
- c. High School Principal
- d. High School Assessment and Testing Coordinator
- e. Intermediate Teacher
- f. Elementary Teacher
- g. High School Teacher
- h. School Board Member
- i. 2 Business Members
- j. 2 Community Members
- k. 6 parents with preference given to two per building when possible
- l. Technology Director
- m. Student Representative

5. The Advisory Committee shall meet the following timeline each year:

September: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.

September: Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.

December: Review evaluation results and prepare recommendations.

April: Present recommendations to the school board for its input and approval.

- E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
- F. Educational Planning and Assessment System. The school district may elect to participate in the Educational Planning and Assessment System (EPAS) program offered by ACT, Inc., to provide a longitudinal, systematic approach to student educational and career planning, assessment, instructional support, and evaluation.
- G. Reporting. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board

shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its summary report to the Commissioner.

Adopted:	January 11, 2010
Revised:	June 13, 2011
Revised:	December 9, 2013
Revised:	February 12, 2018
Revised:	June 10, 2019
Revised:	December 9, 2019

Legal References:

- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
- Minn. Stat. § 120B.018 (Definitions)
- Minn. Stat. § 120B.11 (School District Process)
- Minn. Stat. § 120B.128 (Educational Planning and Assessment System (EPAS) Program)
- Minn. Stat. § 120B.35 (Student Achievement Levels)
- Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
- Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
- Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
- Minn. Stat. § 123B.04 (Site Decision Making Agreement)
- Minn. Stat. § 123B.147, Subd. 3 (Principals)
- Minn. Rules Parts 3501.0640-3501.0550 (Academic Standards for Language Arts)
- Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
- Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for Arts)
- Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
- Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
- 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

- MSBA/MASA Model Policy 104 (School District Mission Statement)
- MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
- MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

	PE (National)	Arts (National)	Science (State)	Language Arts (State)	Social Studies (State)	Math (State)	Industrial Tech / Ag (National / Local)	Health (National / Local)	Foreign Language (NCTFL)	Business / Careers (MIN Framework / Local)
Standards Revision (state)	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	Yearly Perkins / Major 2022-23	2023-2024	2024-2025	2025-2026
Curriculum Writing / Mapping - Collect Data, Analyze, Plan	2019-2020	2021-22	2021-2022	2022-2023	2023-2024	2024-2025	2023-2024	2024-2025	2025-2026	2026-2027
Major Curricular Resource Purchasing	2020-2021	2020-21	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28	FY 29	FY 30
State Required Curriculum Implementation	2021-22	2023-24	2024-2025	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32
MCA Testing Implementation	NA	NA	2025	2026	Yearly	2028	NA	NA	NA	NA
PLC Data Sharing (Department Meetings) - Development and Revision of Formative and Summative Assessments, Instructional Strategies, Resource Additions - Identification of GAPS / NEEDS			2023-2028	2024-2029	?	?	2025-2030	2026-2031	2027-2032	2028-2033
Presentation to Systems Accountability - Evaluation of Progress (Minor Purchase and Curriculum Map Updates)	2021-2022 to 2027-2028		2028-2029	2029-2030	?	?	2030-2031	2031-2032	2032-2033	2033-2034
PLC Data Sharing (Department Meetings) - Development and Revision of Formative and Summative Assessments, Instructional Strategies, Resource Additions - Identification of GAPS / NEEDS		2021-2028	2029 to 2033	2030-2034	?	?	2031-2035	2032-2036	2033-2037	2034-2038
Next Review	2022-2023	2027-2028	2028-2029	2029-2030	2030-2031	2031-2032	2032-2033	2033-2034	2034-2035	2035-2036



**Lewiston-Altura
Intermediate School
Custodial Services Proposal**



**Cover Letter
Table of Contents**

Lewiston-Altura Intermediate School
325 1st Ave SE
Altura, MN 55910
Attn: Joe Banicki

August 4, 2022

Re: Custodial Services for Lewiston-Altura Intermediate School

Dear Representatives of Dear Mr. Banicki and Representatives of Lewiston-Altura Intermediate School,

Thank you for considering Arnold's, a Kleen-Tech Company (Arnold's) for janitorial services at the Lewiston-Altura Intermediate School. We appreciate the opportunity to provide you with our custodial services proposal. Please accept this cover letter as a brief introduction to Arnold's.

Excellence is the very spirit of our values and Guiding Principles. Our Guiding Principles serve as a base of our reasoning and action, the personal code of conduct that leads us, shows the way and directs our movements from day-to-day decision-making to service delivery.

IMPACT of our People:

We know it's all about the people

DEVELOPMENT of Community:

We cherish our culture of employee development, dialogue, inclusion, and fun

TEAMWORK produces Results:

We continuously develop our functional teams in a creative and transparent work environment focused on Enterprise results

Results RELY on each Other:

We can be counted on

LEAD through Greatness:

We lead through great questions, great communication and great facilitation

PLAY to Win:

We compete for no other reason and in no other way than being the best

Arnold's parent company, Kleen-Tech, was founded and headquartered in Denver, Colorado, is one of America's leading janitorial companies. We currently have customers located throughout the United States and nearly 1,000 employees servicing over 20 million square feet of commercial and government facilities.

We have been providing custodial services since 1993 and some of our clients include First Transit and Minnesota Autism Centers. We also serve commercial clients with multiple campuses including Los Alamos National Laboratories in New Mexico, and Halliburton, Schlumberger in Texas. We have a long history of success adjusting our services to better align the needs of our clients and the full line of custodial services that we provide.

We have crafted this proposal to address all of Lewiston-Altura Intermediate School's requirements and plan to use our own proven operational approach and wage rates to ensure dedicated responsiveness to you, your staff, and your visitors. In addition to meeting all the required qualifications in the solicitation, Arnold's provides the following value-added services to Lewiston-Altura Intermediate School at no additional cost:

- Our 24 hours a day, 7 days a week, 365 days a year Mission Control Communications Center that is staffed by bilingual Arnold's employees, who a

- re located in our headquarters office, and that are available to address any Lewiston-Altura Intermediate School issue, such as: staffing, billing, quality assurance, safety, and concerns, in a timely and efficient manner.
- Our customized, Web-based Work Order system that manages and tracks communication between Lewiston-Altura Intermediate School and Arnold's ensures contract compliance by creating Lewiston-Altura Intermediate School specific Work Orders, enables viewing/tracking of Quality Inspections, creates Lewiston-Altura Intermediate School -requested special projects, and provides reports on such topics as safety incidents, task performance, and periodic service.
- Our innovative quality program that includes Lewiston-Altura Intermediate School security, employee safety, random quality inspections, supply cost containment, employee training and development, reporting, and Lewiston-Altura Intermediate School feedback and surveys.
- Our Green Cleaning Program Policy that incorporates safer cleaning methods, less toxic cleaning products, more efficient cleaning equipment, packaging and recycled paper products that have less impact on the environment.

We commit to accomplishing the custodial services outlined in the solicitation for janitorial services at Lewiston-Altura Intermediate School's facility with an orientation toward, and compliance with, all safety, environmental, and aesthetic issues, and requirements.

We look forward to developing a successful and longstanding partnership with Lewiston-Altura Intermediate School through the execution of this proposal. Should you have any questions regarding our proposal, please contact Aimee Braaten at 507-289-2393 or by e-mail at ABraaten@Kleen-Tech.com. We appreciate the opportunity to perform these services for you and will ensure all tasks are completed to the highest standards of quality and professionalism.

Sincerely,

Aimee Braaten

Aimee Braaten | Operations Manager

Arnold's, a Kleen-Tech Company

835 38th Street, Northwest | Rochester, MN 55901

Phone (877) 864-4080 | Direct (507) 289-2393 | Fax (507) 289-2318

Should immediate assistance be needed, please call Mission Control 24/7 at (866) 385-0672

ABraaten@Kleen-Tech.com | www.Kleen-Tech.com

Table of Contents

1. Arnold’s Company Background Page #1

2. Arnold’s Company Commitment..... Page #2

3. Value-Added Services Page #4

4. Value-Added Systems, Processes, & Tools Page #5

5. Quality Assurance..... Page #10

6. Scope of Work Page #14

7. Cost Summary Page #16

8. Why Choose Arnold’s? Page #17

1. Arnold's Company Background

Arnold's many diverse contracts consistently demonstrate our ability to successfully perform varying scopes of work with professionalism, integrity, a high standard of business ethics, proven and documented excellent safety record, and most importantly, exceptionally high, complete customer satisfaction. Arnold's is an award-winning and recognized provider of custodial services and consistently provides quality service, develops long-term customer relationships, and delivers full performance of contract specifications. Arnold's has developed a corporate-wide culture of bringing value to our customer's organizations and operations that create win-win contracts and business relationships with our customers and our employees.

For more than 90 years, we are proud to have a client base that has included:

- Research and Development Laboratories
- Local, City, and State Government Buildings
- Airports
- Police and Fire Departments
- College Campuses
- Computer Clean Rooms
- Military Institutions
- Recreation, Community, and Senior Centers
- Casinos
- Government Installations
- Public Utilities
- Warehouses
- Corporate Campuses
- City Parks
- Medical Facilities
- Native American Reservations
- High Rise Buildings and Multi-Tenant Facilities
- Retail Centers

Arnold's offers a full range of janitorial, custodial, and office services, that include:

- Janitorial/Custodial
- Window Cleaning
- Grounds Maintenance
- Power Washing
- Specialized and One-Time Cleaning Services
- Tile and Grout Restoration
- LEED® Certification
- Carpet Restoration, Maintenance, and Extraction
- Hard Floor Restoration and Maintenance
- Snow Removal
- Construction Clean-Up
- Security Services
- Specialized Hazardous Materials Clean-Up
- Warehouse Operations

Arnold's customers receive the highest quality services to maintain a clean work environment and to enhance the appearance of facilities and assist in preserving long-term property values. We achieve this through the use of the latest advances in equipment and supplies, as well as our extensive employee training and quality control programs, and our best-in-class management team.

Arnold's is supported by an experienced Corporate Support Team. Through this team, our customers and Arnold's receive the following value-added services:

- Finance and Accounting
- Benefits Administration
- Information Technology
- Safety
- Security
- Business Administration
- Financial Audit
- Payroll
- Human Resources
- Quality
- Contracts and Procurement
- Environmental
- Operational Audit
- Marketing

2. Arnold's Commitment

Our experience as a custodial provider far exceeds any other janitorial contractor. As a distributor of cleaning supplies, equipment, and disposable products, we have the inside track on new innovations and techniques introduced to the cleaning industry. This information is then passed on to our employees and customers to promote efficiencies and cost-effective strategies.

Method of Hiring

All employees are invited to multiple interviews with Arnold's management staff. Personal and criminal (federal) background checks are performed.

Method of Supervision

An onsite supervisor oversees daily, weekly, and monthly duties. Arnold's Managers visit regularly to perform quality assurance inspections as well as coordinate additional customer requests to ensure a high level of service is maintained.

Dress Code

All Arnold's employees are required to wear uniforms and carry a picture ID badge, as applicable, within your environment. This ensures a neat and professional appearance for our staff and identifies them to Lewiston-Altura Intermediate School staff and the general public.

Electronic Timekeeping

All Arnold's employees are required to use a timekeeping system through our customer's phone system. This program tracks check-in and check-out information and allows for visibility of after-hours activity in their buildings.

Pre-Scheduled Project Work

Pre-scheduling of project work ensures necessary restorative processes are performed on a timely basis. Restrooms and surfaces such as carpeting, flooring, and upholstery are assets owned by our customers and must be maintained properly to ensure a consistently high level of appearance year-round. Pre-scheduling projects also allows for budgeting and minimizes extra expenses incurred for restorative procedures.

Dedicated Employees

Arnold's is committed to matching trained, conscientious employees with prospective customers. In addition to completing a criminal background check, Arnold's employees receive orientation regarding job requirements and procedures. Topics addressed include:

- Employee assignments
- The customer service philosophies of Arnold's and your company
- A tour of your facility and assigned work areas
- Key-holder policies
- Current scope of work
- Office organization and chain of command
- Schedule

The purpose of employee orientation is to help our employees get "up to speed" as quickly as possible, which reduces the costs associated with learning the job. It also facilitates a smooth transition for you and your staff as we begin servicing your buildings.

Employee Training

Arnold's recognizes the importance of providing our employees with the appropriate knowledge, skills, and oversight required to deliver our promised quality of service and products to our customers. Our management team is committed to coaching our staff on the proper use of cleaning chemicals, equipment, and regulatory protocols, including SDS and Blood Borne handling procedures.

Safety Review

Arnold's is dedicated to providing a safe environment for all of our employees. All of our employees are encouraged to report any unsafe working conditions immediately, and to identify any areas which show the potential of becoming unsafe. Under our safety policy, employees will be introduced to the following:

- Personal Safety Protocols
- Emergency Evacuation Procedures
- Unsafe Working Conditions Reporting Procedures
- Safe Cleaning Techniques
- Regular Equipment Check-ins

Issue Resolution

In order to provide excellent service and products, Arnold's routinely evaluates information received from customers, and managers are encouraged to listen to the customer when making improvements. We pride ourselves on quickly and effectively remedying customer concerns, always striving for 100% Satisfaction!

3. Value-Added Services

Consumables Management and Procurement

With our ability to purchase at truckload-pricing, our price structure allows our customers to realize significant cost efficiencies. Additionally, our paper lines include EcoLogo certified products which use recycled paper, are process-chlorine free, and provide our customers an opportunity to contribute to a more eco-friendly environment.

Our staff is happy to assist you in establishing a cost-effective consumable program and manage the inventory to further streamline your business. Cost structures are put in place for a fixed period, allowing for budget control. Our warehouse provides storage and immediate delivery, reducing your need for staffing and monitoring. Reporting services are included to verify usages.

Lawn Care Services

First impressions begin at the exterior of buildings, and Arnold's employs professional and dedicated people who strive to provide high quality grooming for lawns and landscaped areas. Our approach to lawn care is similar to our custodial program; a pre-scheduled plan is drawn up to ensure your lawns and landscaped areas are always looking great.

By giving our customers the option to package their custodial services, consumable supplies, and lawn care, Arnold's is able to deliver cost efficiencies through the reduction of overhead labor and employment costs and eliminate surplus layers of processes. We streamline your business's maintenance and relieve you of unnecessary stress!

4. Value-Added Systems, Processes, and Tools

Arnold's overall service and support philosophy is one of centralized command and control with decentralized execution authority. This philosophy is the thread that runs throughout our operations organizations and the key benefit for our customers is that there is a single point-of-contact for your contract, supported by a designated management representative for each day, each shift, and each building — who is then supported with specialty management personnel in key operational functions.

This management structure allows a dramatically different operating philosophy from our competitors, and it drives accountability and authority down to the lowest levels in the organization, while maintaining responsibility at the top levels of the organization.

Arnold's manages the quality of the services we deliver to you with a trained, accountable workforce and specialized systems to ensure continuous improvement in all we do. Arnold's proven cleaning methodology encompasses our plan to provide supervision, training, and employee management, customer relations, quality control and assurance, and a team-building environment for our operations in support of Lewiston-Altura Intermediate School.

Administrative Support Functions

Arnold's corporate office provides our customers and Arnold's team members support in the following areas:

- Accounting
- Finance
- Payroll
- Administration
- Quality
- Human Resources
- Safety & Health Training
- Information Technology
- Business Development

This approach allows Arnold's to provide all the services Lewiston-Altura Intermediate School requires, without the need for outsourcing or subcontracting with other providers. We bring you peace of mind. Knowing your janitorial services are handled professionally, promptly, and properly, only by Arnold's, is one of the reasons why we continue to grow and expand, even in today's challenging business climate.

In the following sections, we detail the numerous support systems that ensure your service is provided correctly, safely, and on-time. We also explain the systems we have in place to ensure your scope of work requirements are completed to the highest standards and to proactively address issues before they are allowed to escalate into problems.

Mission Control

Arnold's provides a toll-free, 24 hours a day, 7 days a week, 365 days a year communications center known as Mission Control. Mission Control enables our customers and employees to contact Arnold's at any time, and for any reason. Our Mission Control Communications Center sets us apart from our competition. Few other janitorial providers offer this sophisticated communications center approach, instead using outsourced labor, pager systems, or a call back services. With Arnold's Mission Control Communications Center, you speak with a live Arnold's employee every time.

Lewiston-Altura Intermediate School Custodial Services

Mission Control is a dedicated, in-house department to assist our customers and employees with issues and work requests, and to perform as the central conduit for corporate support and Supervisor reporting and accountability. Lewiston-Altura Intermediate School and Arnold's employees can call a toll-free number where an Arnold's employee facilitates resolution of any issue 24 hours a day, 7 days a week. All Mission Control Dispatch Specialists are bilingual and are located in our headquarters office in Denver, Colorado.

One of the primary benefits of Mission Control is the handling of errors and omissions in a manner that ensures timely response, quick resolution, and an analysis to identify root causes and methods to prevent recurrence. As a result, Arnold's better serves all of our customers and employees by facilitating all communications through Mission Control.

We encourage our customers and require our employees to use Mission Control via phone, fax, or email to:

- ✓ Report an incident
- ✓ Report controllable and uncontrollable cleaning issues
- ✓ Report emergencies (flood, security, injury, vehicle accident, etc.)
- ✓ Report a customer request/issue/concern/complaint
- ✓ Report staffing vacancies and request/obtain backup staff
- ✓ Order supplies
- ✓ Request uniforms
- ✓ Obtain equipment repair
- ✓ Acquire general information
- ✓ Request Payroll, Information Technology, Human Resources, and Executive Assistance
- ✓ Request additional cleaning or customer services
- ✓ Mobilize supplemental resources in response to an emergency

Mission Control brings value to our clients in the following ways:

- **Daily Calls**—Mission Control Dispatch Specialists have daily contact with all project management staff to follow up on existing actions related to their areas of responsibility, to pre-determine upcoming or hidden issues that occur on the work sites, and to report to Operations via a Work Order or quality report. These daily calls assist in providing visibility of the overall health and status of each of our operating locations. The Project Manager and his/her staff are recognized for their accomplishments, as well as critiqued to identify improvement initiatives.
- **24/7 Telephone Coverage**—Our customers or our employees can reach a live Arnold's Mission Control Dispatch Specialist to assist with any issue around-the-clock. Arnold's also supplies our customers with a Mission Control e-mail address, where electronic correspondence is facilitated in a manner similar to phone conversations.
- **Escalation of Urgent Matters**—Mission Control follows an escalation process that involves three levels of support at every site, in addition to our corporate offices. When the Mission Control Dispatch Specialist cannot resolve a customer or employee issue directly, he/she immediately escalates the matter to someone who can.
- **Training on Company Applications**—Mission Control Dispatch Specialists are well-trained and access Arnold's applications, including our payroll database, employee contact listings, electronic document management systems, and more. This access and training provides the Mission Control Dispatch Specialist with the ability to resolve issues immediately, or to pass along information to the designated authority.

- **Toll-Free Numbers**—Mission Control employs a series of toll-free numbers, with caller ID, connecting to our Communications Center. This feature allows the Mission Control Dispatch Specialist to prepare for the call before it is answered.
- **Bilingual Staff**—Our Mission Controls Dispatchers are fluent in English and Spanish.
- **Work Order Tracking**—Our Mission Control staff utilizes the SHARP Work Order system to schedule and track work orders.
- **Labor Management**—Employee work schedules are entered into our timekeeping system, which automatically notifies Mission Control when an employee deviates from his or her assigned schedule. Mission Control then coordinates with the site management team to ensure that your facilities are fully staffed in a timely manner.

SHARP Work Order System

To enhance customer service and quality, Arnold's offers a customized Work Order software program, the SHARP Work Order System, to manage and track communication among our customers, the custodial staff and supervisors, and Arnold's support departments such as the Mission Control Communications Center and our executive leadership team.

Our Work Order system ensures adherence to budgets, quality, safety, and task schedules. This system gives our Supervisors a window through which to see the progress of Work Orders and any associated issues provides the opportunity to correct any quality, budget, safety, or scheduling problem as soon as it occurs. Arnold's customers can also view management reports addressing each of these operational priorities.

The SHARP Work Order System schedules and documents any task that is needed at your facility that is outside of the routine, daily service you receive. With this Work Order system, Lewiston-Altura Intermediate School and Arnold's employees can easily log in to submit and track Work Orders, send messages to employees, and view/track Quality Inspections.

During phase-in and in the first days of our new contract with Lewiston-Altura Intermediate School, Arnold's creates job templates from which data can be input and customer reports generated. We work with Lewiston-Altura Intermediate School during the phase-in process to determine how best to tailor these schedules to best meet your requirements.

Some of the features of the SHARP Work Order system include:

- Customers can submit a request directly to Arnold's from any computer
- Work order request notifies all accountable Arnold's personnel
- Arnold's can send immediate responses to customer's work order requests
- Customers and Arnold's can track requests, response time, and resolution
- Conduct customer surveys
- Perform time tracking
- Keep track of supplies, supply orders, inventory, and purchasing history
- Track custodial assets
- Access the entire message history
- View the services Arnold's is contracted to perform
- Easily compile graphics detailing Arnold's performance

Raise The Flag (RTF)

Our Raise The Flag incident management system is a key system contributing to our Quality Program. It helps to ensure each of our customers receives the best service and customized solutions, along with continuous innovation to meet and solve new challenges as they come about during the duration of the contact.

