

Regular School Board Meeting of ISD 857

Monday, August 14, 2023 6:00 PM

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

I. Call Meeting to Order

II. Pledge of Allegiance

III. Quorum Call

David Baer
Sara Daley
Jenny Koverman
Daniel Kreidermacher
Bree Maki
Dave Pringle
Sarah Sommer

IV. Approve the August 14, 2023 Meeting Agenda

V. Open Forum

Guideline: Three minutes per speaker; 15 minutes maximum. Complaints about personnel or individuals are prohibited. 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.

VI. Facilities/Grounds Updates: Dan Buege, Dashir Management Services

VII. Food Service Updates: Vicky Speltz, Food Service Director

VIII. Amended Joint Powers Agreement: Hiawatha Valley Education District

IX. Consent Agenda

A. Board Meeting Minutes: July 10, 2023
B. Financial Reports a. Board Bills
b. Miscellaneous Payments
c. Wire Payments

Personnel

Approve the hire of Natalie Mehling as an Elementary Intervention/STEAM teacher at MA/Step 16 in accordance with the EdMN/L-A 2021-2023 Master Agreement.

Accept resignation of Schad Priem, teacher, effective for the 2023-2024 School year.

Approve hire of Luke Acord, Industrial Technology Tier I teacher at BA/Step 16.

Approve hire Carly Steele, HS Science Teacher, Tier I teacher at BA/Step 1, effective for the 2023-2024 school year.

Approve hire of Ryan Eppen, Activities Director/HS Dean of Students effective August 1, 2023 at BA30/Step 8.

Accept resignation of Kelli Loveless, Cardinal Club Coordinator effective August 14, 2023.

Approve hire of Vicky Greden as Cardinal Care Coordinator effective August 1, 2023 at the rate of \$25.00 per hour. She will be paid hourly in August 2023 and 5 hours per week starting September 5, 2023.

Approve overload assignment for Ethan Scheck and Jessie Clegg each for one semester in accordance with EdMN/L-A Master Agreement.

Approve Medical Leave request for Sarah Gruett from approximately October 18, 2023 - January 22, 2024.

Approve Rhiannon Reinardy as a Monday - Thursday teacher substitute employed through Teachers on Call at the rate of \$140.00/day.

Approve hire of Jim Pyfferon at a School Bus Driver effective 2023-2024 school year.

Approve Fall Coaches:

Football

Head: Brent Olson

Ass't: Kaleb Stoppelmoor

Ass't: Todd Stokke

Ass't: Joel Ellinghysen

JH: Derik Laden

JH: Ben Oevering

Volleyball

Head: Tanya LeJeune

Ass't: Liza Kennedy
9th Grade: Ashley Franzen
JH Coach: Amy Kelly
JH Coach: Keira Knabel

Cross Country

Head: Matt Kingsbury
Ass't: Sebastian Kingsbury

Advisors:

HS Student Council: Matthew Wilmes
HS National Honor Society: Ethan Scheck
MS Student Council: Kayleen Scheck and Amy
Kelly (shared)
HS Yearbook: Kim Moe

- X. 2023-2024 Activities/Athletic Fees (no changes
from 2022-2023)

Individual Activity Fee: \$100.00
Individual Speech and One Act Play Fee (new):
\$50.00
Individual Annual Maximum: \$275.00
Family Annual Maximum: \$400.00

- XI. 2023-2024 Employee Handbook

- XII. 2023-2024 Support Staff Handbook (modifications
from 2022-2024 Handbook)

- XIII. 2023-2024 Elementary Student and Parent
Handbook

- XIV. 2023-2024 High School Student Handbook

- XV. Designate Nancy West as Election Administrator
for November 7, 2023 referendum.

- XVI. Designate Lewiston - Altura Elementary School,
115 Fremont Street South, Lewiston MN as
Absentee Voting location for November 7, 2023
referendum.