The RTF program has many advantages to our customers and Arnold's, which include:

- Provides all customers and employees with a mechanism for reporting incidents or complaints
- Allows for timely documentation and storage of incidents, which in turn contributes to timely and thorough follow-up, and improved customer service
- Gives Arnold's executive leadership team a timely visibility of incidents
- Ensures the appropriate Arnold's departments receive timely notification of incidents
- Provides for immediate short-term solutions to incidents, while simultaneously analyzing data to create long-term, permanent solutions
- Tracks and measures the types of incidents that occur, to aid in identifying systemic trends

RTF System Screenshot

Raise the Flag Quality Improvement Report		
RTF # 1538		
Deficiency or incident occurred:	Date:	Time:
Deficiency or incident reported:	Date:	Time:
Reported by:	Area:	Location:
Was there an injury?	<input type="radio"/> Yes <input type="radio"/> No	
Is this in relation to a Standardized Process, or a need for one?		
Brief description of new Standardized Process:		
Category:		
Who was present or involved?		
What happened? What steps have you already taken?		
What are the next steps, and to whom are they assigned?	Action:	Due Date:
	Action:	Due Date:
What is the root cause of this incident?		
Identify any applicable standards, how you have advocated for those standards and how you have realigned your resources to meet those standards:		
How are we going to prevent this from happening again?		

Arnold's Customer Survey

At Arnold's, we are always looking for ways to improve our services to the benefit of our customers. To achieve our commitment to continuous improvement, we actively solicit feedback from each customer on a monthly basis using a

web-based survey. This survey allows our customers to score Arnold's services for the prior month on a 10 to 1 scale and asks our customers to provide feedback on improvements that we can make to get our rating to the next higher score the following month. In addition, we always provide room for additional comments and improvement opportunities.

When we receive survey feedback our teams create Work Orders to address improvement opportunities provided. These Work Orders are one-time or recurring and are reviewed with Operations teams until complete or on a recurring basis as a reminder. When we receive survey feedback with a score of 7 or lower, and/or when the feedback indicates one of our standards is in jeopardy, a Raise the Flag incident report is created. This incident report provides visibility of the issue to the highest levels of our organization and requires that actions are taken to immediately correct the issue, identify the root cause of the issue, and implement measures to prevent issue recurrence. In line with our commitment to transparency, we always close the loop with our customer, so they are aware of the actions we have taken to address their feedback.

This feature has added great value for our customers and our organization, generating lasting, positive change for our customers, our overall level of service, and our processes.

Weekly Leadership Meetings

And finally, our Weekly Leadership Meetings, where insights gained and actions taken through the various systems, processes, and tools we have outlined above all come together through metrics, information, and most importantly actions that are reviewed by Arnold's operations teams on a weekly basis. These meetings provide a regular opportunity for our field employees to converse and collaborate with Operations Leadership and support staff from our corporate office, often resulting in new ideas and Enterprise-wide development, innovation, and improvement. Our people work hard, which means they are always busy, yet each person always has time for their Weekly Leadership Meeting, as it is a valuable tool where we see real, tangible results.

Every Weekly Leadership Meeting is structured around a standard agenda, with minutes taken by an assigned Administrator. This allows our teams to create actions and commitments, which are documented and followed-up on from creation through completion. Topics of discussion in our Weekly Leadership Meetings include customer satisfaction, results of our scheduled Quality Control inspections, completion of scheduled and requested work orders, reviews of employee performance, tracking of employee training, and analysis of other metrics and key performance indicators.

The discussions and data reviews that take place during our Weekly Leadership Meetings allow our teams to monitor our overall performance and ensure we are exceeding customer expectations, as well as meeting the scope of work at our various customer locations. We also work any issues reported through our proprietary Raise the Flag system, ensuring we provide timely solutions that eliminate recurrence of issues.

What does this mean to our Customers? It means they can rest assured we do what we say we'll do, when we say we'll do it. We take accountability very seriously, and our Weekly Leadership Meetings facilitate not only accountability in our daily operations, but they also provide for transparency of all commitments and collaboration across departments.

5. Quality Assurance

Arnold's ensures the quality of our products and services through the implementation of our Quality Program. This program provides the tools and actions necessary to provide confidence that your scope of work requirements are being met and that you are receiving superior performance and cleanliness. The key features of Arnold's Quality Program are:

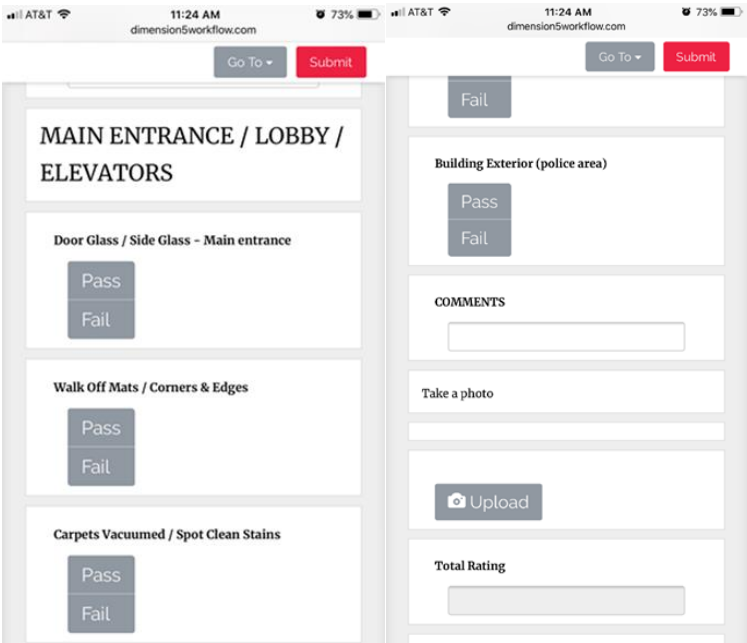
- Monthly report of Quality Inspection scores provided to Lewiston-Altura Intermediate School
- Sophisticated reporting system facilitates tracking of completed inspections to ensure your facility is inspected according to the identified schedule
- Quality inspections are completed via smartphone app to allow for real-time reporting of results
- Immediate creation of work orders to address any identified deficiencies
- A score of 80% or lower results in the automatic creation of a Raise the Flag incident report
- Arnold's proven Quality Inspection questionnaire is used to perform all inspections

Quality Inspection Process

Quality Inspections are the backbone of Arnold's Quality Program. Our Quality Program establishes one Arnold's employee as the Quality Representative (QR) in each work area and on each shift. Although a crew of several employees may perform differing custodial services within a particular work area, one employee is designated as the QR for each area. This individual is accountable and responsible for the total quality and customer satisfaction of that particular area.

1. Work is completed by Arnold's crew members in their assigned area(s)
2. The QR performs a Quality Inspection in his/her area, documenting results and making corrections during the inspection
3. The Supervisor conducts routine Quality Inspections in each area/building/facility, documents the results, and performs retraining when necessary
4. The Operations Manager conducts regular Quality Inspections in all areas/buildings/facilities, discusses results with Supervisors and crew members, and retrains staff as necessary
5. The Director of Operations and the Quality Manager conduct routine random inspections in those areas where escalated deficiencies have occurred

The screenshots below display portions of Arnold's interactive Quality Inspection questionnaire. The questionnaire requires users to input a score for each area and aspect of the facility they are inspecting, provide comments to detail any identified deficiencies, take a photo of an area or item and upload it to the inspection form, and create a Work Order based on the results of the inspection.



Reporting

Arnold’s commitment to quality is a vital feature of our operations, and we regularly compile and review Quality inspection results. A Quality Inspection schedule is created for your facility, identifying the required number of inspections to be performed by location or area. This standard is developed using Arnold’s proven methodology. This system is highly adaptable and all aspects of the Quality Program are adjusted to accommodate changes in facility needs.

The Quality report details the required number of inspections for each location, the total number of inspections completed, and the score for each facility by day.

# Req	Done	Building	10/11	10/10	10/9	10/8
1M	2	903				81
1M	1	926				94
1M	1	928			96	
1M	1	929		98		
1M	1	940			84	
1M	1	941		96		
1M	1	942		89		
1M	1	943	100			
1M	1	955	96			
1M	1	956	100			

Quality inspection results are used along with customer feedback to determine:






- When a process is continuing to work and therefore needs no action
- When further employee training is required to ensure adherence to the process

- Which action(s) should be taken to correct a process that is not working

Our system tracks the location, user, date, and time the inspection started, how long the inspection took, and percentage of the review that is complete. Since the Quality review process is being tracked and uploaded in real-time, Arnold's Supervisors have immediate visibility of low scores and incomplete inspections. This system also allows us to pick up on trends and correct issues proactively.

The screenshot below, taken from Arnold's Quality app, shows recent inspections with the facility name, name of the employee that completed the inspection, the time used to complete the inspection, and the percentage of the inspection form that was completed.

All Submissions

Location	User	Time Started	Time to Complete	% Complete	View Answers
956	livermorelead	Oct. 11, 2018, 1:05 p.m.	0:01:48	91%	
9611	livermorelead	Oct. 11, 2018, 1 p.m.	0:03:51	91%	
955	livermorelead	Oct. 11, 2018, 12:12 p.m.	0:08:39	96%	
943	livermorelead	Oct. 11, 2018, 11:59 a.m.	0:02:38	92%	
942	livermorelead	Oct. 10, 2018, 1:41 p.m.	0:14:59	91%	

Quality Inspection Work Orders

This system interacts seamlessly with Arnold's SHARP Work Order System. The identification of a deficiency within a facility automatically triggers the creation of a Work Order using Arnold's SHARP Work Order system (refer to section 4 for more information on the SHARP Work Order System). The Work Order is reviewed in the facility Lead's next Daily Call with Arnold's Mission Control and may only be closed upon notification that the deficiency has been resolved.

Quality Inspection Raise the Flag (RTF) Reports

When a Quality inspection score is 80% or lower, the system automatically triggers the creation of a Raise the Flag incident report. Once this report has been triggered, a notification is sent to Arnold's Leadership Team as well as the operational supervisors responsible for services at Lewiston-Altura Intermediate School providing visibility of the low score to all stakeholders. This report requires that we identify and implement an immediate fix (our short-term solution designed to prevent deficiencies from affecting current work performance).

The Operations Leader then facilitates a Quality Escalation Meeting with stakeholders where a root cause analysis is conducted, and long-term preventive measures and an aggressive and realistic corrective action plan are documented. Sufficient resources are assembled to complete the job satisfactorily, and actions are documented via the RTF system and are taken according to established schedules and plans. The Corrective Action Plan is executed and reviewed until all actions are completed and quality service is fully to standard. Preventive action involves determining the exact cause of the deficiency (e.g., lack of training, inadequate tools/materials, improper procedures/processes, etc.) and making a positive change to correct and prevent the issue from recurring.

Please refer to section 4 to learn more about Arnold's innovative Raise the Flag system.

Achieving and Maintaining Quality

Arnold's achieves and maintains quality through these proven systems, all of which are designed to ensure our customers are satisfied with the cleaning service they are receiving. Our quality program has been developed, refined, and evolved throughout our 90+ year history of successful business operations during which our managers and employees have developed and refined best practices that work for our customers.

6. Scope of Work

Evening Shift: Monday – Friday (Hours TBD)

Public & Staff Restrooms (Daily Tasks):

- ✓ Empty all waste, recycling, and feminine hygiene product disposal containers and replace liners
- ✓ Clean/Sanitize all sinks, fixtures, dispensers, and countertops
- ✓ Clean/Disinfect all toilets and urinals
- ✓ Clean/Disinfect all high touch surfaces, i.e. light switches, door handles, faucets, etc.
- ✓ Clean/Polish all chrome and mirrored surfaces
- ✓ Spot clean stall partitions, walls, doors, and waste containers
- ✓ Restock all paper supplies and hand care products
- ✓ Sweep and wet-mop/auto-scrub all hard surface floors using disinfectant cleaner

Public & Staff Restrooms (Monthly Tasks):

- ✓ Vacuum/dust HVAC inlet and outlet vents
- ✓ Buff all VCT flooring

Offices (Daily Tasks):

- ✓ Empty waste and recycling containers and replace liners
- ✓ Detail vacuum all carpeted areas, including rugs/mats
- ✓ Detail dust and damp-wipe all horizontal surfaces, i.e. desk tops, shelves, window ledges, pictures, etc.
- ✓ Sweep and wet-mop/auto-scrub all hard surface floors
- ✓ Spot clean all walls, doors, windows, blinds, and waste containers
- ✓ Clean/Disinfect all high touch surfaces, i.e. light switches, door handles, phone headsets, etc.

Offices (Monthly Tasks):

- ✓ Vacuum/dust HVAC inlet and outlet vents

Hallways (Daily Tasks):

- ✓ Empty all waste and recycling containers and replace liners
- ✓ Detail vacuum all carpeted areas, including rugs/mats
- ✓ Sweep and wet-mop/auto-scrub all hard surface floors
- ✓ Clean/Polish all chrome and mirrored surfaces, including kick plates
- ✓ Spot clean walls, doors, floors, and waste containers
- ✓ Detail dust all horizontal surfaces, i.e. window ledges, shelves, etc.
- ✓ Spot clean all glass

East & West Hallways (Weekly Tasks):

- ✓ Buff all VCT flooring

Classrooms (Daily Tasks):

- ✓ Empty all waste and recycling containers and replace liners
- ✓ Detail vacuum all carpeted areas, including rugs/mats
- ✓ Sweep and wet-mop/auto-scrub all hard surface floors
- ✓ Clean/Disinfect all high touch surfaces, i.e. door handles, light switches, tables, etc.
- ✓ Clean/Polish all chrome and mirrored surfaces
- ✓ Spot clean walls, doors, floors, and waste containers

- ✓ Detail dust all furniture and horizontal surfaces, i.e. window ledges, shelves, etc.
- ✓ Spot clean all glass

Craft Room (Monthly Tasks):

- ✓ Vacuum/dust HVAC inlet and outlet vents

Main & Second Entryway (Daily Tasks):

- ✓ Empty all waste and recycling containers and replace liners
- ✓ Detail vacuum all carpeted areas, including rugs/mats
- ✓ Sweep and wet-mop/auto-scrub all hard surface floors
- ✓ Clean/Disinfect all high touch surfaces, i.e. door handles, light switches, tables, etc.
- ✓ Clean/Polish all chrome and mirrored surfaces
- ✓ Spot clean walls, doors, floors, and waste containers
- ✓ Detail dust all furniture and horizontal surfaces, i.e. window ledges, shelves, etc.
- ✓ Spot clean all glass

Lewiston-Altura Intermediate School Custodial Services

7. Cost Summary

Arnold's is pleased to offer our pricing for the custodial services outlined in the Scope of Work. The monthly fee includes all labor, supervision, cleaning chemicals, equipment, and insurance. It is understood Lewiston-Altura Intermediate School provides consumable supplies. Arnold's is happy to provide consumable supplies at discounted rates.

Custodial Services		
Monthly Fee	\$3,085	
Annual Total	\$37,020	based on current pricing

8. Why Choose Arnold's?

- ✓ **Custom Cost Control:** Arnold's adjusts services, frequency, and other aspects to meet **YOUR** changing needs and budgets
- ✓ **Centralized Command and Control:** Mission Control – our in-house, round-the-clock, bilingual call center. **YOUR** direct line to Arnold's
- ✓ **Green Offerings** Healthier environment for **YOUR** building's occupants. Improve **YOUR** facility's image. Help in earning **YOUR** LEED® certification. Reducing **YOUR** facility's carbon footprint
- ✓ **In-House, Custom Work Order System:** SHARP ensures orders are handled and tracked to **YOUR** satisfaction
- ✓ **Financial Stability:** Over 90 years in business serving all **YOUR** janitorial and custodial needs
- ✓ **Employee Stability:** Training in safety, quality, and more for our employees translates to low turnover and **YOUR** security
- ✓ **Proven Past Performance:** Multiple contract extensions, years of continued services, and better than average customer retention rates. Arnold's is **YOUR** choice for janitorial and custodial services

LEWISTON-ALTURA SCHOOL DISTRICT

Support Staff Wages and Benefits Handbook

School Office Staff
Paraprofessionals
Custodians
Food Service
Cardinal Club Staff



July 1, ~~2021~~2022 – June 30, ~~2022~~2024

~~Approved by~~DRAFT for the ISD #857 School Board ~~August 23, 2021~~August 22, 2022

I. Job Classifications:

- A. Full Time/12 Month Employee: A Full Time employee is employed 8 hours per day for 260 days—2,080 hours, all year.
- B. Full Time/Extended School Year Employee: A Full Time/Part time employee is employed 8 hours per day for more than 185 days and less than 260 days—at least 1,480 hours.
- C. School Year Employee: A School Year Employee is employed a minimum of 4 hours per day for a minimum of 170 days—and/or at least 680 hours.
- D. Supplemental Employee: A Supplemental Employee is a hourly employee who is strictly paid by a timesheet.

The work schedule hours are determined by the supervisor. Hourly rates and scheduled number of hours and days per year, is noted on the employee's Wage Statement available online on SmartEr.

II. Benefits:

A. Holidays:

1. Full Time/12-Month Employees:

Full Time/12-Month employees receive 9.5 paid holidays. The holidays are July 4th, Labor Day, Thanksgiving Day, Day after Thanksgiving, ½ day Christmas Eve, Christmas Day, ½ day New Year's Eve, New Year's Day, ½ day Good Friday, Memorial Day, and 1 floating* holiday.

2. Full Time/Extended School Year Employee:

Full Time/Part Time employees receive 6.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, ½ day Good Friday, Memorial Day, and 1 floating* holiday. A Floating Holiday must be taken on a weekday that school is not in session, with prior approval from the Supervisor.

3. School Year Employee:

School Year employees receive 3.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, ½ day Good Friday, Memorial Day.

4. Supplemental Employee:

Part-time Supplemental employees do not receive paid holidays.

40-hours/week/12 month Supplemental Employees who have worked at least 6-months in the district receive 3.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, ½ day Good Friday, Memorial Day. If Cardinal Club is closed on one of these holidays, the 40-hour per week employee will be receive Holiday Pay.

B. Vacation (Full Time/12-Month employees only):

Vacation days can be earned at a rate of 1 day per month—up to 12 days may be earned during the first year of employment. After the first year, an additional 1 day of vacation will be earned per year of service up to a maximum of 18 days of vacation per year. Vacation time can be accumulated to a maximum of 36 days. There is no carryover of vacation time beyond 36 days.

Employees should submit all requests to use a vacation day to their Direct Supervisor a minimum of two weeks prior to the date of the requested leave.

C. Tax-Sheltered Annuity Matching Program (403b):

2. Full-time/12 Month employees are eligible for a \$100 annual match contribution from the District toward a Tax Sheltered 403b Annuity if this amount is matched or exceeded by a contribution from the individual employee. The District's contribution will be paid to the employee's account, divided equally over 24 pay periods. This equates to \$4.17/paycheck.
3. Full-time/Extended School Year and School Year employees are eligible for a \$100 annual match contribution from the District toward a Tax Sheltered 403b Annuity if this amount is matched or exceeded by a contribution from the individual employee. The District contribution will be paid to the employee's account on June 30th.

D. Health Insurance:

1. The district's only obligation is to provide a group insurance plan for employees. The employee, as a result of a denial of insurance benefits by an insurance carrier, shall make no claim against the school district.
2. These policies concerning insurance are subject to change annually at the discretion of the School Board.
3. Full-Time/12-Month employees (as defined in this handbook) who choose to participate in the District's group health and hospitalization plan will be eligible for a contribution of up to \$600 per month for single coverage and \$850 per month for family coverage toward the premium of the insurance option they have selected through the District's plan. Any additional premium or cost shall be borne by the employee and paid by payroll deduction.
4. Full-Time/Extended School Year and School Year employees who work a minimum of 4 hours per day and who qualify as "full-time" per the Affordable Care Act of 2010 that qualify to participate in the District's group health and hospitalization plan and that choose to participate in the District's group health and hospitalization plan will be eligible for a contribution of up to \$600 per month toward the premium of the insurance option they have selected through the District's plan. Any additional premium or cost shall be borne by the employee and paid by payroll deduction.

Support staff that do not meet the definition of Full Time employee per the Affordable Care Act of 2010 that qualify to participate in the District's group health and hospitalization plan

may choose to participate at their own expense.

5. If two members of a family are employed by the district, the district will only make one family contribution.
6. If the provisions in this Handbook cause for penalties, fees, or fines to be assessed against the School District per the Affordable Health Care Act of 2010 prior to the handbook's expiration date, the School District will reopen the handbook for review and make adjustments to the handbook that do not cause, or that result in reduced penalties, fees, or fines.

E. Dental and/or Vision Insurance:

All support staff employees may choose to participate in the district's group dental plan at the employee's expense.

F. Sick Leave:

1. Sick leave is an absence from work that is the result of a personal or family illness.
 - a) Full Time/12-Month Employees:
Sick leave will be accrued at the rate of one day per month, up to 12 days per year.
 - b) Full Time/Extended School Year Employees:
Sick leave will be accrued at the rate of one day per month, up to 11 days per year.
 - c) School Year Employees:
Sick leave will be accrued at the rate of one day per month, up to 9 days per year.
 - d) Supplemental Employees:
Supplemental employees will earn two hours of sick leave for every eighty (80) hours of work.
2. Sick leave accrued each month will be credited to an individual employee's sick leave bank at the start of the following month.
3. A sick leave day is the same as the employee's normal working day, except for in the case of supplemental employees. Supplemental employees earn hours of sick leave based on the number of hours that they work.
4. Employees may accumulate an unlimited amount of sick leave.
5. Sick leave may be taken in increments of no less than $\frac{1}{4}$ day. 15 minutes.
6. Sick leave days may be used for personal or family illnesses.
7. Two sick leave days may be used each year for personal business that cannot be taken care of outside the normal workday, with prior approval by the Supervisor.
8. The School District may require verification from a doctor for the use of sick leave.

G. Emergency Leave:

An emergency is a situation, often dangerous, which arises suddenly and calls for prompt action. An immediate need cannot be planned out days in advance. Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention, and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. An emergency leave is granted by the immediate supervisor, subject to review by the Superintendent. The Superintendent reserves the right to make the final decision to grant or deny the request for emergency leave. If denied, pay for that time will be deducted at the next pay period.

H. Bereavement/Funeral Leave:

1. An employee may be granted up to three (3) days to attend a funeral or someone in the employee's or spouse's family. The superintendent may grant up to three additional days in the case of the death of someone in the employee's or employee's spouse's immediate family. These days shall be deducted from sick leave.
2. An employee may be granted up to one day, taken in ¼ day increments, to attend the funeral of someone outside of the employee's family. This time shall be deducted from sick leave.

I. Unpaid Leave:

Employees are hired to work specific schedules as designated by the superintendent. The superintendent reserves the right to grant or deny any request for unpaid leave. Unpaid leave deductions may include pro-rated deductions in the district's contribution to health care benefits.

J. Severance Compensation:

1. Full Time Employees, Full Time/Extended School Year Employees, and School Year Employees may be eligible for severance compensation based upon the following criteria:
 - a) Any employee, upon reaching age 55 and after 15 years of continuous service to ISD 857, will be entitled to severance pay based on the number of accumulated sick leave days. The reimbursement rate will be \$30 per day of accumulated sick leave.
 - b) If the employee dies before severance is paid out, it shall be paid to the employee's beneficiary, if any, otherwise to the employee's estate.
 - c) Employees will not be eligible for severance compensation if they are terminated from employment due to poor performance, not meeting expectations, misconduct, or for any other reason per District Policy 403 Discipline, Suspension, and Dismissal of School District Employees.

K. Retirement:

1. Employees, upon reaching age 55 and after 15 years of continuous service to ISD 857, and who elect to begin to receive PERA retirement benefits, may be entitled to a health premium contribution based on the number of accumulated sick leave days. This benefit is contingent upon the approval and acceptance by the insurance carrier.

2. An employee who retires before the age of eligibility for Medicare shall be eligible to remain in the existing group health and hospitalization insurance program until reaching the age of

eligibility for Medicare.

3. For employees employed prior to July 1, 1993:

- a. The annual district contribution will be specified as the maximum amount found in the health and hospitalization section of this agreement.
- b. The maximum contribution will be paid by accumulated sick leave at a rate of 200 hours of sick leave for each year (One year's base contribution for each 25 days of accumulated sick leave.) of extended health and hospitalization coverage.

4. For employees employed on or after July 1, 1993:

- a. The annual district contribution will be specified as the maximum amount for single coverage as found in the health and hospitalization section of this agreement.
- b. The maximum contribution, of \$300 per month, will be paid by accumulated sick leave at a rate of 200 hours of sick leave for each year (25 full time (8 hour) days) of extended health and hospitalization coverage.

5. Employees will be responsible for any additional premium expenses if an insufficient amount of sick leave has been accrued.
6. The eligible coverage (family or single) shall be the same as was in effect at the time of retirement.
7. Benefits under this provision shall cease upon the death of the employee except when both husband and wife have been employed by ISD 857 until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will be eligible for continued coverage.
8. Food Service and Custodial staff shall be provided a school shirt to be worn when on duty. This is a benefit of employment.

II. Pay Periods:

1. Employees (not including Supplemental Employees) will have their compensation divided into 24 pay periods. Paydays will be the 15th and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday. Staff who receive annualized pay and work additional hours than what is annualized will only be paid on the 15th of the month for the prior month's hours.
2. Supplemental Employees will be paid twice per month (15th and last business day of the month, see L1). Timesheets (approved by direct supervisors) must be in the business/ payroll office by the 6th and 20th of each month.
3. Exceptions to the prescribed paydays will be at the discretion of the Superintendent.

M. Additional Compensation:

1. Overtime:

As a general rule, overtime is not allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate, which is one, and one-half times the employee's regular hourly rate. In the event an emergency occurs on one of the following holidays: July 4th, Labor Day, Thanksgiving Day, after 12:00 PM on Christmas Eve, Christmas Day, after 12:00 PM on New Year's Eve, New Year's Day, after 12:00 PM on Good Friday, Easter Sunday, or Memorial Day, the employee will be paid two times the employee's regular hourly rate. Payment for overtime may be denied if not pre-approved and deemed non-emergency.

2. Compensatory Time:

Compensatory Time may be accrued for hours worked beyond the scheduled work day for extra-ordinary circumstances that require additional time. Accumulation and use of compensatory time must be approved in advance by the Direct Supervisor and usage shall not, in any case, exceed three consecutive working days.

N. Other:

1. Injury Reports:

Any and all injuries, regardless of their severity, shall be reported to the employee's supervisor as soon after the injury occurs as possible. In order for a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be filed within 24 hours of the incident.

2. Emergency Closing:

a. All Full Time, and Full Time/Extended School Year Employees are be expected to work when school is not in session due to an emergency closing. Employees should communicate with Supervisor if arrival will be delayed due to road conditions or other factors. Employees, unable to report to work, may request the use of vacation, compensatory time, or may use up to two sick (personal) days to avoid a pay deduct (via a yellow Absence Request Form). Building secretaries may make-up the lost workday at the end of school year with prior approval.

b. School Year and Supplemental Employees will report to work only if school/program is in session, unless directed otherwise by Supervisor. School Year and Supplemental Employees will not be paid for full days that the schools close due to an emergency. However, in the event that the school day starts late or begins, but is subsequently canceled, School Year Employees will be paid for the full workday. School Year and Supplemental Employees may elect to use up to four sick leave days to avoid a pay deduction in the event schools close due to an emergency. This desire should be communicated by the employee with an Absence Request Form that is submitted to their supervisor.

3. Full Time/Twelve month employees have the option of working four day weeks/10-hours days in the summer. The summer work schedule must be set up before the end of May.

4. Breaks: Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.
5. Expense Reimbursement:
All employees will be reimbursed for pre-approved expenses incurred when traveling outside the district on school business at the district-established rate per District Policy 412.

Hourly Rates

New hires' starting wages are determined by Superintendent with input from Supervisor based on employee's prior experience.

Starting Hourly Wage Minimum:

- Food Service: 12.50
- Lead Secretary: \$15.50
- Assistant Secretary: \$13.50
- Paraprofessional: \$13.50
- Custodian: \$15.00
- Cardinal Club Aides: \$12.00
- High School Student: \$11.50

Number of Years Completed	Pay Increase
Number of Years Completed	Pay Increase
in the L-A District	\$0.25
1	\$0.25
2	\$0.25
3	\$0.30
4	\$0.30
5	\$0.30
6	\$0.30
7	\$0.30
8	\$0.30
9	\$0.30
10	\$0.30
11	\$0.30
12	\$0.30
13	\$0.30
14	\$0.30
19	\$0.50
24	\$0.50
29	\$0.50

Number of Years Completed in the L-A District	2022-23 Hourly Pay Increase*	2023-24 Hourly Pay Increase*
1	\$0. 25 <u>30</u>	\$0.30
2	\$0. 25 <u>30</u>	\$0.30
3	\$0. 30 <u>25</u>	\$0.30
4-9	\$0. 35 <u>50</u>	\$0.35
<u>10 or more years</u>	<u>\$0.50</u>	<u>\$0.50</u>

*Staff in place for a higher increase in 2022-23 based on 2021-22 Handbook, will receive the higher increase in 2022-23. (Moving to Year 14, 19, 24 or 29)

Additional Compensation

Custodians

1. **Building Surveillance:**
Custodians will be credited with up to one and a half-hours overtime (30 minutes per building) each day for checking buildings on weekends.
2. **Boiler Licenses:**
 - a) A Special Class Engineer boiler license must be obtained by each Custodian during their first year of employment. Upon receiving a Special Class Engineer boiler license, the custodian will receive an additional forty cents per hour of compensation added to their base compensation.
 - b) Custodians receiving a Second Class Engineer boiler license will receive an additional thirty cents per hour compensation added to their base salary.
 - c) Custodians receiving a First Class Engineer boiler license will receive an additional thirty cents per hour compensation added to their base salary.
3. Evening custodians receive \$1.60 per hour extra added to their base rate. If the custodian transitions to a school year day schedule, the Evening Custodian extra pay will be removed.

Food Service

A Head Cook with supervision of other food service staff and with responsibility to assist/back-up Food Service Director receives an additional ~~\$2.25~~ ~~\$2.25~~ **\$3.00** per hour compensation added to their base compensation.

A Head Cook with supervision of other food service staff receive an additional \$1.00 per hour compensation added to their base compensation.

A Head Cook without supervision of other food service staff receive an additional \$0.50 per hour compensation added to their base compensation.

Assistant Head Cooks with extra responsibilities for the food service program receive an additional \$0.40 per hour added to their base compensation.

Paraprofessionals

Paraprofessionals who hold a valid MN teaching license earn an extra \$0.50 an hour.

LEWISTON-ALTURA SCHOOLS

SCHOOL BUS AND SUPPLEMENTAL DRIVERS

HANDBOOK



July 1, ~~2020-2022~~ – June 30, ~~2022~~2024

~~Approved by~~DRAFT for the ~~ISD #857~~ School Board on ~~August 10, 202~~August 22, 2022

JOB CLASSIFICATION:

FULL TIME BUS DRIVER -

A Full Time Bus Driver possesses a Commercial Drivers License and is employed and committed to driving a specified route twice each day, each morning and afternoon that school is in session.

PART TIME BUS DRIVER-

A Part Time Bus Driver possesses a Commercial Drivers License and is employed and committed to driving a specified route once each day, either morning or afternoon, that school is in session.

SUBSTITUTE BUS DRIVER-

A Substitute Bus Driver possesses a Commercial Drivers License and is employed as needed and does not qualify to be a Full Time/Part Time Bus Driver.

SUPPLEMENTAL DRIVER-

A Supplemental Driver transports students in vehicles that do not require the driver to have a Commercial Drivers License.

SALARY AND COMPENSATION

I. BASIC SALARY

- A. FULL TIME/PART TIME BUS DRIVER** -Full Time/Part Time Bus Drivers employed during ~~2020-2021~~2022-2023 -school year will receive a base salary of ~~\$36.75~~ \$36.00~~\$37.00~~ per route. Full Time Bus Drivers employed during the ~~2021-2022~~2023-2024 school year will receive a base salary of ~~\$36.75~~ \$37.50 per route plus an additional 75 cents per route if their route is over fifty miles long.

Full Time/Part Time Bus Drivers will receive additional pay for their years of service and commitment to the District per the following scale:

<u>Years of Service</u>	<u>2020-2022 Amount Added to Base Pay</u>
<u>After 3 Years</u>	<u>\$1.00</u>
<u>After 5 Years</u>	<u>\$1.50</u>
<u>After 10 Years</u>	<u>\$2.00</u>
<u>After 15 Years</u>	<u>\$2.50</u>
<u>After 20 Years</u>	<u>\$3.00</u>
<u>After 25 Years</u>	<u>\$3.50</u>
<u>After 30 Years</u>	<u>\$4.00</u>
<u>After 35 Years</u>	<u>\$5.00</u>
<u>After 40 Years</u>	<u>\$6.00</u>

Years of Service	Amount Added to Base Pay 2022-2024
After 3 Years	\$1.00 \$1.50
After 5 Years	\$1.50 \$2.00
After 10 Years	\$2.00 \$2.50
After 15 Years	\$2.50 \$3.00
After 20 Years	\$3.00 \$3.50
After 25 Years	\$3.50 \$4.00
After 30 Years	\$4.00 \$4.50
After 35 Years	\$5.00 \$5.50
After 40 Years	\$6.00 \$6.50

B. SUBSTITUTE BUS DRIVERS-Substitute Bus Drivers will receive the base pay per route.

C. SUPPLEMENTAL DRIVERS – Supplemental Drivers will receive ~~\$12.36~~ \$15.00 per hour in ~~2020-21~~2022-2023 and ~~\$12.61~~\$15.50 per hour in ~~2021-~~20222023-2024.

D. COMBINED ROUTES: If bus routes are combined due to incidental bus or driver shortages, the driver will be compensated at 1.5 times the driver’s route pay.

E. NEW EMPLOYEES

1. PROBATIONARY PERIOD

New employees will serve a ninety (90) calendar day probationary period.

2. BACKGROUND CHECKS

All newly employed bus drivers must submit to a criminal and motor vehicle background check prior to employment.

F. MODIFICATIONS:

Individual salaries are subject to revision at any time at the discretion of the school board.

II. ADDITIONAL COMPENSATION

A. A.—ACTIVITY, FIELD TRIPS, AND SUMMER SCHOOL-Activity trips, and field trips will be compensated for at the rate of ~~\$15.00~~\$18.00-per hour. Bus Drivers who drive a bus for summer school will be paid their regular route pay for up to three routes per day.

- a) Full Time and Part Time drivers, when requested by the district, to drive for an activity or field trip during their regular route time will receive their regular route pay in lieu of additional pay for the first 1.5 hours of the activity or field

trip. Drivers will receive the \$~~15~~18.00 per hour for time beyond the 1.5-hour limitation.

- b) Full Time and Full Time/Part Time Drivers will be given priority to receive additional school-sponsored evening or weekend trips that do not interfere with the driver's regular route responsibilities.
- c) If a substitute driver is scheduled to take a regular bus route because the driver chooses to drive an activity and the activity is cancelled, the regular driver cannot push the substitute off the route.
- d) If a driver gives up their regular scheduled bus route to drive an activity and the activity gets cancelled the driver will still be paid one half of their regular base pay rate for the year.
- e) Full Time and Part Time Drivers must notify the District office of their desire for additional driving duties.
- f) Drivers for sports and activities such as Speech, One Act and Honor Band will have the opportunity to drive for that same activity each subsequent year until the driver chooses to give up that extra duty. At that time, the duty will be made available to any interested driver. If there is more than one person interested in the extra duty they will decide amongst themselves who will take on the duty. If they are unable to come to an agreement, names of interested individuals will be drawn.
- g) If a coach is also a licensed school bus driver and is willing to drive for the activity the school district reserves the right to have them drive for that activity.
- h) The School District reserves the right not to have people drive activities that have continual conflicts while serving in that capacity.

B. SILO TRANSFER TRIP--Drivers transporting students to and from Silo School, as a part of their regularly scheduled route, will be paid at the rate of \$3.50 per trip.

D. INTERMEDIATE SCHOOL TRANSFER TRIP--Drivers transporting students to and from the Intermediate School, as a part of their regularly scheduled route, will be paid at the rate of \$5.85 per trip in addition to the driver's route pay. If a bus driver drives the Intermediate School Transfer and it is not part of the driver's regular route, the driver will be paid \$10.00.-

E. OPERATION OF WHEELCHAIR BUS LIFT--Drivers transporting students with wheelchairs, as a part of their regularly scheduled route (this does not include transfers or activity trips), will be paid at the rate of \$5.85 per trip. This additional compensation will be paid only on days that the driver was required to operate the wheelchair lift. Drivers must log the dates and routes they were required to operate the lift on the provided calendar. The calendar will be collected at the end of the month and paid on payroll on the 15th of the following month.

III. REIMBURSEMENTS

A. PHYSICAL EXAMINATION REIMBURSEMENT--The school district will reimburse the drivers for the actual cost of a DOT physical examination required to maintain their Commercial Drivers License. The amount of reimbursement shall not exceed \$140.00 annually. Receipt from the medical provider must be provided in order to receive reimbursement.

B. MEAL STIPEND--Drivers, engaged in trips in excess of six hours, will be paid an additional \$10.00 per ~~six~~ **five** hours of service to cover the cost of meals.

C. ADMISSION REIMBURSEMENT--Admission to events will be reimbursed.

IV. SUBSTITUTE DRIVERS--Full Time and Part Time Drivers should contact the district office when a substitute is needed. If no substitute is available, the driver may be expected to drive.

V. PAY PERIODS

A. FREQUENCY—All Full Time and Part Time Bus Drivers shall be paid twice monthly for 24 paychecks.

B. PAY DAYS—Pay days will be the 15th and the last business day of the month. In the event that payday falls on a weekend or holiday, payday will be the last prior working day.

C. ADDITIONAL COMPENSATION—All extra driving must be turned in by the 6th of the month in order to be paid on the 15th of the month, and by the 20th for the end of the month.

VI. LEAVES

A. SICK LEAVE

1. ALLOCATION

- a) Full Time Bus Drivers will earn one sick leave day for each month of regular driving.
- b) Part Time Bus Drivers will earn one/half sick leave day for each month of regular driving.
- c) Sick leave earned each month will be credited to an individual employee's sick leave bank at the start of the following month.

2. ACCUMULATION LIMIT

Sick leave days may be accumulated to an unlimited number.

3. DEDUCTIONS

Sick leave deductions will be made in one-half day increments. One route equals ½ day.

4. USE OF SICK LEAVE

- a) Sick leave is an absence from work that is the result of a personal or family illness.
- b) A sick leave day is the same as the employee's normal working day.
- c) Sick leave days may be used for personal or family illnesses, as well as for funerals, doctor appointments, and maternity leave.

- d) One sick leave day may be used each year for personal business that cannot be taken care of outside the normal workday.
- e) In the event that the schools are closed due to an emergency, drivers may elect to use up to four days of sick leave during the school year to avoid a pay deduction.
- f) The School District may require verification from a doctor for the use of sick leave.

B. EMERGENCY LEAVE

Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention, and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. The superintendent reserves the right to grant or deny the request for leave. All requests for emergency leave must receive prior approval from the superintendent.

C. UNPAID LEAVE

Employees are hired to work specific schedules as designated by the superintendent. The superintendent reserves the right to grant or deny any request for unpaid leave.

VII. SEVERANCE COMPENSATION

- A. Full Time Bus Drivers and Full Time/Part Time Bus Drivers may be eligible for severance compensation based upon the following criteria:
 - 1. Any employee, upon reaching age 55 and after 15 years of continuous service to ISD 857, will be entitled to severance pay based on the number of accumulated sick leave days. The reimbursement rate will be -\$25.00 per day.
 - 2. Payments will be to the employee in one lump sum on June 30th following the bus driver's retirement.
 - 3. If the employee dies before severance is paid out it shall be paid to the employee's beneficiary, if any, otherwise to the employee's estate.
 - 4. Bus Drivers will not be eligible for severance compensation if they are terminated from employment due to poor performance, not meeting expectations, misconduct, or for any other reason per District Policy 403 Discipline, Suspension, and Dismissal of School District Employees.

VIII. DURATION

The handbook will be effective July 1, 2020-2022 through June 30, 2022-2024.

DUTIES AND RESPONSIBILITIES

I. VEHICLE OPERATION

- A. **Safety**-Passenger safety is the primary concern for the driver. Drivers will exercise extreme caution while driving and during the processes of loading and unloading.

- B. Radio and Cell Phone Use**-The school bus radios are there to help ensure student safety and should be used to call for help when needed, check with the office to see if a missing student is absent, or if a student not normally riding the bus should be allowed on the bus. Casual conversations should wait until you are no longer driving. If it is necessary to use a cell phone stop the bus to make the call or answer the call.
- C. Defensive Driving**-Driving in a manner to avoid accident involvement despite adverse conditions created by roads, weather, traffic or errors of other drivers or pedestrians.
- D. Driving Adjustments**-Winter and wet weather driving may require adjusting speed and normal driving practices to compensate for road conditions.
- E. Railroad Crossing**-All vehicles, whether loaded or empty, used to transport people must stop at all railroad crossing, using required procedures. 4-way hazard lights are to be activated before stopping and when crossing the tracks.
- F. Yellow Curbs**-It is not legal to park by a yellow curb such as the entrance to the high school parking lot. Pull ahead into the north end of the bus parking area so the entrance does not get blocked up while you are unloading students.
- G. Standing Prohibited**-Drivers must not move a bus from a stopped position until all passengers are seated. Students are to remain seated until the bus has stopped.
- H. Dangerous Articles**-No weapons or articles that may be classified as dangerous may be transported on a school bus.
- I. Operating Speed**-No bus driver will operate a bus faster than road, traffic and weather conditions safely permit.