- XVII. PK-6 Principal's Report

- XVIII. L-A High School Principal's Report

XIX. Superintendent's Report

XX. Board Committee Reports

XXI. Upcoming Meeting Schedule

August 23, 2023 Back to School Celebration at Crossings Center

August 28, 2023 All Staff Inservice/Breakfast 7:30am

September 11, 2023 Regular Board Meeting, 6:00pm HS Library

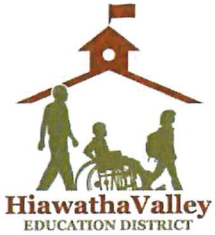
September 20, 2023 Lewiston Chamber of Commerce Meeting, Informational Presentation regarding Referendum, 12:00pm/noon (up to 3 Board members can attend)

October 9, 2023 - Regular Board Meeting, 6:00pm HS Library

November 13, 2023 - Regular Board Meeting/Certification of Election Results

December 11, 2023 - Regular Board Meeting/Truth in Taxation Hearing

XXII. Adjourn



Hiawatha Valley Education District (HVED) Board of Directors'

Statement of Support

for purchase of the Winona Mall, 1213 Gilmore Avenue, Winona MN

This is a member-driven initiative to meet the legal and ethical obligations of providing effective and efficient educational space and service to all students in our care.

Due Diligence to the Process:

- HVED has conducted a study of several properties in and around nearly every community within HVED and the city of Winona over the last ten (10) years with greater emphasis over the last five (5) years.
- A facility study was conducted by Kraus-Anderson in 2018 resulting in three recommendations:
 - Build two separate sites: one in the north and one in the south
 - Build one common site: Winona is the agreed upon best location
 - Continue managing several small sites around SE Minnesota (HVED currently hosts five sites)
 - **SAIL Program and PAES Lab in Kellogg, MN** – 51 Red School Lane (owned)
 - **SPECTRUM Program in Hokah, MN** – 200 Main Street (four classrooms and related spaces leased annually from the City of Hokah - \$30,925 for 2023-2024)
 - **River Valley Academy Area Learning Center in Winona, MN** – 1250 Homer Road (two classrooms within Minnesota State College SE – leased annually for \$20,549 for 2023-2024)
 - **PAES Lab in Caledonia, MN** – Caledonia Area Public Schools (one classroom within MS/HS leased annually for \$8,571.42 for 2023-2024)
 - **District Office in Winona, MN** – 1410 Bundy Blvd (owned)
 - Travel distance/time between the District Office to:
 - SAIL and PAES Lab in Kellogg: 30 miles/32 minutes
 - SPECTRUM in Hokah: 30 miles/30 minutes
 - PAES Lab Caledonia: 35 miles/43 minutes
 - RVA – ALC in Winona: 1 mile/3 minutes
- **CURRENT CONDITIONS have increased demand for programming**
 - SAIL has grown from 2 teachers and 8 students in 2016 to 5 teachers and 30 students in 2023
 - SPECTRUM did not exist in 2015 and has grown to 4 teachers and 16 students in 2023
- **PLUS current conditions have decreased ability to secure staffing**
 - For example, HVED initiated the ACHIEVE Program (behavior program in the south) in August, 2020 and closed in November, 2021 primarily due to the inability to secure staffing.
- **EQUALS the need to focus on a central site as the most effective and efficient programming option**
 - **Per State and Federal Statute, all public school districts are obligated to provide services and supports for students with special needs from birth through age 21 within a continuum of services.** HVED member districts provide those services (Federal Setting I, II, and III) within your own districts with the support of HVED staff coming to your schools. If the IEP Team determines that the student's needs are best met in a Federal Setting IV program, the student will attend school in SAIL with a class size of eight (8) students per teacher/para or SPECTRUM with a class

Exceptional Teams Empowering Exceptional Students

CALEDONIA ♦ CHATFIELD ♦ DOVER-EYOTA ♦ LACRESCENT-HOKAH ♦ LANESBORO ♦ LEWISTON-ALTURA ♦ MABEL-CANTON
PLAINVIEW-ELGIN-MILLVILLE ♦ RUSHFORD-PETERSON ♦ ST. CHARLES ♦ SPRING GROVE ♦ WABASHA-KELLOGG

size of six (6) students per teacher/para. No one district in the whole of southeast Minnesota has the capacity to serve just their own students—therefore being part of an Education District, like HVED, is the most effective and efficient manner available to provide highly specialized programming for your students. **With HVED, your district receives 100% of the benefit for a fraction of the cost.**