II. OPERATOR RESTRICTIONS

- A. Speeding and Moving Violations**

Any driver convicted of a moving violation with a school bus will face disciplinary action, which may include suspension or termination.
- B. Smoking Prohibited**

No driver or passenger may smoke on any school bus or Type III vehicle.
- C. Route Changes Prohibited**

No driver is to make changes in the designated pick-up or drop-off bus stops without prior authorization. No stops are to be added, deleted or moved without administrative approval. No driver may deviate from the established route without prior permission except in the event of an emergency or temporary road conditions.
- D. Seat Belt**

Bus drivers must wear seat belts while operating the bus.
- E. Unauthorized Passengers**

Only authorized passengers may be transported in a bus. Any additional passengers must be specifically approved by the administration.

III. VEHICLE RESTRICTIONS

A. Overloads

The maximum passenger capacity of the bus is displayed above the front right windshield. A driver may not operate a vehicle that exceeds the maximum passenger limit. Per District Policy 709, students are not to sit in the last four seats of the bus, unless told to do so by the driver.

B. Emergency Doors

Emergency doors must be free and operable. Easy and direct access must be maintained at all times.

C. Service Door

The service door must be closed at all times while the bus is in motion.

IV. PRE-TRIP INSPECTION

A. Bus Inspection

Drivers are required to make a pre-trip inspection of the bus before each trip. Failure to do so is a violation of State Law. Defects are to be reported in writing to the bus mechanic. Drivers are to check their buses for students, vandalism, and articles left on the bus after each route or trip.

B. Safety Equipment

Drivers are responsible for insuring that the necessary safety equipment is aboard the bus, including fire extinguisher, first aid kit, bodily fluids clean-up kit, flashlight, reflectorized emergency warning device, and any additional items required by the district. Drivers of vehicles for disabled students will ensure all student health information cards are on board the bus.

C. BUS CLEANING

1. Drivers are required to keep the interior of their buses swept and free of trash at all times.
2. Drivers who keep their buses at their homes are responsible for cleaning the exterior of the buses.
3. Windows, flashers, and lights must be kept clean at all times.
4. Activity Trip Drivers need to make sure the bus they drove for an activity is clean after the activity trip.

D. FUELING

1. The driver is responsible for ensuring that the assigned vehicle is adequately fueled before leaving the bus garage.
2. The engine shall be turned off during fueling.
3. Drivers should not fuel with passengers aboard.

V. BUS STORAGE

1. Buses will be stored alongside the bus garage when not in use.

2. Buses not kept at the bus garage must be delivered to the bus garage whenever the driver will not be driving their regular route.

VI. STUDENT DISCIPLINE

Drivers are responsible for maintaining order on the bus. Drivers may never, under any circumstance, physically discipline a student. Drivers have no authority to deny a child the privilege of riding the bus, or drop the student at other than the designated stop. School administration may deny or restrict the bus-riding privileges of a student.

A. Activity Trips - Conduct Standards to be upheld by the operator of the vehicle:

1. Passengers are allowed to eat snacks or light meals, provided they limit distractions to others, agree to clean up any excess mess, and properly dispose of any trash when they exit the vehicle. A single violation can result in revocation of this privilege.
2. Limited, (brief) use of mobile phones is allowed for the purpose of contacting family, adults, guardians who need to be informed about bus arrival and location issues before departing for home.
3. The bus driver has the authority to request a passenger discontinue the use of mobile phones and other devices, if and when the driver feels inappropriate use is being made, or it causes potentially hazardous safety issue for the driver. A single violation can result in revocation of this privilege

VII. REPORTING REQUIREMENTS

It is the bus driver's responsibility to complete and submit all reports, discipline referrals, time cards, and mechanical defect slips in a timely manner. This includes all requirements pertaining to pre-trip inspections and stop-arm violation reports.

VIII. TRAINING

All bus drivers must participate in a minimum of 120 minutes of bus safety in-service each year.

IX. DRUG AND ALCOHOL MONITORING

All bus drivers must submit to pre-employment, post-accident, random, and reasonable suspicion alcohol and drug testing.

- A. Pre-employment Testing-**Bus drivers will not be allowed to drive until the employee has been tested for controlled substances and the school district has received the negative test results from the Medical Review Officer (MRO).
- B. Post-Accident Testing-**If a driver is involved in an accident while operating a CMV and the accident resulted in:
 1. Loss of human life or,
 2. A citation to the driver for a moving traffic violation,
 3. An accident resulting in disabling damage to one or more vehicles requiring a vehicle to be towed and a citation is issued to the driver for a moving violation, a controlled substance abuse test must be performed on the surviving driver within 32 hours.

C. Random Drug/Alcohol Testing

1. **Drug Testing**--A minimum of 50% of the drivers employed throughout the school year will be tested annually for drugs. A random process will be used to select drivers to be tested.
2. **Alcohol Testing**--A minimum of 25% of the drivers employed throughout the school year will be tested annually for drugs. A random process will be used to select drivers to be tested. The test must be conducted immediately prior or immediately after the time that the driver is scheduled to drive.

D. Reasonable Suspicion Testing

The district may require any bus driver to submit to a controlled substance test whenever the district has reasonable suspicion to believe that the driver has violated the prohibitions listed below concerning controlled substances and/or alcohol.

E. Prohibited Use of Alcohol and Controlled Substances

1. **Drugs**--No driver shall report to duty or remain on duty when the driver uses any controlled substance, except when the use of the substance is pursuant to the instructions of a physician who has advised the driver that the substance does not adversely affect the driver's ability to safely operate a vehicle.
2. **Alcohol**--
 - a) No driver shall report to duty or remain on duty while having a blood-alcohol concentration of 0% or greater.
 - b) No driver shall possess alcohol while on duty.
 - c) No driver shall drive within four hours after having consumed alcohol.

F. Refusal to Submit to Mandatory Testing

1. Any driver who refuses to submit to any of the controlled substance testing will be immediately removed from any driving responsibilities.
2. The driver will be referred to a substance abuse professional to determine if the driver has a substance abuse related problem which may require treatment.
3. Drivers removed from duty because of refusal of mandatory controlled substance testing must undergo a return-to-duty test.

G. Testing Procedures

1. Arrangements will be made at a local collection site, supervised by trained medical people.
2. Samples obtained will be sent to a laboratory certified by the Substance Abuse and Mental Health Services Administration and Health and Human Services.

Lewiston – Altura Elementary and Intermediate School Student – Parent Handbook

2022-2023

Changed/updated items in this year's version of the handbook are highlighted with **Update** in the Table of Contents. Thank you for reviewing the handbook and being informed.



GO CARDINALS!!!

Table of Contents

Welcome Letter		3
District Mission Statement		4
Elementary Schedule	Update	4
Intermediate Schedule	Update	4
School Information		4
Elementary Staff Directory	Update	5
Intermediate Staff Directory	Update	5

General Information

After School Procedures/ Bus Pass	Update	6
Attendance		6
Elementary Student Drop Off/Pick Up	Update	6
Grading Scales		7
Home – School Communications	Update	7
Recess	Update	8
Safety Drills- Fire, ALICE, Weather	Update	8
School Cancellation/Delays/Early Outs	Update	9
Visitors to our Schools	Update	9
Volunteers at our schools	Update	9

Student Health and Nutrition **Update**

Accidents at School		10
Breakfast / Hot Lunch Program	Update	10
Communicable Diseases	Update	10
Excusing from Physical Education	Update	10
Excusing from Recess		10
Health Screenings	Update	11
Illness at School	Update	11
Medication at School	Update	11
Milk Break		12
Snacks / Treats for the Class	Update	12

Positive School Habits

Backpacks and Folders		12
Homework / Homework Trackers		13
Items from Home		13
Lost and Found		13
Money at school		13

District Policies, Student Regulations and District Notices

Update		
Links to all district policies		14
Links to policies pertinent to Elem.-Int.		14
District Notices		15-16

WELCOME BACK TO SCHOOL!

Dear Lewiston – Altura Elementary and Intermediate School Students and Parents,

The Lewiston – Altura Elementary and Intermediate School staff and I would like to welcome you to the new school year. We hope that each child will grow academically, socially and emotionally through the experiences at our schools. The entire staff shares in the commitment to the children of our district and their overall development. The 2022-2023 school year comes with the annual excitement of a new school year. The staff is ready to join with families in the home-school community effort to educate our children.

This Student - Parent Handbook is your guide to the procedures and policies of Lewiston – Altura Elementary and Intermediate Schools. We highly recommend that you and your child read and discuss the booklet contents. The information provided is for the purpose of acquainting you with school guidelines, expectations, policies, and procedures. We hope this handbook will answer many of your questions about the daily routines and expectations in our schools.

Please save your copy to use and reference throughout the year. Thank you for entrusting your child’s education to Lewiston – Altura Schools.

Please feel free to contact the Elementary or Intermediate School if you have questions regarding your child’s education or if you have questions regarding this informational booklet.

Sincerely,

Lewiston-Altura Elementary Staff
Lewiston-Altura Intermediate Staff
Dave Riebel, Principal

District Mission Statement

Lewiston-Altura Schools are committed to preparing our students to be productive members of their communities, our nation, and the world.

Building Schedules

Elementary School

Doors open:	7:45 am	Morning bus leaves elementary for Altura Intermediate at 7:50 am.
Breakfast Served:	7:45 – 8:00 am	
Daily First Bell:	8:05 am	
Lunch Schedule		
Gr. 1	11:10	
Gr. 4	11:30	
Gr. 3	11:50	
Gr. 2	12:10	
Kdgn	12:30	
Dismissal:	3:00 pm	



Intermediate School

Doors open:	7:55 am	
Breakfast served:	8:00 am	
Class begins:	8:10 am	
Lunch	11:10 am (5 th) 11:30 (6 th)	Afternoon buses leave the Intermediate at 2:45pm.
Dismissal:	2:40 pm	

Parents should expect their children to come home immediately after school. If it is necessary for a student to stay after school, staff will place a call to parents and give notice. If parents wish for a child to stay after school or change their normal after school routine, the school needs prior notification from parents. If the school does not have prior notice, the child will be sent home according to their normal routine.

School Information

Lewiston – Altura Elementary School

115 Fremont
Lewiston, MN 55952
507-523-2194 option 1 – phone
507-523-2609 – fax

Lewiston – Altura High School

100 County Rd 25
Lewiston, MN 55952
507-523-2191 – phone
507-523-2286 or 3460 – fax

Lewiston – Altura Intermediate School

325 First Ave. SE
Altura, MN 55910
507-796-6851 – phone
507-796-5127 – fax

Bus Garage

507-523-2767

Web Site Address

www.lewalt.k12.mn.us

2022 - 2023 Staff Directory

Elementary Staff Directory					
School Readiness	Vicky Greden	Tina Sand	Special Education	Renee VanderPlas	Dylan Weninger
ECSE	Stacy Walth	Val Hettenbach			
ECFE	Vicky Greden	Amanda Flesch	Speech	Michelle Barbosa	Sarah James
Kindergarten	Marcia O'Duggan	Suzanne Pilger	District Nurse	Michelle MacPherson	
			Psychologist	Gail Evenson	
1st Grade	Ginny Reszka	Jane Weaver	Social Worker	Maranda Ruppert	
			Paraprofessionals		
2nd Grade	Deb Heftman	Kate Falkowski	School Readiness	Eryn Englund	
3rd Grade	Barb Daley	Scott Schmaltz	Special Education	Laura Flathers	Tom Kiral
				Dana Knudsen	Kari Sauers
4th Grade	Mike Buringa	Liza Kennedy		Caitlin Speece	
			Media Aide	Kay Ziegler	
			Title	Kay Ziegler	Mary Lou Heier
Intervention(RTI)	Kayleen Scheck	Kayli Zezulka			
			Cardinal Club	Kelli Loveless	
ELL	Mari Jo Starks		Cooks	Brandy McDonald	Pam Luehmann
Guidance	Tori Todd			Jana Benter	
Media Center	Sharon Manley		Custodian	Jean Kelly	
Library Aide	Kay Ziegler				
Music	John Harper		Secretaries	Linda Liebfreid	Nancy West
Phy. Ed.	Dick Montgomery				
Curriculum	Sarah Berndt		Principal	Dave Riebel	
Intermediate Staff Directory					
5th Grade	Dylan Gowlland	Britney Sula	Special Education	Patrick Reuter	
			Speech	Michelle Barbosa	Sarah James
6th Grade	Justin Hanson	Maddie Gasca Hernandez			
			District Nurse	Michelle MacPherson	
			Psychologist	Heidi Johnson	
Intervention(RTI)	Lori Ostrander		Social Worker	Maranda Ruppert	
Curriculum	Sarah Berndt		Paraprofessionals		Kristi Reps
Band	Brian Hamilton				
GaTE – ELL	Mari Jo Starks		Cook	Sue Hilke	
Guidance	Tori Todd		Custodian	Jean Kelly	
Media Center	Sharon Manley				
Library Aide	Kay Ziegler		Secretary	Therese Hassert	
Music	Mandy Rupperecht				
Phy. Ed.	Kayleen Scheck		Principal	Dave Riebel	

Elementary and Intermediate General Information

(Topics in alphabetical order)

After School Procedures / Bus Pass

If it is necessary for your child to go someplace other than their usual destination after school, or if they will be going home with someone other than parents, the school needs to have prior notification of this occurrence. We will need to know where, when and/or with whom your child will be prior to allowing a student to leave the building. Thanks for helping us get your children safely home.

Attendance (Also see the District Attendance Policy in back of this handbook.)

Student Absences / Tardiness

It is the responsibility of the parent to report absences and tardiness. **Please contact the elementary / intermediate school offices if your child(ren) is/are ill and are unable to attend school.** If your child is absent and we do not hear from the parent, we will contact the parent to find out if the child is ill or if something unexpected happened along the way to school that prevented the child from attending. Your cooperation is appreciated. Being on time is a good habit to build and classroom interruptions are held to a minimum by regularity and promptness.

Children are **required to have a written parental excuse** from home if:

1. they are to be excused from school for any reason.
2. they are to go home with anyone who is not their parent /guardian.

Elementary Student Drop Off / Pick Up



The parking lots and sidewalks that surround our buildings are busy places at the start of the day, and are especially busy when school is dismissed. The staff at the elementary school will be diligently working to create, maintain and reinforce an atmosphere of safety when students are loading buses, walking home and meeting parents. We ask for your cooperation with keeping all students and staff safe at our school.

The staff is asked to park their vehicles on the side lots to allow for as many open spaces in front of the elementary available for those parents wishing to pick up their child(ren). We will have staff members monitor the loading of buses on the sidewalk. We ask all parents to please use parking spaces when waiting for their child. Please **DO NOT BLOCK** the crosswalk, or the areas around the crosswalk, even for a short period of time. Our students may not look past a parked vehicle to watch for additional cars approaching. **THANK YOU** for your cooperation with this important safety issue.



If your child(ren) ride their bikes to school, please talk with them about bike safety on their way to our buildings. We ask that students walk their bikes on the sidewalks surrounding the buildings and park their bikes in the bike racks.

THANKS for making our schools safe!!!

Grading Scales

The following grading systems are used by our instructional staff to report student progress.

E = Excellent

S = Satisfactory

N = Needs Improvement

(+ = slightly above)

(- = slightly below)

A= Excellent (90% - 100%)

B = Above Average (80% - 89%)

C = Average (70% - 79%)

D = Below Average (60% - 69%)

F = Failing (below 60)



Home – School Communication:

At the beginning of the school year, please have a discussion with your child’s homeroom teacher about how to best communicate between the school and home. Good communication leads to positive results for students, parents and teachers.



Messages: If you need to get a message to your child, please contact the school office and the secretary will see that the message gets delivered. If you would like to leave a message for your child’s teacher, you can leave a message with the secretary, send the teacher an email or attempt to contact them directly before or after school.

Classroom Concerns: If you have concerns about your child’s education, please contact the classroom teacher via phone or email. The education of your child is a team effort, and communication is needed when issues arise.

Parent / Teacher Conferences: Parent-teacher conferences may be initiated by the parent or by the teacher at any time during the school year. The school has scheduled conferences in the fall and spring of the year.

The Elementary and Intermediate School will utilize PTCFast website to schedule conferences this year. Parents will receive email instructions for accessing the scheduling website.

Visiting School: Please contact the office if you wish to visit the school during school hours. We welcome visitors but wish to minimize disruptions to class instructional times. Please exercise common courtesy in alerting the classroom teacher of your attendance. Parents are welcome at our buildings during lunch periods.

JMC – Online Parent Access: Our district utilizes the JMC Online Student Record Management system for several processes. Parents can log into JMC to view grading and lesson plan information. Please visit the link on our websites or use the link below to connect with the Parent Access tabs.

<https://isd857.onlinejmc.com/Parent/Login.aspx?ReturnUrl=%2fParent>

Recess

All K – 6 students have a scheduled recess each day. Please prepare your son / daughter with garments for daily outside recess. This supervised recess will always be outdoors unless it is either too wet or too cold. The building secretaries monitor the weather each day via the Internet. They make announcements to the buildings when recess needs to be held indoors.

The following guidelines are used for determining indoor recess:

Elementary

0 degree F or above = outside recess. -1 degree F or below = inside recess

Intermediate

- 10 degrees F or above = outside recess -11 degrees F or below = inside recess

These guidelines apply for both the air temperature and the wind-chill.

At 11:00am on a day in question, the secretaries of each building check the Internet for the temperature readings in Rochester and Winona. Using this temperature information, a decision is made whether we stay inside or go outside. Research shows, and you parents also know, that it is good for our kids to get some fresh air and to “expend their energy” during recess. We want to have outdoor recess each day and we will always be going outside if the temperature and wind-chill are above zero. It is important that the students are ready for both the cold and the snow. Please have snow boots, snow pants, hats and mittens so that the children will not be cold or wet when they return for class. Thank you for your preparation!



Safety Drills –

Fire drills

A number of fire drills will be conducted throughout the year in order to familiarize the students to the proper and safe procedures to follow in case of an emergency. Each classroom has a posted route to follow, and the classroom teachers instruct and practice the drills. For fire drills, our routes take us out of the buildings following the shortest path possible. We assemble as a group at safe distances away from the buildings (weather permitting). If there is cause to move the students, we have arrangements to use evacuation facilities near each building.

A.L.I.C.E. safety drill

Over the past several years there has been a number of tragic incidents of school violence and school shootings. As the experts analyze these horrific events, it is apparent that we need to do more, not only taking steps in an attempt to prevent the event from occurring but training of students and staff on procedures that allow us to be safe in our schools. We currently instruct and practice procedures for fire safety, storm safety and stranger danger. Our goal is to now engrain proactive safety strategies in our students for the event of an intruder in our building.

Lewiston – Altura Schools has adopted a strategy for response to an intruder in our buildings. This strategy is known as the A.L.I.C.E. plan. A.L.I.C.E. is an acronym for Alert, Lockdown, Inform, Counter and Evacuate. The philosophy of A.L.I.C.E. is to use information in a way to allow staff and students to make informed safety decisions in the event of a crisis. A.L.I.C.E. moves away from a passive lockdown response to one that allows for proactive safety measures.

To engrain the understanding and procedures for A.L.I.C.E. , we will first teach and discuss the A.L.I.C.E. plan with our students. This instruction will be followed by practice within the future safety drills at each of the buildings.

If you would like more information about A.L.I.C.E., you can visit <http://www.alicetraining.com>.

Severe Weather drills

A number of severe weather drills will also be conducted throughout the year in order to familiarize the students to the proper and safe procedures to follow in case of a weather emergency. Each classroom has a posted route to follow, and the classroom teachers instruct and practice the drills. In our elementary building, the entire building proceeds to the basement of the building. The Intermediate students and staff go to a room that does not contain windows. We will follow state guidelines by sounding the severe weather alert whenever a weather *warning* has been issued in our area.

School Cancellation / Delays / Early Outs

Our Minnesota weather often causes problems with scheduled school events. When the weather is severe enough to endanger safe transportation to and from school, the district will notify radio and television stations with information and times. We will use several methods to get this important announcement to families. We urge parents to monitor any / all of these methods when the weather may cause a delay, cancellation or early release.

TV Stations

KTTC- Channel 10, Rochester;

WKBT- Channel 8, LaCrosse;

Radio Stations

HOME FM 101.1

KFIL AM 1060, FM 103.1

KQYB FM 98.3

KROC AM 1340, FM 106.9

WCCO- 830

Winona AM 1380

Winona FM 95.3 & 99.3



Websites

www.lewalt.k12.mn.us

Social Media

FaceBook [Lewiston – Altura School District](#)

District Email: To receive messages via email, please register your email in the JMC parent portal.

<https://isd857.onlinejmc.com/Parent/Login.aspx?ReturnUrl=%2fParent>

Visitors to our Buildings



Lewiston-Altura Schools will work to keep our buildings a safe place to learn and work. All doors will remain locked during the school day. All visitors to our buildings will access the building through the main entrance. Each visitor will be asked to state their name and intention via our video entrance system at the front door. Office personnel will then unlock the front door electronically.

Volunteers in our schools – Background checks needed for safety

We welcome and encourage anyone who is interested in volunteering for various school activities. Please let staff know of your willingness to help. Any volunteer situation that is not directly supervised by a staff member will require a background check of the person volunteering. The school district has a simple, quick, online and free background check process that volunteers can complete. Please check at the office, on our website, or click the link below to complete a volunteer background check.



[Volunteer Background Check instructions](#)

Student Health and Nutrition

Our district nurse, Michelle MacPherson, is in the district rotating between buildings. If you have question about your child's health, please contact the schools to speak with her. If your child is experiencing any special health problems (allergies, asthma), or is facing any unusual stress (death in the family, etc.) please alert your child's teacher.

Accidents at School

Should an accident occur at school, the parents would be called to come for the child. If the parents are unavailable, the person designated by parents on the emergency form will be called. It is therefore imperative that parents keep the information on the Emergency Card updated and accurate.



Breakfast / Hot Lunch Program

Breakfast and Hot lunches are served on a daily basis for the students in grades K-6.

Kindergarten breakfast is free. Grade 1-6 student breakfast prices are \$1.40. (Reduced breakfast is free.) Adult breakfast is \$1.80.

Hot Lunch price for K-4 is \$2.40. Hot lunch for 5-6 is \$2.65. Price for an adult lunch is \$3.75.

Students who bring a lunch to school may purchase a 1/2 pint of milk for 50 cents.

Free or reduced lunch applications may be picked up at the school offices.

Communicable Diseases

All students are monitored for symptoms of illness during the school day. Parents are asked to conduct daily screeners prior to sending students to school.

Parents must be on the alert for various symptoms of communicable diseases. If you are ever hesitant concerning the significance of certain symptoms, please seek advice from your family doctor before sending the child to school. An outbreak of any communicable disease in a school results in a letter being sent home to parents advising them to be especially observant for the symptoms of that disease. Health questions or concerns will be directed to the school nurse.

Excusing from Physical Education

Participation in Physical Education is required by all students. Should your child be restricted from participation a note from your doctor is required.

SICK NOTE		Excused Absence	
		Date: February 13	
		Excused from: <input type="checkbox"/> work <input type="checkbox"/> class <input type="checkbox"/> other	
		Notes: <i>Bitten by rabid blood-thirsty raccoon with crazy eyes.</i>	
		Signature: <i>Dr. Yuri Zhivago</i>	

Excusing from Recess

In most cases, if a child is well enough to attend school, he/she should be allowed to go out of doors for-fresh air and exercise. We are therefore asking your cooperation in not requesting that your child be kept indoors unless extenuating circumstances apply. We ask that you send a note each day your child is to remain indoors.

Health Screenings

Parents will be notified if problems are found in the following screenings;

Hearing – Hearing exams are administered each year to students in grades K - 6

Vision– Vision exams are administered to Kdgn – 6th grades.

Scoliosis – Boys and girls in grades 5 and 6 are screened.



Illness at School

Any child, whom in the opinion of the teacher or other adult, that show symptoms of sickness, will be sent to the office and the following procedure will apply:

- The parent(s) will be notified by phone that their child is ill.
- The parent(s) are asked to pick up the child at the school office, or if unable, shall make arrangements for someone to pick him/her up from school.
- When parents cannot be reached, the person identified on the emergency card will be called.
- The school will not send a student home alone.

Medication at School

Safe administration of medication is of utmost importance. The following information is designed to inform parents about medication administration guidelines and expectations at our schools.

Permission Requirements

Parents must notify the office directly if their student will require any medication during school hours. All requests for prescription medication administration require a parent **and** physician signature. All other medications (over-the-counter) require a signed form completed by the parent.

Chemical Free School

Our school is a chemical free school. Any students requiring medication at school, need to keep it in the office. Students requiring immediate access to certain medications may be allowed to self-administer with parental and physician permission (asthma inhalers and epi-pens). Self-administration also requires a student/nurse agreement (addresses school policies, safety, dosing and medication teaching).

Transporting medications to school

For the safety of all students, we require that **parents** bring their child's medication to the office directly. If this absolutely cannot be done, please contact the office.

Medication Containers

All medications (both prescription and over-the-counter) need to be in the original container labeled by the manufacturer or the pharmacy. No baggies or plastic containers will be accepted.



Notification of need for re-fills

It is the parent's responsibility to maintain an adequate supply of their child's medication. We will attempt to notify parents via note or phone when medications are running low.

Medication changes or discontinuation

It is the parent's responsibility to provide a written statement signed by the physician and parent to notify the Health Office of; a desire to discontinue medication administration at school or a prescription medication or dosage change.

End of the Year

The school will not send medication home with students. At the end of the year parents will be notified of the amount of medication remaining. Parents can arrange pick-up or disposal of medications. Any medication not picked up by the last day of school will be disposed of.

Field Trips and Off-campus activities

Medication administration is delegated to a teacher or other trained staff member for off-campus activities. All students who self-administer/self-carry their medications are responsible for bringing them to all off campus activities.

Milk Break



A milk break is provided for the nutritional care of your child. There is no charge for milk for students in grades K-3. Students in grades 4-6 may purchase milk for 50 cents. A healthy snack is provided daily for all Kindergarteners. For other grades, parents are encouraged to send a nutritious snack with your child. Research shows that a well-nourished child has higher brain functioning and therefore increases his/her academic potential.

Snacks from Home / Treats for the Class

Our school district has adopted a Wellness Policy which states that the school district will encourage and support healthy eating by its students. Snacks can be brought to school by students for use at milk break or at the discretion of the teacher. Birthday treats are allowed, but we also encourage healthy birthday treats.



Positive School Habits



Backpacks and Folders

Backpacks are recommended by the school to allow your child to easily carry school materials to and from school each day. Each classroom teacher will instruct students on a system to keep them organized and informed.

Homework and Homework Trackers

Homework is assigned as a reinforcement of the concepts taught during the day. Each student is responsible for completing these assignments at home.

Assignment books / homework trackers are furnished by the school for students in grades 3-6 and serve as a communication tool between school and home. We ask that students and parents develop a habit of reviewing these trackers each day.

Items from home

Cell phones, iPods, CD players and headphones, handheld games, toys and all other electronic devices should be left at home as they may be broken or lost. If they are brought to school, they should be left in the classroom, backpacks or in a designated place. These items are not allowed to be used during the school day, including lunch and recess.

If any item from home causes disruption of the school's normal routine, the student may be asked to put the item away and / or the item may be confiscated by school personnel to be picked up later. The school is not responsible for lost, broken or stolen items from home. Please talk with your student about the risks involved in bringing items from home and the responsibility that goes with these items.

Label Clothing / Lost and Found

We ask that families spend the time labeling all clothing and school supplies so that when they are misplaced, they can be returned to you. If items are misplaced, please check the lost and found of your child's building.

Money at school

When sending money to school with your child, please place the money in an envelope. Please write the child's name, amount and the intended use of the money on the envelope to avoid confusion. Students are encouraged not to carry money unless needed for a specific purpose.



Student Regulations and District Policies

All policies for the Lewiston – Altura School District are housed and updated on our district BoardBook website. The following link will take you to the site. On the right hand side of the page is a Table of Contents that contains a complete list of district policies.

[District Policies Table of Contents](#)

If you have any questions or would like clarification of any of these policies, feel free to contact the building principal. driebel@lewalt.k12.mn.us

The links below are for policies most often needed or of interest for students, parents and families of our Elementary and Intermediate Schools.

[103 SCHOOL COMPLAINT POLICY](#)

[404 EMPLOYMENT/VOLUNTEER BACKGROUND CHECKS](#)

[413 HARASSMENT AND VIOLENCE](#)

[501 SCHOOL WEAPONS POLICY](#)

[502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON](#)

[503 STUDENT ATTENDANCE POLICY](#)

[504 STUDENT DRESS AND APPEARANCE](#)

[505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES](#)

[506 STUDENT DISCIPLINE](#)

[514 BULLYING PROHIBITION POLICY](#)

[516 STUDENT MEDICATION](#)

[522 STUDENT SEX NONDISCRIMINATION](#)

[524 TECHNOLOGY ACCEPTABLE USE POLICY](#)

[525 VIOLENCE PREVENTION](#)

[526 HAZING PROHIBITION](#)

[530 IMMUNIZATION REQUIREMENTS](#)

[531 THE PLEDGE OF ALLEGIANCE](#)

[533 WELLNESS](#)

[596 VIDEO/MOVIE USAGE](#)

[597 KINDERGARTEN ADMISSION POLICY](#)

District Policies continued:

[610 FIELD TRIPS](#)

[640 TECHNOLOGY USE AGREEMENT](#)

[709 STUDENT TRANSPORTATION SAFETY POLICY](#)

Family Education and Privacy Act

The Family Education and Privacy Act requires that school districts annually publish a notice to parents and eligible students (students 18 and over) outlining the rights regarding a student's educational records. All individual records on current students are filed in the school the student attends. Requests by parents or eligible students to review or inspect school records should be submitted to the high school principal. Records on students who no longer attend District 857 are filed at the counselor's office. Requests for review of these records should be made to the high school counselor. Any parent or eligible student may file a request to challenge inclusions in her/her educational records. This can be done by submitting a letter requesting a change in the record.

Protection of Pupil Rights Notice

The Protection of Pupil Rights Amendment is intended to protect rights of parents and students as follows:

- (a) All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.
- (b) No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning--
 - (1) political affiliations;
 - (2) mental and psychological problems potentially embarrassing to the student or his family;
 - (3) sex behavior and attitudes;
 - (4) illegal, anti-social, self-incriminating and demeaning behavior;
 - (5) critical appraisals of other individuals with whom respondents have close family relationships;
 - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
 - (7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program),without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.
- (c) Educational agencies and institutions shall give parents and students effective notice of their rights under this section.
- (d) ENFORCEMENT.--The Secretary shall take such action as the Secretary determines appropriate to enforce this section, except that action to terminate assistance provided under an applicable program shall be taken only if the Secretary determines that--
 - (1) there has been a failure to comply with such section; and
 - (2) compliance with such section cannot be secured by voluntary means.
- (e) OFFICE AND REVIEW BOARD.--The Secretary shall establish or designate an office and review board within the Department of Education to investigate, process, review, and adjudicate violations of the rights established under this section..

PUBLIC NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

Lewiston-Altura School District utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking and screening; and
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

Updates to the 2022-2023 Elementary – Intermediate School Student – Parent Handbook

- Building Schedules = Pandemic notices removed. Return to pre-pandemic processes.
- Staff Directory = Staffing changes updated for both buildings.

General Information:

- After School / Bus Pass / Attendance – Pandemic notices removed. Return to pre-pandemic processes.
- Elementary Student Drop Off / Pick up: Pandemic notices removed. Return to pre-pandemic processes.
- Visiting School: Pandemic notices removed. Return to pre-pandemic processes.
- Recess: Pandemic notices removed. Return to pre-pandemic processes.
- Safety Drills: Pandemic notices removed. Return to pre-pandemic processes.
- School Cancellations / Delays / Early Outs: Updated list of TV and radio stations
- Visitors to our buildings: Pandemic notices removed.
- Volunteers in our schools: Pandemic notices removed. Return to pre-pandemic processes

Student health and nutrition: Pandemic notices removed. Return to pre-pandemic processes.

- Breakfast / Hot lunch: Prices need to be updated for final draft.
- Communicable Diseases: Pandemic notices removed. Return to pre-pandemic processes.
- Illnesses at school: Pandemic notices removed. Return to pre-pandemic processes.
- Field trips and off-campus activities: Pandemic notices removed. Return to pre-pandemic processes.
- Snacks from home / Treats for the class: Pandemic notices removed. Return to pre-pandemic processes.

Positive School Habits: No updates needed.

Student Regulations and District Policies:

- Update for school policy webpage. Boardbook site now listed instead of district website link.



LEWISTON-ALTURA PUBLIC SCHOOLS MISSION STATEMENT

*Building
A Caring, Adaptable, Respectful, Determined, Successful
Community*

DISTRICT 857 GOALS

The Lewiston-Altura School District will:

- Strive to provide the best possible educational programs.
- Strive to hire, develop, and maintain the best possible staff.
- Strive to maintain a positive emotional and safe climate for learners and staff.
- Strive to maintain and improve the district infrastructure.

Guiding Principles for all Lewiston-Altura Students

- Be Respectful
- Be Responsible
- Be Resourceful

ONLINE HANDBOOK

A full version of this handbook can be found online at: www.lewalt.k12.mn.us

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
400 Maryland Avenue SW
Washington, DC 20202-4605

Date of Board Approval:

Dear Students & Parents/Guardians,

Welcome to the 2022-23 school year. Students at Lewiston-Altura High School have many opportunities to engage in variety of academic contents, work towards career pathways, and earn college credits while in high school. Students also have the ability to develop additional skills and friendships through participation in extra-curricular and social activities during their time at the high school. We highly encourage students to take advantage of these opportunities. Students find more joy and take more pride in their education when they are involved in activities during their high school experience.

This handbook has been prepared as a guide for students, teachers, and parents. Included are the procedures and links to policies necessary for our school to function effectively. It is everyone's responsibility to know the rules, procedures, and policies contained in this handbook. By working together we can make this a successful year for all of our students.

Sincerely,

Dr. Cory Hanson
High School Principal
507-522-3232

chanson@lewalt.k12.mn.us

Brian Menk
Dean of Students/Activities Director
507-522-3295

bmenk@lewalt.k12.mn.us

I. General Information

ADDRESS AND IMPORTANT CONTACT INFORMATION

The high school strives to maintain positive communication with its families. We regularly email, post Facebook messages, update the website, and call parents with school information. School information, notices of events and activities, forms, and additional communications are available on our website or through contacting the Lewiston-Altura High School office.

The Lewiston-Altura High School staff members highly encourage students and their parents to maintain strong communication with teachers and school officials. As questions and/or issues arise, students and parents are highly encouraged to call, email, or visit with their teachers and/or school administrators.

Contact Us At:

ADDRESS

Lewiston-Altura High School
100 Co. Rd 25
Lewiston, Minnesota 55952

Office Staff – Shelly Pringle and Amanda Koelln

507-523-2191 ext. 3

Attendance Line

507-523-2191, Ext. 3100

Fax Number

507-523-2286

Website Address

www.lewalt.k12.mn.us

Lewiston-Altura High School Teaching Staff			
NAME	Job Assignment	DIRECT #	EMAIL
Anderson, Lori	7-12 Counselor	522-3233	landerso@lewalt.k12.mn.us
Brennan, Emily	7/8 Science	522-3299	ebrennan@lewalt.k12.mn.us
Caron, Meagan	7/8 English	522-3305	mcaron@lewalt.k12.mn.us
Clegg, Jessica	9-12 English	522-3320	jclegg@lewalt.k12.mn.us
Czaplewski, Shannon	7-9 Special Education	522-3294	sczaplew@lewalt.k12.mn.us
	7-12 Tech Ed	522-3300	
Hamilton, Brian	7-12 Band	522-3292	bhamilton@lewalt.k12.mn.us
Hernandez, Erick	9-12 Science	522-3287	ehernandez@lewalt.k12.mn.us
Hornberg, Kinsey	7-12 Special Education	522-3288	khornber@lewalt.k12.mn.us
Johanson, Anthony	8-12 Spanish	522-3289	ajohanson@lewalt.k12.mn.us
Johnson, Garry	7-12 Business Education	522-3283	gjohnson@lewalt.k12.mn.us
Kelly, Amy	7-12 PE/Health/DAPE	522-3316	akelly@lewalt.k12.mn.us
Kieselhorst, Brittne	9-11 Special Education	522-3282	bkieselhorst@lewalt.k12.mn.us
Manley, Sharon	7-12 Media	522-3291	smanley@lewalt.k12.mn.us
Moe, Kimberly	7-12 Art	522-3296	kmoe@lewalt.k12.mn.us
Noll, Laura	9-12 English	522-3298	lnoll@lewalt.k12.mn.us
Nusbaum, Laura	9/12 Math	522-3286	lnusbaum@lewalt.k12.mn.us
Olson, Brent	7/8 Math	522-1794	bolson@lewalt.k12.mn.us
Pedersen, Samuel	7-12 PE/Health	522-3293	spedersen@lewalt.k12.mn.us
Ruppert, Maranda	Social Worker	522-3297	mruppert@lewalt.k12.mn.us
Scheck, Ethan	9/10 Social Studies	522-3284	escheck@lewalt.k12.mn.us
Sikkink, Connie	9-12 Math	522-3306	csikkink@lewalt.k12.mn.us
Spencer, Erin	11/12 Social Studies	522-3307	espencer@lewalt.k12.mn.us
Starks, Mari Jo	English Learners	522-3311	mstarks@lewalt.k12.mn.us
Stoppelmoor, Kaleb	7-12 Ag	522-3308	kstoppelmoor@lewalt.k12.mn.us
VanderPlas, Michael	7/8 Social Studies	522-3304	mvanderp@lewalt.k12.mn.us
Vix, Zachary	9-12 Special Education	522-3235	zvix@lewalt.k12.mn.us
Wilmes, Matthew	7-12 Choir	522-3310	mwilmes@lewalt.k12.mn.us
Wiese, Tyler	9-12 Science	522-3285	twiese@lewalt.k12.mn.us

I. Schedule and Academics

DAILY SCHOOL SCHEDULE

LAHS runs two daily schedules, one to accommodate our Middle School Program for 7th and 8th grade students and the other to accommodate students in grades 9-12. Students will be notified of changes to schedules through homeroom and announcements for pep fests or upcoming events through email.

LEWISTON-ALTURA HIGH SCHOOL DAILY SCHEDULE							
7th and 8th Grade			9th through 12th Grade				
PERIOD	TIME	LENGTH	BLOCK	PERIOD	TIME	LENGTH	
1	8:04-8:44	40 Minutes	Block 1	1	8:04-8:44	84 Minutes	
2	8:48-9:28	40 Minutes		2	8:48-9:28		
3	9:32-10:12	40 Minutes		Block 2	3		9:32-10:12
4	10:16-10:56	40 Minutes			4		10:16-10:56
5 (Homeroom)	11:00-11:32	32 Minutes	5 (Homeroom)	5	11:00-11:32	32 Minutes	
1st Lunch	11:32-12:02	30 Minutes		2nd Lunch and Block 3	6	11:36-12:16	40 Minutes
Period 6	12:06-12:46	40 Minutes	Lunch		12:16-12:46	30 Minutes	
			7		12:50 -1:30	40 Minutes	
7	12:50-1:30	40 Minutes	3rd Lunch and Block 3	6	11:36-12:16	84 Minutes	
				7	12:20-1:00		
8	1:34-2:14	40 Minutes	Block 4	Lunch	1:00 - 1:30	30 Minutes	
				8	1:34-2:14	86 Minutes	
9	2:18-3:00	42 Minutes	9	2:18-3:00			

School Calendar

LEWISTON-ALTURA ISD #857 2022-23 School Calendar Board Approved - 2/14/22																													
July										1st Quarter										January - 19 Days									
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S									
3	4	5	6	7	8	9	August 29 - August 31 Teacher Workshop	1	2	3	4	5	6	7	8	9	10	11	12	13	14								
10	11	12	13	14	15	16	August 30 - LAHS Orientation 4:00 - 7:00 PM	15	16	17	18	19	20	21	15	16	17	18	19	20	21								
17	18	19	20	21	22	23	September 5 - Labor Day No School	22	23	24	25	26	27	28	22	23	24	25	26	27	28								
24	25	26	27	28	29	30	September 6 - First Day of School 7-12	29	30	31																			
31							September 6/7 - K-6 Orientation																						
							September 8 - First Day of School K-6																						
							September 21 - Teacher Workshop / No School																						
							October 11 - Teacher Workshop / No School																						
							October 20-21 - MEA No School																						
							October 24 - 7-12 Conferences																						
							November 11 - Last day of 1st Quarter																						
							45 Student Days																						
							50.4 Elem. 55.8 Sec. Teacher Days																						
							2nd Quarter																						
							November 14 - Teacher Workshop / No School																						
							November 15 - First day of 2nd Quarter																						
							September - 18 Days																						
							S	M	T	W	Th	F	S	S	M	T	W	Th	F	S									
							1	2	3	4	5	6	7	1	2	3	4	5	6	7									
							4	5	6	7	8	9	10	4	5	6	7	8	9	10	11								
							11	12	13	14	15	16	17	12	13	14	15	16	17	18									
							18	19	20	21	22	23	24	19	20	21	22	23	24	25									
							25	26	27	28	29	30	26	27	28	29	30	31											
							October - 18 Days																						
							S	M	T	W	Th	F	S	S	M	T	W	Th	F	S									
							1	2	3	4	5	6	7	1	2	3	4	5	6	7									
							2	3	4	5	6	7	8	2	3	4	5	6	7	8									
							9	10	11	12	13	14	15	9	10	11	12	13	14	15									
							16	17	18	19	20	21	22	16	17	18	19	20	21	22									
							23	24	25	26	27	28	29	23	24	25	26	27	28	29									
							30	31						30															
							January 26 - Last day of 2nd Quarter																						
							41 Student Days																						
							43.8 Elem. 43.4 Sec. Teacher Days																						
							3rd Quarter																						
							January 27 - Teacher Workshop / No School																						
							January 30 - First Day of 3rd Quarter																						
							February 8 - Teacher Workshop / No School																						
							February 20 - No School																						
							February 21 - K-6 Conferences																						
							February 23 - K-6 Conferences																						
							March 7 - 7-12 Conferences																						
							March 9/10 - No School																						
							March 23 - No School / Teacher Workshop																						
							April 6 - End of 3rd Quarter																						
							44 Student Days																						
							47.8 Elem. 47.4 Secondary Teacher Days																						
							4th Quarter																						
							April 7-10 - No School																						
							April 11 - No School / Teacher Workshop																						
							April 12 - 1st Day of 4th Quarter																						
							May 11 - 7-12 Conferences																						
							May 29 - No School																						
							June 8 - Last Day of School																						
							June 9 - Teacher Workshop / Graduation 7 PM																						
							41 Student Days																						
							43 Elem. 43.4 Secondary Teacher Days																						
							Total: 171 Student Days/185 Teacher Days																						
Key	K-6 PT Conferences/Open House										Snow Days 1-3 will not be rescheduled																		
	No School-Teacher Workshop										Make-up Days for Snow Days 4 / 5 / 6; March 9, March 10 and April 10; additional snow make-up days may be added to the end of the school year if needed.																		
	7-12 P/T Conferences/Open House										12 Teacher Workshop Days																		
	No School for Students and/or Staff										4 Elementary Conferences and 1 Orientation Day																		
	Last Day of Qtr./Last Student Day										4 High School Conferences and 1 Orientation Day																		
First Day of Qtr./First Student Day																													
Graduation																													

Yearly Forms to Complete

All Students

- Online Registration (JMC Updates)
 - Update Contacts
 - Parent and Student Handbook Signatures
 - Photo Release
 - Technology Use Permission
 - Email Correspondence
- *Technology Insurance Form (New this year)
- Free and Reduced Lunch Application

As Needed by Families:

- Release of Information (If needed for a non-custodial parent to have permission to access records or call students in to school as absent.)
- Permission to Carry Medication

HOMEROOM

All students grades 7-12 are assigned a homeroom teacher. There will be a weekly homeroom rotation that will begin after homecoming. Each day has a different focus. Some days will focus on college and career readiness, some days will focus on organization, goal setting, or other skill lessons. Students will check-in daily to homeroom for daily for announcements and information from advisors. Students will be marked absent for this period if they do not check in. PSEO students need to let the office know if they will be in the building during homeroom time or they will also be marked absent; PSEO students need to communicate with their advisors about homeroom related items for graduation, voting, etc.. Homeroom advisors work with students to set academic and personal goals for the school year. Homeroom time will help students establish a sense of community in the school through the development of homeroom events and by providing opportunities for class and organization meetings, behavior education, and school assemblies.