- Safe, secure, and appropriate facilities for highly specialized programming through age 21
 - Retro-fitting former elementary schools vacated by our member districts have provided space for HVED's programs when they were small and staffing was not scarce. As programs have grown, these spaces have become inadequate and as staffing resources have become even more scarce, it has become increasingly difficult to operate a program in a smaller community.
 - These spaces have come at a significant cost, beyond the lease price. Required renovations and repairs have been costly. Of note, this June the seclusion room at our SAIL site did not pass the State Fire Marshall's inspection. We will need to install a sprinkler system before we can use it. Quotes for that and other repairs are being received.
- Adequate staffing and additional supports for flexible needs within all programs
 - HVED completed an organizational study in April, 2023. The results are available at: <https://www.hved6013.org/page/4043> Virtually every concept revealed within this report could be resolved by HVED operating its programs on a common campus.
- **Value added to HVED and member districts**
 - This particular property offers the needed programming space (and potential for growth) in a central location: 1213 Gilmore Avenue, Winona, MN provides 83,000 sq ft with a maximum cost of \$19.5M (includes the property purchase price) in 2023 shared between 12 member districts.
 - Comparisons to our neighboring special education collaborative services:
 - **Goodhue County Education District (GCED)** - built next to Red Wing High School has 65,000 sq ft for \$15M opened in the fall of 2015 shared between six member districts.
 - **Southern Minnesota Education Consortium (SMEC)** - built on the Rose Creek Exit along I-90 outside of Austin, MN has 12,000 sq ft for \$4.1M opened in the fall of 2020 shared between seven member districts.
 - **Zumbro Education District (ZED)** - built next to Kasson-Mantorville Schools in Kasson has 61,000 sq ft for \$16M opened in the fall of 2022 shared between six member districts.
 - **Southern Plains Education Cooperative (Southern Plains)** – renovated a school in Fairmont, MN has 43,000 sq ft for \$10.8M opened in the fall of 2019 shared between five member districts.
 - The costs for purchasing the Winona Mall and renovating it from a commercial/retail space to an educational space is estimated at \$200-\$250/square foot as opposed to building a new space estimated at \$400-\$450/square foot.

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- HVED Superintendents collectively agreed upon the financing formula to be used within this Joint Powers Agreement to be as fair as possible to the various sizes of districts within HVED.
- Cost savings for member district transportation to one site rather than five sites will be significant.
- This purchase eliminates the need to lease property with the City of Hokah and with Minnesota State College SE but retains the option of leasing space for the PAES Lab in Caledonia.
- This purchase agreement allows HVED to retain the owned property in Kellogg and the District Office in Winona for future use or sale.
- Although operational costs can only be estimated, reducing essential services like food service, garbage, cleaning, etc. from five sites to just one site will save costs in staff time and effort.
- Opportunities for member district employees for HVED positions could be expanded. For example, hiring a staff member as an HVED driver/para for students coming from our member districts to HVED programs. A fulltime member district resident can drive the students to and from our program each day and receive driver wages for the transport time, work as a paraprofessional or maintenance or custodial, etc. during the school day. This full-time position comes with full-time benefits for programming during the school year and in the summertime.
- Opportunities for partnerships with community resources within 10 minutes from the proposed site for HVED:
 - Winona State University (7 minutes)
 - St. Mary's University (4 minutes)
 - Minnesota State College SE (7 minutes)
 - Bluffview Montessori Charter School (2 minutes)
 - Cotter Schools (11 minutes)
 - Winona Senior High School (6 minutes)
 - Hiawatha Valley Mental Health, Winona Health, Gundersen Clinic (all within 10 minutes of the proposed new HVED campus at 1213 Gilmore Ave.)
 - Business and community organizations

The HVED Board of Directors supports *HVED Joint Powers Agreement Education Facility in Winona, MN*

- Respecting our responsibility to exercise financial prudence with tax-payer dollars.
- Recognizing the significant value this collaborative effort establishes for the students needing specialized programming beyond our individual districts' capacity to provide it.
- Responding to the educational, economic, and environmental conditions occurring in and around our communities throughout southeast Minnesota.
- Reinforcing our educational partnership and commitment to serving all students from birth through age 21 residing within our communities.