MIDDLE SCHOOL MODEL

LAHS uses a middle school structure to facilitate instruction for students in 7th and 8th grade. Our 7th and 8th grade program operates on an eight period day with regular class periods being 40 minutes long. A team of core teachers collaborates on a regular basis to develop and map their curriculum to accommodate students, plan 7th and 8th grade homeroom activities, and to monitor student issues.

SCHOOL CLOSING DUE TO WEATHER

The superintendent or the superintendent's designee will decide whether school will close because of weather. School patrons should listen to the following radio and television stations for closing and weather-related information:

WCCO	KFIL	KAGE	KWEB
KWNO	KTTC-TV	KROC	KMSP (FOX 9)

PLEASE DO NOT CALL AN ADMINISTRATOR, A TEACHER OR A BOARD MEMBER AT HOME, AS THIS MAY TIE UP PHONE LINES WHEN QUICK COMMUNICATION IS NEEDED.

The school district will also use Remind, an automated text/email service to send emergency closing notification to district families. Announcements will be placed on the district website and the Lewiston-Altura High School Facebook page.

GRADUATION REQUIREMENTS

The following requirements must be met to earn a Lewiston-Altura High School diploma.

1. Meet state testing requirements.
2. Earn 30 course credits as follows: Students must take 2 credits of classes each quarter.

Course Requirements

Students must take 8 credits of classes each year for 4 years for a total of 32 credits. Some of these classes are REQUIRED classes and some are ELECTIVE classes. Diploma credit requirements are 30 credits. Students are required to maintain fulltime status throughout their entire time at the high school.

Required Classes (19 credits)

English (4 credits) Four credits of English classes including English 9, English 10, and English 11. The fourth English credit may be selected from English 12 or AP English.

Social Studies (4 credits) Four credits of social studies classes including American History I, American History II, World Geography, and Social Studies 12.

Science (3 credits) Three credits of science including Science 9 and Biology, and third science credit in chemistry, physics, or a career and technical education credit as part of the 3 credit requirement. (The CTE credit must meet the standards underlying the chemistry or physics credit.)

Math (3 credits) Three credits of math courses including Algebra I, Geometry, and one additional credit in Algebra II, Technical Math, Advanced Math, and AP Calculus.

Fine Arts (1 credit) One full credit required in Media Arts, Music, or Visual Arts. All courses offered in the Art and Music departments apply to this requirement. Other Media Arts offerings that can help fulfill this requirement include Broadcast Technology, Graphic Communications, and Yearbook.

Physical Education and Health (2 credits) One credit of physical education classes including P.E. 9 and P.E. 10, one half credit of Health 10, and one half elective credits in PE or Health.

Business (1/2 credit) One half credit of classes from the Business curriculum.

Career Education (1/2 credit) One half credit of career education, Career Investigation.

Technology Education (1/2 Credit) One half credit of classes from the Technology curriculum.

Agriculture Education (1/2 Credit) One half credit of classes from the Agriculture curriculum.

Elective Classes (11 credits) Students may choose classes from the curriculum handbook to fulfill the elective credit requirement.

Please note that beginning with the class of 2023, students will not be required to have PE 10 but will have the choice of one credit of PE or Health courses to complete their 2 credits. Beginning with the class of 2024, students will only be required to earn credits in two of the following three areas: Business, Technology, and Agriculture Education. The total credit amount in these three areas remains 1.5 credits.

CLASS SCHEDULE CHANGES

Schedules will be available at the open house in August or on the first day of school. All students are required to take four (4) credits of courses over the four blocks of the school day. Students may add a course to their schedules, if there is room after final registration. Students MAY DROP A COURSE from their schedules during the first 3 days of each semester only if they can replace that course with another appropriate course. Students may apply for a schedule change at the counseling office. Approvals for schedule changes will be given on the merit of each case individually and WILL NOT BE AUTOMATIC. The principal must approve schedule changes. Students who drop a semester class after the first quarter will receive an F for the class.

GUIDANCE AND COUNSELING

Counseling services are available to all LAHS students. The counselor's office contains an excellent library of college catalogs and information about financial aid. The counselor is available to help students with post secondary applications, academic concerns, and personal or social problems. Drop in or make an appointment to speak with the counselor.

COLLEGE IN THE SCHOOLS

Lewiston-Altura High School offers students multiple ways to potentially earn college credit while in high school. Concurrent enrollment courses are offered at the high school by high school teachers working in conjunction with college professors. Students earn college credit by earning a passing grade in the class. Students that complete a credit recovery contract for a concurrent enrollment course are not eligible for college credit. Advanced Placement (AP) and CLEP courses are available to students as well. In order to earn college credit, students must take an exam at the end of the school year in that subject. Articulated credit programs exist with universities where students are able to enter a college and receive college credit for a similar course; please see the course registration guide for additional details. Students also have the option of Post-Secondary Enrollment Options Program courses. A separate handbook for students interested in pursuing the Post-Secondary Options Program is available from the guidance counselor. Students attend online college courses through a local university or attend traditional on campus courses for credit at both the high school and the university. The deadline for applying for PSEO for anytime during the academic year is May 30th of the previous school year.

GRADING

- Each quarter student work is graded using the following scale:

A	93-100	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	0-59
C+	77-79	Incomplete	
C	73-76	Pass	

- Course credits will be determined by the following formula:

Semester Courses .5 Credits

1st nine weeks...40-50%

2nd nine weeks...40-50%

*semester assessment...0-20%

Quarter Courses (.5 Credits)

Nine weeks...80-100%

*Quarter assessment...0-20%

*Assessments may be a paper, project, presentation or test as determined by the teacher to demonstrate mastery of academic standards.

- Mid-term Reports – At the end of each quarter a mid-term report is prepared for each student and his/her parents. These reports are sent out through JMC approximately one week after the end of each quarter. Conferences are not aligned with midterms, but staff are always willing to meet with parents and students. Also, students and parents are encouraged to contact teachers whenever concerns or questions develop.
- Grades are also available through the JMC link on the school web site. Students and parents may access assessment scores and grades using the Internet with a username and password. Contact the high school office to activate this feature. JMC also allows parents to receive alerts based upon grades or missing assignments.
- If a student receives a grade of I for any quarter, the I signifies that their work for the class is incomplete, and that the student has an opportunity to make up course requirements to obtain a passing grade. **Students will be allowed a maximum of two (2) weeks after the end of a quarter to make up work unless the teacher grants an extension with the approval of the Principal.**
- Credit Recovery Program** – Students who earn a grade that is close to passing from a quarter or semester course have an opportunity to earn a passing score for the course by agreeing to a credit recovery contract with the teacher. Contracts are usually discussed with about two weeks left in the course. Teachers individually assign contracts to students based upon their need to demonstrate proficiency on specific standards or tasks. Credit recovery is held after school two days per week. Students that are enrolled in credit recovery contracts are required to attend. Credit recovery is available during the school year and during a two-week summer session. Credit recovery is a privilege for students, but may be taken away due to disciplinary concerns or non-completion of work. Credit recovery contracts will have a completion timeline with them, not to extend beyond one calendar year.
- Passing Requirements for Middle School Students** - All 7th and 8th grade students are required to earn passing grades in math, social studies, science, and English to advance to the next grade. Students who do not meet this requirement may have to attend summer school or retake the classes during the next school year.

ACADEMIC AWARDS

Honor Rolls

Honor Rolls will be published after each quarter. To be eligible for the honor roll, a student must be enrolled fulltime. Students may qualify for one of three separate levels of honor status. Students enrolled in PSEO coursework will only be eligible for honor roll at the end of each semester after they have submitted their college transcripts to the counseling office.

Straight (A) -3.66 average, no grade lower than A-.

High Honor Roll - 3.50 average, no grade lower than B.

Honor Roll - 3.00 average, no grade lower than C-.

These standards are based on a 4 point scale with:

A = 4.0

B+ = 3.333

B = 2.667

C = 2.0

D+ = 1.333

D = .667

A- = 3.667

B = 3.0

C+ = 2.333

C- = 1.667

D = 1.0

F = 0.

Academic Letters

The purpose of this award is to recognize outstanding academic achievement by students in grades 9-12 during the entire school year. Students who qualify will be awarded a school letter for the first time and a bar pin for each additional time. The following criteria must be met to earn an Academic Letter

- Grades for all classes will be used to determine eligibility.
- Abide by school activity rules. Students will become ineligible for an academic letter on the 2nd violation from 7-12 grade of any school activity rule.
- Students must earn a 3.0 GPA with no grade lower than a C- each quarter for the entire school year.
- Students in grades 10-12 will be awarded letters at the beginning of the school year based on grades earned in the previous year.
- Students in grade 12 will also be awarded letters before graduation based on grades earned during quarters 1-3 of the current school year.

Gold Card Recognition Program

Lewiston-Altura High School participates with area schools in an academic recognition program called the gold card program. Students who have quarter grades of either an A or an A- in every course during either the first semester or the second semester qualify for a Gold Card for the next school year. Gold Cards are awarded to Lewiston-Altura students in grades 8-12 at the beginning of the school year based on grades earned from the previous year while enrolled at Lewiston-Altura. Students that were enrolled in a different school during the previous school year are not eligible for the recognition. Gold Cards allow students free admission to sports events at participating schools for the entire school year.

Graduation Honor Students

Students who earn a cumulative high school grade point average of 3.50 will be recognized as graduating with honors at the Honors and Awards Ceremony and in the graduation program.

NATIONAL HONOR SOCIETY

Eligibility Requirements

Students in grades 10–12 who meet the requirements for membership outlined by their school's chapter are eligible to be invited for membership.

Each chapter is required to publish its qualifications for membership, which is based on the four pillars of NHS:

- Scholarship**

Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence. (Each school chapter is allowed to require a higher cumulative GPA.)

- Service**

This involves voluntary contributions made by a student to the school or community, done without compensation.

- **Leadership**
Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character**
The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

LUNCH PROGRAM

We encourage every family to complete the Free and Reduced Lunch application regardless of income. This application dictates multiple school funding formulas, so we need as much data submitted to the state as possible. Forms are available to apply for free or reduced lunches from any school office and on the district website. If your child is new to the district and has a food allergy, please contact the high school office, so you can speak to the nurse and food service.

2022-23 High School Lunch Prices:

Breakfast	\$1.65
Adult Breakfast	\$2.50
7-12 Regular Lunch	\$2.95
Adult Lunch	\$3.85

The school operated lunch program is open to serve students meals at a reasonable price. Students may bring a sack lunch. All students will be provided a school lunch regardless of their account balance. However, students with a negative account balance will not be able to purchase items from a la carte.

To keep our lunchroom and school attractive, clean and orderly the following procedures are used:

1. Students will line up based upon their grade level with the oldest grade lining up first.
2. Leave the tables and floor in a neat condition.
3. Return the dishes, glasses, and silverware to the proper place. Please recycle those items that are able to be recycled, keep food scraps on your tray, and put non-recyclables in the garbage.
4. **Do not take food or drink out of the lunch room.**

Students finishing lunch are to remain out of those areas of the building where classes are in session unless you have administrative approval. No one should be past the main entrance doors or other restricted areas during their lunch period. Gyms will be open on most days after lunch, but students may not go to gym without a supervisor.

Leaving the School Grounds at Noon

Students are not to leave the school grounds during the lunch period unless they have permission from the school office.

No one is to be in a car, on a car, drive a car, or ride in a car during the noon hour or any other time during regular school hours without permission from the school administration or their designee.

LOST AND/OR MISSING ITEMS

From time to time, students report lost, missing, or stolen items to the office. **The high school is not responsible for any lost, missing or stolen items. It is recommended that students leave items of value at home. Students are encouraged to use their locker and lock all possessions up in school or gym lockers. Students should not ever leave their lockers unlocked or share their combinations with friends.**

Prior to reporting lost, missing or stolen items, it is recommended that students ask the office to check the Lost and Found.

DAMAGED OR LOST TEXTS

Fines are assessed to students who damage a book based upon the full replacement cost of the book.

New...full value Good...3/4 value Fair...1/2 value Poor...1/4 value

DAMAGED OR LOST TECHNOLOGY

Lewiston-Altura Public School District provides high school (grade 7-12) students devices to use in our digital learning environment. Similar to textbooks, daily use of devices will cause wear and tear and there will be expected needs for occasional repairs. Students are expected to take care of the device and practice appropriate computer procedures. Intentional damage to devices is not acceptable. Students need to complete a tech ticket upon noticing any technology issue, so that we can prevent minor damage from becoming a major problem.

Students/families are required to pay full repair or replacement costs for **intentional damage to a school device. The student will not be issued a new device for home use until the charge is paid; students will receive a device on loan for use in school.** Intentional damage includes thrown devices, keys removed from the keyboard, cameras poked out, intentional water damage, etc. The insurance plan does not apply to devices that have been lost, stolen, or intentionally damaged or vandalized. Gopher Mods and our tech department will determine the difference between computer failure, accidental damage, and intentional damage. Parents will receive a copy of technology use form / insurance option. Insurance does not begin until after fees have been received.

II. General School Procedures

ANNOUNCEMENTS

Announcements will be made over the public address system during homeroom and at the end of each day. Announcements must be endorsed by an employee of the school system. Parents needing to leave messages with the office need to have the message to the office by 10:55 or 2:50 in order for the messages to reach the student.

TELEPHONE MESSAGES FOR STUDENTS

Students will be called to the telephone by the office only in an extreme emergency. The school phones are for school business. Only in cases of EMERGENCY should it be used by parents to get messages to children. Parents should feel free to call and leave a message for their student at anytime, and it will be delivered or students will be called down to receive the message.

ARRIVAL AT AND DEPARTURE FROM THE BUILDINGS

Student activity at arrival and departure should conform to the following:

1. Once students are on or near the school grounds, their conduct is subject to faculty supervision and the rules and regulations of the Lewiston-Altura School.
2. Doors will be opened at 7:15 a.m. and students will not be allowed in school until that time unless specific arrangements are made to be with a teacher, adviser, or coach.
3. Upon arrival at school, students are not allowed to leave school grounds before school without permission from the high school office.
4. Doors will be locked from 8:04 a.m. to 3:00 p.m. Any student or visitors arriving during the school day will need to be identified and buzzed in by the front office.
5. If a student needs to be excused early from school, a written notice or phone call from a parent or guardian must be received by the office.
6. Students are not to be in the building after 3:15 p.m. unless attending school activities arranged and supervised by teachers or coaches. Anyone else will be asked to leave the building.

Procedures For Leaving And Returning During The School Day

Students are not to leave the school grounds during school hours without the approval of the administration/office. No one is to be in the parking lot during school time without permission from the administration. Students driving to school MUST park in the east school parking lot unless they receive permission from the administration.

If a student must leave the building during the school day, he/she must:

- a. Obtain permission from the office and sign out.
- b. Upon returning to the building sign in at the office.

- c. If your request to leave is for a medical appointment documentation of the appointment should be provided upon return, so the absence can be marked as excused.
- d. Check out with the office even if school has not started when you leave.

If a student has to go home for anything during the day, he or she will be permitted to do so, if deemed necessary by an administrator or designee. In case of sickness the parents will be called before the student will be released.

PSEO students need to sign-in at the office upon entering the building each day and upon return. PSEO students who stay at the school during a college course block will be supervised in the media center. PSEO students may not stay in a teacher's classroom or in the hallways.

LEAVING AND RETURNING TO CLASS

Students may sign out of a class to use a restroom with the approval of a supervising teacher. **Only one person may be signed out at a time. Sign outs for a drink or to a locker are limited to special circumstances.** Passes may be granted to students wishing to see a specific teacher or for the office. Every pass must be filled out as to destination, date, time and signed by both teachers. No student should be in the hall, other than passing time, without a pass and having signed out.

VISITORS

All visitors to the school need to report to the office upon arrival, and those coming during the school day will need to be identified and state their reason for visiting before being buzzed in by office staff. Visitors will be required to wear an identification badge. Visitors who want to meet with staff members or students need to have administrative permission prior to the visit. Permission may be granted based on the urgency of the need and the effect on the educational operation of the school.

PARKING LOT SAFETY

Students who drive to school may use the east parking lot. The west parking lot is off limits to students unless special permission is granted by the high school principal. Students are expected to drive slowly and cautiously to help provide a safe environment. Students are expected to park only within spaces marked by the yellow/white lines. Students are strongly encouraged to lock their vehicle. For safety and security reasons students are not to be in the student parking lot during the school day without permission from the high school office. The school's Parking Lot and Student Vehicles Policy is included in the policy section of this handbook. Students that do not follow the rules may be restricted from parking on school grounds.

BULLETIN BOARD USE AND POSTING INFORMATION

No material of any type may be posted without prior approval of the administration; a signature from an administrator needs to be present on the posting in order for it to remain up.

SECURITY CAMERAS

The school uses video cameras to help provide for the safety of students, staff, and property. Video cameras may be used to monitor school entrances, hallways, parking lots, and school outdoor areas. The school may use videotape information as evidence in any disciplinary action brought against any student, arising out of the student's behavior.

INTERNET AND TECHNOLOGY USE/MEDIA DEVICES

Electronic media devices such as Cell Phones, Tablets, Laptops, I-Pods, MP3 Players, cameras, personal video game systems, etc., when used properly may be useful tools to improve on instruction. Because of this student are allowed to bring these devices to school to be used for instructional use only. **If students choose to bring these**

items to school, they do so at their own risk and the school accepts no responsibility for any lost or stolen items. Keep valuables in secure locations.

Students may keep their cellphones in their possession during the school day. Students are not allowed to enter the classroom on a cellphone or use cellphones in class for any reason without teacher permission for class purposes. Additionally, students shall not record other people (staff, students, etc.) without their knowledge and consent, i.e. – Angel Sense, during the school day or during any school sponsored activity. This includes during online courses that are live streamed to students.

Teachers will address and resolve issues as they arise within the classroom. Students referred to the office for violating the Internet & Technology Acceptable Use Policy may be assigned consequences for insubordination according to the school's discipline policy, may have their cell phone and/or electronic device confiscated, and may result in loss of the students' privilege to bring electronic media devices to school.

Cell Phone Violations Policy

1. Teacher will warn a student of a violations.
2. A second violation will result in an office referral. Students will be asked to store their device in their locker for the remainder of the day.
3. Student will receive detention for their third and subsequent cellphone violations.

FIRE AND SEVERE WEATHER DRILL PROCEDURES

Fire Drill

1. Close the door after leaving the room.
2. Move quickly, but don't run.
3. Follow instructions provided for each room.

Tornado Drill

1. Move quickly, but don't run, to the designated area.
2. Those outside should return to building.
3. Stay away from doors, windows, and 30 feet from entryways.

FUND RAISING

All school sponsored fund raising projects must have prior approval of the administration. Request forms are available at the high school office. Fund raising requests should be approved at the beginning of the school year as much as possible.

LIBRARY

The library is open for students use from 7:30 a.m. to 11:00 a.m. or when accompanied with an adult. Any materials taken from the library must be properly checked out at the circulation desk. All books may be checked out for three weeks. Students assume responsibility for materials checked out in their name. Do not lend them to others.