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Our support is evidenced by our signatures
as a School Board Representative for our Independent School District
and
a Member of the HVED Board of Directors
July 26, 2023

Spencer Yohe

Caledonia – Spencer Yohe, Director

Tom Keefe

Chatfield – Tom Keefe, Director

Ron Pagel

Dover-Eyota – Ron Pagel, Board Chair

Eric Morken

La Crescent-Hokah – Eric Morken, Director

Christine Troendle

Lanesboro – Christine Troendle, Board Clerk

Jenny Koverman

Lewiston-Altura – Jenny Koverman, Director

Diane Wilder

Mabel-Canton – Diane Wilder, Director

Ron Springer

Plainview-Elgin-Millville – Ron Springer, Director

Amy Woxland

Rushford-Peterson – Amy Woxland, Ed.D., Director

Peter Snyder

St. Charles – Peter Snyder, Board Treasurer

Aaron Solum

Spring Grove – Aaron Solum, Board Vice Chair

Phil Rosendale

Wabasha-Kellogg – Phil Rosendale, Director

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Concept Drawing 7/21/2023

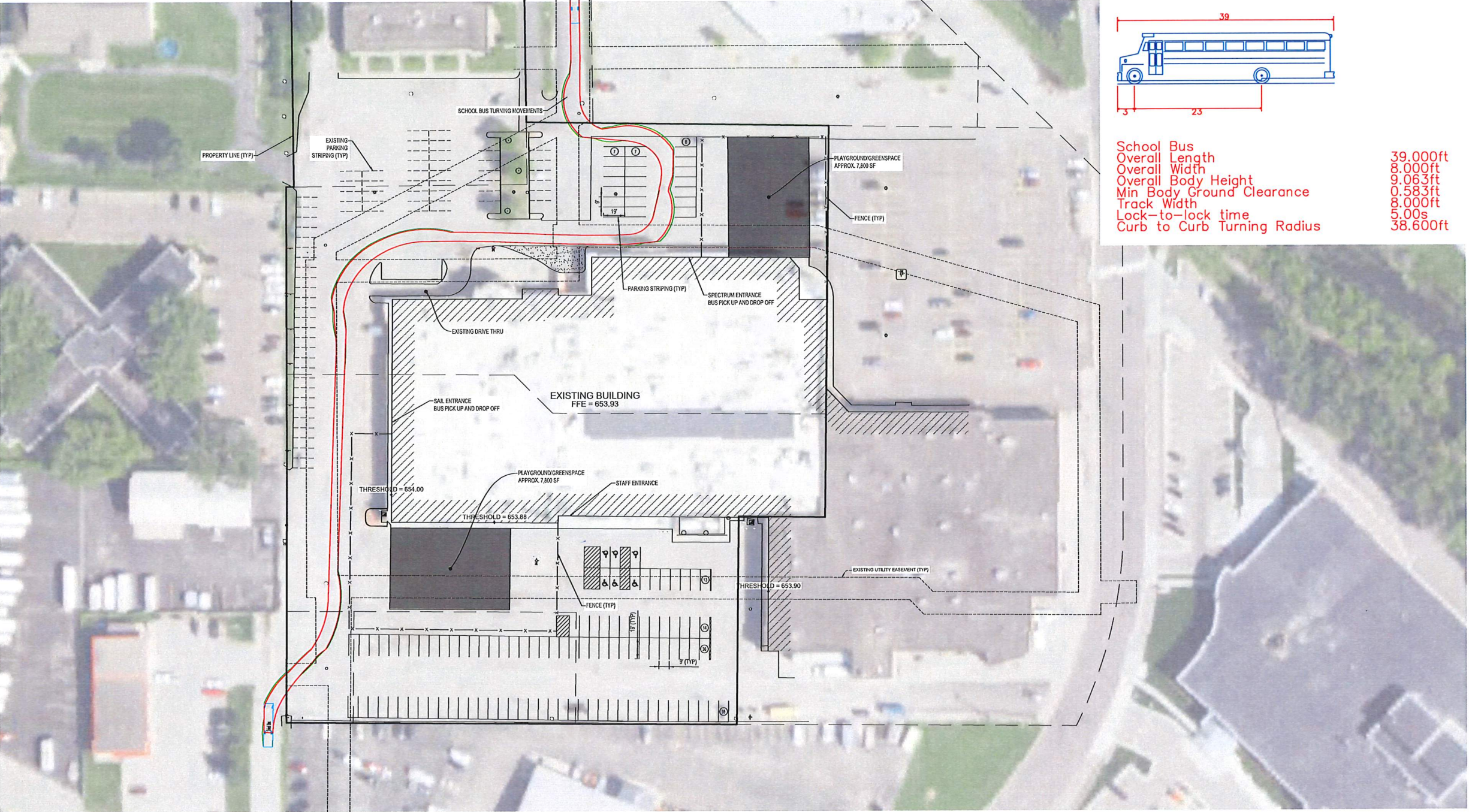


Scale: 1" = 20'-0"
Heavy Remodeling
35,000 sf

LEGEND				
ALC	SPECTRUM	SAIL	SHARED	STAFF

OVERALL FLOOR PLAN
Total estimated cost of project including purchase of the Building is \$19.5 million





SITE CONCEPT



Architecture + Engineering + Environmental + Planning

HVED WINONA MALL RENOVATION
WINONA, MINNESOTA - 07/20/2023
ISG PROJECT NO. 23-28655

ISGInc.com

JOINT POWERS AGREEMENT

EDUCATION FACILITY IN WINONA, MINNESOTA

This Agreement is made and entered into this ____ day of _____ 2023, by and among Independent School District No. 299 (Caledonia); Independent School District No. 227 (Chatfield); Independent School District No. 533 (Dover-Eyota); Independent School District No. 300 (La Crescent-Hokah); Independent School District No. 229 (Lanesboro); Independent School District No. 857 (Lewiston-Altura); Independent School District No. 238 (Mabel-Canton); Independent School District No. 2899 (Plainville-Elgin-Millville); Independent School District No. 239 (Rushford-Peterson); Independent School District No. 297 (Spring Grove); Independent School District No. 858 (St. Charles); Independent School District No. 811 (Wabasha-Kellogg), and the Hiawatha Valley Education District (hereinafter referred to as the “HVED”), all being school districts and