SCHOOL SPONSORED DANCES

Students not enrolled at Lewiston-Altura school may attend if they are signed up in the office by an LAHS student prior to the event. One guest per LAHS student is permitted, and the sponsoring student is held responsible. If any student or guest must be asked to leave for drinking, smoking or other unacceptable behavior, they will not be allowed entry to any school dance for the remainder of the year. A minimum of two teachers and two parents are required as chaperones before any dance will be approved by the administration. High School dances (9,10,11,12) will run from 8-12:00 p.m. and Junior High (7,8) dances will run from 7-10:00. **An "In you are In, Out you are Out" policy will be enforced. There is no re-entry after leaving the dance.**

III. District Policies

Lewiston-Altura High School operates under the direction of Federal Laws, Minnesota State Statute and ISD 857 School Board Policies, as well as Minnesota State High School League recommendations. Administrators and teachers utilize the policies as a guide for making educational decisions related to attendance, curriculum, discipline, etc. The policies cannot govern every situation, and in the event of a situation arising that is not covered under one of these sources of information, the school administration has the ability to make a decision in the best interest the district, school, and student. A complete list of policies can be found on the school district BoardBook page at <https://meetings.boardbook.org/Public/Organization/2341>. Policies are reviewed by the district Policy Review committee and approved by the school board. Policies do change throughout the school year. The following is a list of student-related policies for reference. Additional information will be provided after the list of policies.

[501 School Weapons Policy](#)

[502 Search of Student Lockers](#)

[503 Student Attendance](#)

[504 Student Dress and Appearance](#)

[505 Distribution of Nonschool Material](#)

[506 Student Discipline](#)

[506F Notice of Suspension](#)

[507 Corporal Punishment](#)

[508 Extended School Year for Certain Students with Individual Education Plans](#)

[509 Enrollment of Nonresident Students](#)

[509F Enrollment of Nonresident Students Form](#)

[510 School Activities](#)

[511 Student Fundraising](#)

[511F Student Fundraising Form](#)

[512 School Sponsored Student Publications](#)

[513 Student Promotion](#)

[514 Bullying Prohibition Policy](#)

[515 Protection & Privacy of Pupil Records & Public Notice & Juvenile Systems Request for Information](#)

[515F Public Notice](#)

[516 Student Medication](#)

[517 Student Recruiting](#)

[518 DNR-DNI Orders](#)

[519 Interviews of Students by Outside Agencies](#)

[520 Students Surveys](#)

[520F Students Surveys Public Notice](#)

[521 Student Disability Nondiscrimination](#)

[521F Report Form](#)

[522 Student Sex Nondiscrimination](#)

[522F Report Form](#)

[523 Policies Incorporated by Reference](#)

[524 Internet & Technology Acceptable Use Policy](#)

[525 Violence Prevention applicable to Students and Staff](#)

[526 Hazing Prohibition](#)

[527 Student Use and Parking of Motor Vehicles](#)

[528 Student Parental, Family and Marital](#)

[529 Staff Notification of Violent Behavior by Students](#)

[529F Staff Notification Form](#)

[530 Immunization Requirements](#)

[531 The Pledge of Allegiance](#)

[532 Use of Peace Officers & Crisis Teams to Remove Students with IEPs from School Grounds](#)

[533 Wellness](#)

[533A Wellness](#)

[534 Unpaid Meal Charges](#)

[535 Gift Solicitation from Civic Organizations Policy](#)

[536 Student File Retention Schedule](#)

[596 Video Movie Usage](#)

[597 Kindergarten Admission Policy](#)

[601 School District Curriculum and Instruction Goals](#)

[602 Organization of School Calendar](#)

[603 Curriculum Development](#)

[604 Instructional Curriculum](#)

[606 Textbooks and Instructional Materials](#)

[606F Textbooks and Instructional Materials Complaint Form](#)

[608 Instructional Services-Special Education](#)

[610 Field Trips](#)

[612.1 Development of Parent and Family Engagement Policies for Title I Programs](#)

[615 Basic Standards Testing, Accommodations, Modifications and Exemptions for IEP, Section 504 Accommodation, and LEP Students](#)

[616 School District System Accountability](#)

[616A Appendix A State Curriculum Review Cycle](#)

[616B Appendix B Assessment Plan](#)

[620 Credit for Learning](#)

[621 Sp Ed Record Retention and Destruction](#)

[621.1 Attachment 1 Permission to Shred Form](#)

[621.2 Attachment 2 Notice of Record Retention Policy](#)

[624 On-Line Learning Options](#)

[640 Technology Use Agreement](#)

[707 Transportation of Public School Students](#)

[707.1 Transportation Pick-up](#)

[709 Students Transportation Safety Policy](#)

[710 Extracurricular Transportation](#)

[711 Videotaping on School Buses](#)

[712 Video Surveillance Other Than on Buses](#)

[803 Warning Systems and Emergency Plans](#)

[804 Bomb Threats](#)

[806 Crisis Management Policy](#)

[806F1 Resources](#)

[806F2 Resources and Psychological Factors](#)

[807 Health and Safety Policy](#)

[901 Community Education](#)

[902 Use of School District Facilities and Equipment](#)

[902.1 School Forest](#)

[902F Application for Use of School Facilities](#)

[903 Visitors to School District Buildings and Sites](#)

A. ATTENDANCE

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

Attendance Procedures

All absences require that the parent/guardian contact the school. They should call the school before 9:00 a.m. on the morning of the absence. They need to inform the office of the student's absence, give their permission for the absence, and state the reason for the absence. In special circumstances where the parent/guardian is not able to call the school, the school must receive an explanation of the absence from the parent/guardian within 48 hours of the absence. If an explanation of the absence is not received, it will be considered to be an inexcusable absence. Parents are required to provide reasons for illness; please do not leave a message that a child is sick without providing current symptoms. If no symptoms are provided, it will also be considered unexcused. If the reason provided does not match one of the reasons for excusing absences provided on the next page, the absence will be considered unexcused.

The school reserves the right to request verification information of any absences. All absences after four per quarter will require verification unless previous documentation has been provided.

Responsibilities

Student Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

Student Make-up Work

When absences are known about in advance, the student is expected to make arrangements to complete make-up work prior to being absent.

It is the student's responsibility to check with the teachers regarding make-up work.

For excused absences, students will be given the number of days absent plus one to turn in all make-up work and take tests or quizzes after returning from the absence. Work or tests announced prior to a pre-approved absence will be taken on time if the teacher feels it is appropriate. Example: A test was assigned for Friday and the student was pre-approved to miss class on Thursday. The student will take the test if the teacher believes the student is ready.

This may be extended only for extenuating circumstances and with the approval of the teacher and/or Principal.

Students will only be allowed a maximum of two (2) weeks after the end of a quarter to make up work unless the teacher grants an extension with the approval of the Principal.

Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, to inform the student's parent or guardian of the student's attendance, and to work cooperatively with students and their parents/guardians to solve attendance problems.

Excused Absences K-12

The following reasons shall be sufficient to constitute excused absences

1. Student illness
2. Serious illness or death in the student's immediate family
3. Medical or dental treatment
4. Required court appearances
5. Emergency conditions such as fire, storm, flood, etc.
6. Urgent family business
7. Religious holiday/instruction
8. Pre-approved family vacation
9. Pre-approved unique situations

******Excessive Excused Absences (Please note that this is a policy change)**

1. When patterns of excessive excused absences are detrimental to the success of a student, district personnel will implement interventions.
2. **A parent/guardian may clear four days per quarter that school is in session. Subsequent clearances for illnesses require verification by a doctor or other valid health care professional, unless otherwise approved by the building principal.**
3. Parents providing documentation of an absence from a healthcare provider or by using the vacation pre-approval process will not have those days included in the four excused days per quarter.
4. All absences over four without verification or without vacation pre-approvals will be counted as unexcused after the fourth absence.

Consequence for Unexcused Absences

An unexcused absence is an absence for a reason that is not acceptable by this policy. An unexcused absence is defined as the absence of over half of any class period during the day. An unexcused absence from school may result in consequences including, but not limited to: detention, In School Suspension, or Out of School Suspension.

Three unexcused absences will mean that the student will be identified as a continuing truant and the parent/guardian will be contacted by school officials regarding the students' absences. Seven unexcused absences will mean that the student will be identified as a habitual truant and school officials will file educational neglect or truancy charges against the parent/guardian and juvenile through Winona County.

Students who are marked unexcused absent for the school day and/or have exceeded their allowable number of absences per quarter from school will be ineligible to participate in activity practice or events, unless an allowable excuse is brought to the office prior to the end of the school day. The office will notify the coach in the event that the player is approved to participate.

Habitual Truancy – K-12

A habitual truant is a student who is absent from attendance at school without lawful excuse for seven school days; if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school. A student who becomes a habitual truant according to Minnesota Statute 260C.007 Subd. 19, may be reported to legal authorities to assure compliance to Minnesota Compulsory Instruction laws using the form included as Appendix B.

Pre-approval Procedures for Family Vacations and Unique Situations – K-12

Vacations and unique/unusual situations may be excused. Students and parents must notify the office of a planned vacation one week prior to the trip. Students will be directed to complete a vacation form that will be signed and by each teacher and filed with the office. Students that complete the process will not have these days counted towards their excessive excused absence total. The principal may determine that a student has exceeded an allowable number of pre-approved vacation days.

For unexcused absences, students have a right to obtain the information they have missed from their teacher due to any absence. However, if the absence is unexcused it is the teacher's discretion whether or not to award full credit for work missed during that absence.

Tardiness

Tardies- "A little late is too late!" If you arrive to school late, you are to report to the office for a pass. You must have a parental note indicating the reason you are late in arriving to school. Consequences will be assigned for unexcused tardies.

If you are going to be late to your next class because of a previous class or teacher having detained you, get a pass from the teacher responsible and take it with you.

Teachers are encouraged to address student tardies in their classrooms. Students that have issues with excessive tardies may be referred to administration for assistance. Students referred to the office for excessive tardies in the classroom may be assigned detention or other consequences. Three tardies within a quarter will equal one hour of detention. For each additional tardy per quarter, the student will serve an additional hour. For definitions of attendance refer to policy 503 Student Attendance.

Students are expected to remain in class for the entire class period. If a student needs to leave, they need to let the teacher know and if they are leaving the building, they need to check out at the office. If a student receives a pass to go to a specific destination in the building, they need to return to class before the end of the period. Any students not in class at the end of the class period will be referred to the office for consequences if they have not followed the checkout process.

B. Student Responsibilities

Student Rights

All students have the right to an education and the right to learn.

Lewiston-Altura Public Schools Behavior Management System

Administration, parents, students and faculty of LAPS have designed a school-wide expectation plan.

District Expectation: For all people to treat each other and each other's property with respect, dignity, common sense, and courtesy.

Basic Guidelines of Behavior:

Lewiston-Altura Cardinals Are:

- **Respectful**
- **Responsible**
- **Resourceful**

Student Responsibilities

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

Code of Student Conduct

This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

STUDENT DRESS AND APPEARANCE

Appropriate clothing includes, but is not limited to, the following:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

1. Clothing must be neat and clean, promote the safety and health of the individual and it must not be a distraction to the school environment. Extremes in dress or grooming which jeopardize safety or health, or which disrupt the school will not be allowed. Clothing which promotes alcohol, tobacco, and vulgarities or has a sexual or violent connotation is unacceptable. Bandanas and hats of any kind will not be allowed during the school day unless worn as a part of a school activity. Footwear must be worn at all times. Students will be asked to change, remove or otherwise refrain from unacceptable attire.
2. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing, jewelry, or body communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
3. Any apparel or footwear that would damage school property.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

"Gang," as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the

criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

STUDENT DISCIPLINE

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

Discipline Policies Explanations

The school-wide discipline plan involves a range of interventions that may or may not be used to address student behavior issues including, but not limited to: conferencing, with the student and/or the student's parents, detention, restitution, learning opportunities, In School Suspension (ISS), and Out of School Suspension (OSS), the involvement of law enforcement and possible expulsion from the school district. The goals of all consequences will be to fit the offense and help the student learn from their mistake. Consequences will vary based on the severity of the behavior and will be progressive based on the history of the student's behavior involved. Consequences for inappropriate behavior will be determined by the principal.

All violations and offenders come under different circumstances. Because of this the principal has the authority to impose the proper consequences per the violation and violator. Consequences for students who commit prohibited acts may range from positive behavioral interventions up to and including referral to law enforcement, suspension and/or expulsion.

In School Suspension & Out of School Suspension

If a student has ISS/OSS, he/she will not participate in any extra-curricular activities on the day it is served. If a student violates ISS rules and does not cooperate they will be assigned OSS. He/she is out of extra-curricular activities until after the re-entry conference and the student is reinstated in school. Band and choir activities are excluded for curriculum related activities such as concerts and pep band. MSHSL activities such as competitions, Honor Band, and Honor Choir are included.

Detention Notification

Students will be given one-day advance notice of detention, and they are expected to notify their parents. The parents will receive a written notification and the date detention was assigned. A student will not be excused from detention because of practice, game, work, lack of ride, weight lifting, etc. Students may receive a detention reminder, but not receiving the reminder does not excuse students from detention. Students absent from school the day of their assigned detention will serve their time on the first day they return. Prior appointments (doctor, dental, or court), or funerals may be excused, but it must be pre-approved by the principal or dean of students, who will work with the student and parents to determine when an alternate time will be scheduled. Students will be allowed to reschedule one detention per school year.

Students who do not show up for detention, or do not follow the detention room rules and are asked to leave, may have additional hours added on to their time. Detention will be held after school, before school, during lunch, or on Saturday depending on the situation.

Reasonable Force

A teacher, school administrator, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

HARASSMENT AND VIOLENCE

The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence, based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel who is found to have violated this policy.

“Immediately” means as soon as possible but in no event longer than 24 hours.

Reporting Procedures

Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant

In Each School Building. The building principal is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building principal immediately. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building principal immediately. School district personnel who fail to inform the building principal of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

In the District. The School Board hereby designates the Superintendent as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment. Use of formal reporting forms is not mandatory. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited. False accusations or reports of violence or harassment against another person are prohibited. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

Investigation

By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

School District Action

Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and applicable school district policies and regulations.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

Retaliation or Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who

engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

SEARCH OF STUDENT LOCKERS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

"Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

"Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages, and clothing.

"Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

"Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.

School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

BULLYING PROHIBITION

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships, including relationships between employees. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment and all employees to perform their duties effectively. The school district cannot monitor the activities of students and employees at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

An act of bullying, by either an individual student, a group of students, is expressly prohibited on school premises, on school district property or at school functions or activities, or on school transportation. This policy applies not only to students and employees who directly engage in an act of bullying but also to students and employees who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying. Apparent permission or consent by a student or employee being bullied does not lessen or negate the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying against another student are prohibited.

A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors: 1. The developmental ages and maturity levels of the parties involved; 2. The levels of harm, surrounding circumstances, and nature of the behavior; 3. Past

incidences or past or continuing patterns of behavior; 4. The relationship between the parties involved; and 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Reporting Procedure

Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

School District Action

Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

Retaliation or Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

Training and Education

The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures and standards of conduct, which materials shall also be used to publicize this policy.

The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following: 1.

Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct; 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct; 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school; 4. The incidence and nature of cyberbullying; and 5. Internet safety and cyberbullying.

The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

TRANSPORTATION SAFETY POLICY (BUS CONDUCT)

Due to the current Federal mandate, all riders on school buses must be masked including during and outside of school hours. Parents/Guardians and Students will be updated if this regulation changes.

Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for students on school buses.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

Rules at the Bus Stop

- Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

Rules on the Bus

- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs and belongings to yourself.
- No fighting, harassment, intimidation or horseplay.
- Do not throw any object.

- No eating, drinking or use of alcohol, tobacco or drugs.
- On activities and field trips snacks may be allowed by the supervising staff responsible for enforcing the clean up and assuring that no trash will be left behind.
- On activity trips students are allowed to call home for rides but not to play games and do text messaging throughout the trip because of the reflections caused in the windows and mirrors.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.
- Do not sit in the last four seats of the bus unless assigned by the bus driver.

Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Consequences for breaking bus and or bus stop rules include:

Verbal warning and reminder of rules by the bus driver and possible detention.

School Bus Incident Report to Parents written by the bus driver. This report outlines the behaviors of the students and the interventions taken by the drivers. The report is given to the school principal and then forwarded to the parents.

Suspension from riding the bus may be imposed if problems persist and or the severity of the student's conduct warrants a suspension. Students may be suspended for longer periods of time, including the remainder of the school year.

STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

Student Use of Motor Vehicles in School District Locations

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus during the school day only under the following conditions:

1. There is an emergency and permission has been granted to the student by School Administration to use a motor vehicle.
2. The student is driving to or from a Post Secondary class.
3. The student is involved in an off campus construction class and has permission to drive.
4. The student is involved in a Services class and has permission to drive.
5. The student is involved in a work experience class and has permission to drive.
6. The student has a medical appointment and has permission to drive.
7. Students are not allowed to drive other non-familial students during the school day.

Student Parking of Motor Vehicles in School District Locations

Parking in a school district location is a privilege not a right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in parking lots designated for use only by staff or by the general public. Students may lose their right to park on school grounds if they are acting in an unsafe manner.

All student vehicles must be registered each year in JMC. When there are unauthorized vehicles parked on school district property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
2. If unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school district property.

Patrols, Inspections, and Searches

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

STUDENT MEDICATION

It is generally recognized that some students may require medication for chronic or short-term illness or health conditions during school hours. This medication enables students to remain in school and participate in their education. Although the school believes that medication should be given outside of school hours whenever possible; the district will provide administration of medication for any student if the parent/legal guardian is willing to comply with requests for authorization and provision of information. The school district's licensed school nurse or other trained school employee will administer all medications in accordance with law and school district procedures. Self-administration of medication may be allowed if certain conditions are met.

The administration of prescription, complementary, and holistic medication or drugs at school requires a completed signed request from the student's parent and the student's physician or licensed prescriber before the medication will be given. 1. Licensed prescribers include; physicians, advanced practice nurses (CNS, NP, CRNA, nurse midwives), Physician's Assistant under the direction of a physician, Dentist, Podiatrist, Osteopath, Psychiatrist.

The administration of over-the-counter medication requires a completed signed request from the student's parent. This form is required to be completed at the beginning of each school year. If the dosing requested by the parent exceeds package recommendations, then a signed request is also required from the student's physician or licensed prescriber.

A "Medication Authorization" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs, this includes discontinuation of a prescription medication.

Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. Parents or guardians are responsible for their child's supply of medication.

Over the counter medications must be presented in their original container, with student's name written on it. Baggies or other containers will not be accepted. The school district does not provide any medication for student or staff use.

The school nurse may request to receive further information about the medication, if needed, prior to administration of the substance.

All student medications, prescription and non-prescription, are to be kept and administered within the office unless self-administered by the student, assigned to other district staff for administration, subject to exceptions listed in paragraph N 1-5, medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan). All medications, with the exception of approved Self-administered, will be stored securely in the Health Office of each building.

The school must be notified immediately by the parent in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well. I. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP. J. The licensed school nurse, or other designated person, shall be responsible for the filing of the "Medication Authorization" form. The licensed school nurse, or other designated

person, shall be responsible for providing a copy of such form or information to the principal and to other personnel designated to administer the medication.

Planning for students with conditions that require medication on field trips during the school day will be done prior to the day of the field trip. It is the teacher's and parent/guardian's responsibility to inform the office in advance of a field trip. The teacher or trained school employee may carry and administer the medication on the field trip as necessary, following district procedure.

The Health Office will record and review any identified medication error. The review of a medication error will be used to identify corrective steps that may need to be implemented to ensure medication safety for students.

Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization (if appropriately contracted by the school district under Minn. Stat. § 123.35, subd. 17(2) or (3)).

Delegation of Medication administration may only be done by the LSN/RN/PHN. Delegation is a nursing function that is "transferring to a competent individual the authority to perform a selected nursing task in a selected situation. The nurse retains accountability for the delegation." (According to the National Council of State Boards of Nursing (1997).

Specific Exceptions: 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine. 2. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy. 3. Drugs or medicines that are prescription asthma or reactive airway disease medications or emergency non-syringe epinephrine auto-injector pens can be self-administered by a student if: a. the Health Office has received a written authorization (completed Medication Authorization for Self-Administration form) from the student's parent and physician permitting the student to self-administer the medication; b. the medication is properly labeled for that student; and c. the parent has not requested school personnel to administer the medication to the student, except in emergency situations when the student is unable to self-administer. d. the student completes and signs the Self-Administration Contract. e. the licensed school nurse has met with the student and assessed their knowledge and skills to safely possess and use an asthma inhaler or Epi-pen in a school setting and completes and signs the Self Administration.

The parent must submit written authorization for the student to self-administer the medication each school year. The parent or guardian is responsible for maintaining the supply of asthma or reactive airway or Epi-pen medications. The school district does not provide any medications. The school district may revoke a student's privilege to possess and self-administer these medications if the school district determines that the student is abusing the privilege.

Nonprescription Medication-secondary student. A secondary student (grades 7-12) may possess and use nonprescription non-steroidal pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

Medications: a) that are used off school grounds; b) that are used in connection with athletics or extracurricular activities; or c) that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

C. STUDENT ACTIVITIES

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

- Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.

MSHSL Student Code of Responsibilities

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

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

A student ejected from a contest shall be ineligible for the next regularly scheduled game or meet at that level of competition and all other games or meets in the interim at any level of competition, for the first ejection. All subsequent ejections shall result in ineligibility for four (4) games or meets.

CODE OF RESPONSIBILITIES AND CONSEQUENCES

In order to be eligible for regular season and MSHSL tournament competition, a student must be fully enrolled as defined by the Minnesota Department of Education and a bona fide member of his or her high school in good standing. A student who is under penalty of exclusion, expulsion or suspension, whose character or conduct violates the Student Code of Responsibilities and is not in good standing, shall be ineligible for a period of time as determined by the principal.

Students agree to uphold the MSHSL code of responsibilities when signing up to participate in activities including sports and fine arts competitions.

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

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

Class I MSHSL Activities

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

Class II MSHSL Activities

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

Non-MSHSL Activities

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

MSHSL and LAHS Definitions of Eligibility

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

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

Initial Eligibility for all MSHSL and Non-MSHSL Activities (9th - 12th Only)

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

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

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

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

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

Continuing Eligibility- Class I MSHSL and Non-MSHSL Activities

Grades 9-12: Students in grades 9-12 that fail one or more classes at the quarter mark will serve a suspension from all activities. One week of suspension will occur for each F on the quarter report card related to a period class or two weeks for a block course. No suspension will exceed two weeks. Students are required to attend all practices and games for activities they are registered for during the suspension or attend credit recovery with their

advisor's permission, but are not allowed to practice or participate in competitions with the activity during the suspension. Suspensions from all Class I and Non-MSHSL will begin the first day of the new quarter and run for 7 consecutive calendar days per F, not to exceed 14 days of suspension. Students and advisors will be notified of suspensions on the first day of the new quarter after all grades have been posted.

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

Quarter 2 grades may impact winter activity participation.

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

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

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

Quarter 1 grades will impact participation in winter activities.

Quarter 2 grades will impact participation in winter activities.

Quarter 3 grades will impact participation in spring activities.

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

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

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

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

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

CHEMICAL USE and ELIGIBILITY

Lewiston-Altura School District 857 recognizes chemical dependency as a treatable illness. This policy and any subsequent programs are designed to provide early identification, motivation and support. For the purpose of this policy, the District is concerned about harmful chemical involvement, which may be affecting the student's attendance, scholastic performances or personal health.

Voluntary utilization of appropriate counseling and treatment is encouraged. Implementation of this policy will be in such a manner that no student with chemical dependency problems will have his school status or scholastic opportunities affected by the diagnosis itself or by the student's request for treatment except as outlined by other governing agencies such as the Minnesota State High School League. All records shall be handled in the same confidential manner, as would other medical records.

BEHAVIORAL and CHEMICAL USAGE PENALTIES

Interscholastic Activities (Athletics): Includes all Lewiston-Altura activities that are classified as Category I Activities by the Minnesota State High School League.

Any student athlete of Lewiston-Altura Public Schools found to be in possession of or having consumed alcohol, illegal drugs or tobacco at any time during the year shall lose eligibility according to the following schedule:

1st Offense: 3 contests/events or 3 weeks, whichever is greater.

2nd Offense: 6 contests/events or 6 weeks, whichever is greater.

3rd Offense: After confirmation of the third and subsequent violations, the student shall lose eligibility in that sport for 1 calendar year. The principal may modify the period of ineligibility for students who become a participant in a treatment program.

Consecutive Penalties: Penalties shall be consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.

Non-Athletic and Fine Arts Activities: Includes activities sponsored by the Lewiston-Altura Schools which are not classified as "athletic" or Category I Activities, but are governed by the Minnesota High School League.

Any student of Lewiston-Altura Public Schools found to be **in possession or having consumed** alcohol, illegal drugs, or tobacco at any time during the year shall lose eligibility according to the following schedule:

1st Offense: 1 performance/interscholastic activity or 3 weeks (whichever is greater)

2nd Offense: 2 performances/interscholastic activities or 6 weeks (whichever is greater)

3rd Offense: After confirmation of the third or subsequent violations, the student shall lose eligibility for 3 performances/interscholastic activities or 1 year (whichever is greater) the principal may modify the duration of the consequence for students who enter a treatment program.

An event will consist of a public performance or any activity that involves student participation with another school.

Consecutive Penalties: Penalties shall be consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.

Students Engaged in Athletic and Non-Athletic Activities

Students who have fulfilled the athletic penalty will also have fulfilled the non-athletic penalty. Students who fulfill the non-athletic penalty must also fulfill the appropriate loss of events as indicated in the athletic policy.

EXTRACURRICULAR TRANSPORTATION

Students participating in a school-sponsored event must ride to and from that activity in a school owned vehicle.

The coach/advisor, activities director, principal, or the superintendent may grant exceptions for students wishing to ride home with a parent. A signed note from the parent is necessary for permission to be granted, and the parent must see the coach/advisor to notify the coach/advisor that the parent is present to take the student.

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

Regarding students driving to practice or transporting other students to practice:

1. Parents and participants are to be notified that the school provides transportation to and from practice and events.
2. Students driving to practice/event must have signed parent permission slips indicating the parents are accepting liability for any mishaps. The form will indicate the reason behind the need to drive as well permission will not extend beyond that season.
3. Students are only allowed to drive family members, within the scope of their license, to a practice with parent permission approved by the office prior to the travel. The school will request a copy of the student license along with the signed form from a parent indicating which family members the student will be transporting.
4. Students needing to ride home from a practice or event with another family (adult) needs to have preapproval from the AD or Principal to do so. Students will not be allowed to ride home at the time of the event if pre-approval was not granted. Only the adult given the preapproval will be allowed to sign the student out from the event.
5. Students leaving from an event must be signed out by an adult. Whenever possible, preapproval is preferred, so that coaches know who will be riding to and from events.

6. PSEO students attending off campus classes or with a class schedule conflict will be allowed to drive to practice or an event with parent permission. Preapproval is necessary for these events. Online courses that do not meet at set times will not be acceptable for reasons to drive to practice or events.

Student Guidelines for Extracurricular Transportation

1. Passengers are allowed to eat snacks or light meals, provided they limit distractions to others, agree to clean up any excess mess, and properly dispose of any trash when they exit the vehicle. A single violation can result in revocation of this privilege.
2. Use of mobile phones is allowed for the purpose of contacting family, adults, guardians who need to be informed about bus arrival and location issues before departing for home.
3. The bus driver has the authority to request a passenger discontinue the use of mobile phones and other devices, if and when the driver feels inappropriate use is being made, or it causes potentially hazardous safety issue for the driver. A single violation can result in revocation of this privilege

FEES FOR ACTIVITIES PARTICIPATION

Individual Activity Fee: \$100.00

Individual Speech and One Act Play Fee (new): \$50.00

Individual Annual Maximum: \$275.00

Family Annual Maximum: \$400

These fees are for all athletic activities--not for band, choir, FFA, HOSA, junior high play, senior high play, musical, Knowledge Bowl, National Honor Society, yearbook,, and student council. Fee Waiver Applications are available to families who qualify for free/reduced lunches. Applications are available at the high school office and on line.

PARTICIPATION IN ACTIVITIES WHEN ILL or UNEXCUSED

Students are not allowed to practice or compete/perform in school activities if they are absent from any part of the student day due to illness. Exceptions may be made for unusual situations by the principal. Students are allowed to participate if they are absent for other excusable reasons. Students with unexcused absences are not allowed to participate in practices or events on the day of the absence.

Students should be in school whenever possible in order to participate in activities. Students who are unexcused absent from school for any reason or if parents do not call a student in with an excusable absence will be ineligible to participate in practices, games, and/or events.

Students are eligible for activities if they have an excusable absence from a parent, not including illness, provided by the parent the day of the absence or prior to an absence, such as a college visit or return from a vacation where vacation forms were completed. .

WEDNESDAY PROCEDURES FOR ACTIVITIES

1. No student activities are to be held after 6:00 p.m. on Wednesdays. An exception to this is the dress rehearsal for each of the school plays. This is held only on the Wednesday preceding the public performance.
2. This District schedules no other events involving students after 6:00 p.m. on Wednesday unless necessitated by weather. The Minnesota High School League schedules some events on Wednesdays.
3. Students are allowed to miss Wednesday afternoon practices, without jeopardy to their position on the team, to attend religion classes that meet during the practice time.

EVENT FEES FOR SPECTATORS

New this school year, all LAHS students with a school ID will be eligible to attend sporting events for free. Students earning a gold card as mentioned previously can get into all conference events for free. Students that are new to the high school or have lost their student ID, need to speak with the high school office so that they can receive a pass to get into sporting events.

AFTER SCHOOL WEIGHT TRAINING

New this school year, students that have outstanding credit recovery contracts are not eligible to attend weight training on Mondays and Wednesdays. Credit recovery is a priority for students who are missing credits. If a student completes all of their contracts, they regain their ability to lift weights on Mondays and Wednesdays.

22-23 LAHS Handbook Updates

Page 1 – School Year, Mission Statement, and Approval Date

Page 2 – Updated Staff Listing

Page 3 – School Calendar Updated

Page 4 – Homeroom updates

Page 5 – Removed reference to Credit Recovery During the School Day

Page 6 – Breakfast update, update on lost or missing items.

Page 7 – Cellphone update

Page 8 – Update Policy link from webpage to BoardBook

Page 9 – Attendance Procedures (illness and providing a reason for illness), Consequences for Unexcused Absences (activities update)

Page 10 – Pre-approved vacation days

Page 11 – Detention Update

Page 17 – Removal of note regarding implementation of 2021-22

Page 19 – Fee update, Unexcused Absence for participation update, Weight training clarification

Report to the School Board

August 22, 2022

By Elementary / Intermediate School Principal Dave Riebel

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

- **Summer School and Extended School Year fun!**

An “Outerspace” theme orbited everything for the students attending our summer school program from July 25 – Aug. 15. Students attended reading, math and writing supplemental instruction and activities with that deep space theme. Thank you to Ms. Zezulka, Ms. Sula, Ms. Heftman, Ms. Scheck and Ms. Ostrander for their daily instruction and activities. We also thank Mr. Weninger for his Extended School Year classroom instruction and Ms. Berndt for the coordination of it all!

- **Summer Library**

It was wonderful to see the parade of families making their way into the Elementary on Wednesdays this summer. The “Summer Library” program allowed families to check out books and participated in themed activities, rain or shine. Thank you, Ms. Manley, for your planning and presentation and assisting in helping to keep kids reading!

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

- **Staffing updates:**

Last spring’s retirements and relocations triggered some staffing changes for the 2022-2023 school year. We welcome some new staff to the Elementary and Intermediate School families! We also have some current staff in some new places. The following table highlights the classroom teachers:

Kdgn.	1st	2nd	3rd	4th		5th	6th
Ms. O’Duggan	Ms. Reszka	Ms. Heftman	Ms. Daley	Mr. Buringa		Ms. Sula	Mr. Hanson
Ms. Pilger	Ms. Weaver	Ms. Schulz	Mr. Schmaltz	Ms. Kennedy		Mr. Gowlland	Ms. Gasca Hernandez

Beyond these homeroom classrooms:

Mr. Montgomery moves from the High School/Intermediate to Elementary Phy. Ed department. Ms. Scheck will be the Phy.Ed. instructor at the Intermediate School.

Ms. VanderPlas moves from the Intermediate to Elementary Special Education department. Dylan Weninger will join her in Elementary Special Education. Patrick Reuter will be our Intermediate/Elementary Special Education teacher.

Michelle Barbosa will join our district speech staff as an online speech clinician.

Eryn Englund returns to our Elementary as a School Readiness paraprofessional. Caitlin Speece joins our Elementary paraprofessional staff. Ms. Ziegler expands her media role to include Title paraprofessional.

- **Team building and organization day at the Intermediate School:**

Most of our new Intermediate School team was able to gather on August 9th for team building activities and organizational discussions. The new staffing gives opportunity to review existing processes and procedures for 5th and 6th grades.

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

- **Summer staff appreciation**

An appreciation pizza lunch was enjoyed by our district custodial, office and summer school staff who were working this summer. Thank you all for your summer assistance with students! Thanks goes out to Dr. Hanson for organizing.

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

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

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

- **Summer Cleaning accomplished!**

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



Independent School Dist. No. 857

100 County Road 25

Lewiston, MN 55952

(507) 523-2191

Gwen Carman, Superintendent

Dave Riebel, Elementary and Intermediate Principal

Cory Hanson, High School Principal

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

- Thank you to Brian Hamilton for his work with the LARP summer band. The band marched in parades at Rushford and Lewiston.
- Thank you to Ethan Scheck, Kim Moe, Kinsey Hornberg, Meagan Caron, and Nicole Williams for their support with teaching summer school with Cassidy Rainwater left to start science in August.
 - We have had a number of students earn back credits this summer
 - Social Studies and Careers – 3 credits
 - English – 2 credits
 - Math – 2.5 credits
 - Science was not finished yet
 - 12 credits we completed during the school year as well
 - Our students in credit recovery have earned 6 credits as well with more to come as teachers are able to grade completed work.

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

- Welcome to the following hires since the June board meeting: Jessica Clegg (English) Garry Johnson (Business Education), Erick Hernandez (Science), Sam Pedersen (PE/Health), Zachary Vix (Special Education), Tyler Wiese (Life Science) and Lacey Zietlow (Educational Assistant).
- We are still looking for one teacher prior to the start of the year.

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

- Thank you to the LAHS Volleyball team for their hard work and efforts and helping beautify the locker room, school and district.
- Thank you to our summer weight training staff that helped students from a variety of sports throughout the summer.
- Thank you to all of our summer coach volunteers. The school was busy all the way through the end of July, prior to the shutdown weeks leading up to Fall sports.

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

- Thank you to the softball team for fundraising for a new score board. Thank you to the Booster Club and maintenance for their support as well.
- We will be running our first round of online activity fees beginning this August. Thanks to Brian, Amanda, and Sheala for their work to get this done.
- The activities department will be debuting online activity registration software for payments and for form completion.
- Thank you to Mr. Menk for working on updating our banners. New banners and a new school song plaque are ready to be installed in the gym.
- Thank you to our maintenance staff for shining up the building. A special thank you to our summer student workers that are completing their final week.

Upcoming Events:

August 30 – 7-12 Open House (Schedule and Computers)

September 6 – First day of school for grades 7-12



Independent School Dist. No. 857
100 County Road 25
Lewiston, MN 55952
(507) 523-2191

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

Lewiston - Altura Schools: Building A Caring, Adaptable, Respectful, Determined, Successful Community

Superintendent's Report to the School Board
Respectfully Submitted by Gwen Carman
August 22, 2022

Meeting Agenda Item Notes

Safe Learning Plan In order to receive the ESSER funds, we must continue to have a Safe Learning Plan that is reviewed by the Board every six months. Our recommended Plan is much simpler and shorter than previous ones. Of course, we all hope that COVID-19 will no longer be a significant factor in our processes, procedures and how we educate students!

2022-23 Meal Prices Breakfasts and lunches will no longer be available at no cost to students/families in 2022-2023. As you know, our food costs are rising. Our meal prices have not changed for 2.5 years. If there are no changes at the State or Federal level regarding food service funding, it is my and Food Service Director Vickie Speltz recommendations that we raise our prices.

<u>Current Prices</u>	<u>Proposed Prices</u>
PK-12 Breakfast: \$1.40	\$1.65
PK-4 Lunch: \$2.45	\$2.70
Gr. 5-12: \$2.70	\$2.95
Milk: \$0.50	No change.
Adults: \$3.80	\$4.95 (set by the State)

We will need to be very diligent and persistent in encouraging families to complete free/reduced priced meal applications. We are discussing more strategies on how to do this.

School Bus Route Changes and a Pick Up/Drop Off at Winona Crossing Center I have made arrangements with the owners of Winona Crossing Center to have a school bus pick up/drop off students. Thank you to Kevin Ziebell and Linda Leibfried for their work in downsizing one bus route and adding the bus stop in Winona. This will mean changes for some of our drivers and families, but no one will have an extra-ordinarily long route.

The downsizing of one route provides financial savings, reduces the need for one driver (we are short staffed), and the Winona stop may increase our enrollment. With the Board's approval to add this stop, I will get the

information out to the community. We know we will need to monitor/assess the new routes as we move forward. There are still a couple specific challenges but we will work to address them.

Board Representative to Continuing Education Committee It is required that our district maintain a Continuing Education Committee. On the Consent Agenda is a recommendation to designate Mari Jo Starks as our Coordinator (to replace a retiree, this is a Master Agreement position). We will also be re-establishing the state required committee that must have teachers, administration and a community member. Principal Riebel will be our administrator representative on the committee. The teachers will be selecting their representatives. It is my recommendation that a Board member serve as the community representative. Committee meeting times have not yet been set.

Support Staff and Bus Driver/Van Driver Handbooks As you may recall, these Handbooks were tabled in June to provide staff an opportunity to meet with Board representatives to discuss them. As you also know, what we would like to be able to pay them and what we can afford, are not the same. Thank you to them staff members who meet with some of us on August 10th. The discussions were respectful and important. After the meetings, Melissa Meisch, Sarah Sommer, Sheala Hall and I met to discuss the input and the Handbooks as proposed in June. We made a few revisions which you can see in the attached recommended Handbooks.

Fuel Bids We posted in the newspaper and mailed to two local distributors an opportunity to bid for our transportation fuels. We received one response – from High Plains Cooperative who has been providing our fuel for many years. Based on 8/15/22 rack prices, the costs per gallon are \$3.379 for unleaded gas, and \$4.251 for diesel. This was a good process to assure we are receiving competitive prices, and how the price per gallon compares to retail vendors.

Financial Reports The financial reports are longer than typical because of the two week delay in our meeting schedule, and because of the start of the school year when we have more purchases. Thank you so much to Sheala Hall and Kara Prosen who are doing amazing work in mastering the complexities of school finance software and programs!

OTHER UPDATES

Back to School Celebration Please let me know if you would like to sit at a Welcome Table, serve ice cream (30-minute shifts) or speak (short program). I am hoping we will have just a fun gathering for staff, parents, students and families!

Back to School Workshops Monday: August 29th: There will be a staff breakfast starting at 7:15am, introducing new staff at 7:45am and Welcome at 8:05am in the HS gym. Our schedule is tight due to a Cyber Security training, so my comments will be brief! 😊

Facilities Task Force We will have our 4th and final Task Force Meeting on Tuesday, August 23rd at 6:00pm in the high school library. I would like to briefly discuss next steps/timeline at the Board meeting

Altura and Lewiston City Council Meetings to Update on Our Planning (Let me know if you would like to attend with me.)

Altura: Tuesday, September 13th at ???

Lewiston: Wednesday, September 14th at 7:00pm

New Teacher Hires: We know that we have more teachers than typical leaving the district and so like many, many districts in MN and the nation we are facing challenges in filling positions. I am told that in 1999, this district had a new superintendent, one new principal and 14 new teachers. Many of those ‘new’ teachers are still here!

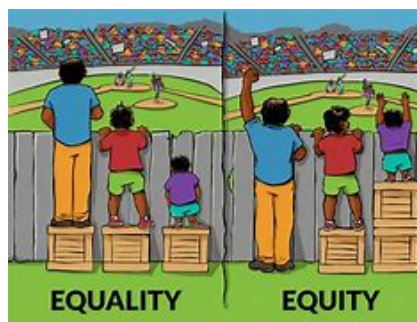
It is important to understand that the teachers who have left our district, are leaving for a variety of reasons and it is not necessarily indicative of ‘problems’ here. This is a challenge in most districts in our region, state and nation. Four teachers are leaving for neighboring districts, and those teachers already lived in those districts. Five teachers are leaving PK-12 public education. We had four teachers retire. I also want to assure everyone that Dr. Hanson and Principal Rieble have been extremely diligent in their interviewing and hiring quality replacements. Most of the teachers new to our district will come with teaching experience and/or life experience in their content areas. It is very important that our new teaching staff be supported and welcomed!

School Board Candidates It is very good that we have six community members who submitted their names to be on the November 8th ballot for school board. Three candidates will be elected. Thank you to David Baer, Maria Baer, Holly Burt, Sara Daley, Daniel Kreidermacher and Jeffrey Nelson for their willingness to serve our school district in this important role.

THANK YOU

The New Year Begins! Thank you to the custodians, office staff, and Dr. Hanson and Principal Riebel for all of their work this summer to assure we are ready for staff August 29th and students on September 6th. I especially want to recognize appreciation for Dr. Hanson for all that he has done to respond to the transitions in teaching positions at the high school level. This has required much time, non-traditional recruitment strategies and perseverance.

Task Force Members: Their work is not yet done, but thank you so much to the many staff and community members who have been meeting. I also greatly appreciate the detail and information from Jacqui, Rochelle and Luke from InGensa. These meetings have included more details about our financial challenges, our enrollment, and our facility needs with estimated costs. I have been so impressed with the diligence and heartfelt discussions. It is reassuring and exciting to see the depth of support for our students and the long term future of our school district!



**A reminder of the importance of considering equity in the work we do:
Every student deserves our best and what s/he needs to achieve.**