governmental units of the State of Minnesota. Each of the foregoing independent school districts shall hereinafter be referred to as a “Participating Independent District” or collectively the “Participating Independent Districts.” The Participating Independent Districts and the HVED shall hereinafter collectively be referred to as the “Collaborating Districts.”

RECITALS

WHEREAS, the HVED provides special education and related services, alternative education programs and other education-related programs and services to children who are enrolled in the Participating Independent Districts; and

WHEREAS, the Participating Independent Districts are members of the HVED; and

WHEREAS, the parties hereto desire to cooperatively and jointly exercise their powers to establish a framework to finance (i) the acquisition of land and an existing building located in

the City of Winona, Minnesota, and (ii) the construction, renovation and equipping of the existing building into a new education facility (hereinafter the “Education Facility”) which shall be used by the HVED to provide special education and related services, alternative education programs and other services to the Participating Independent Districts, pursuant to the terms and conditions described below.

NOW, THEREFORE, in consideration of the promises and agreements contained in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

(The remainder of this page is intentionally left blank.)

ARTICLE I

AUTHORITY; PURPOSE

Section 1. AUTHORITY. This Agreement is entered into by and among the Collaborating Districts pursuant to Minn. Stat. § 471.59, as amended, which authorizes two or more governmental units, by agreement entered into through action of their governing bodies, to jointly or cooperatively exercise any power common to the contracting parties or any similar powers.

Section 2. PURPOSE. The purpose of this Agreement is to establish a framework to finance the acquisition of real property and the construction, renovation and equipping of the Education Facility, which shall be used by the HVED to provide special education and related services, alternative education programs and other education-related programs and services to the Participating Independent Districts.

(The remainder of this page is intentionally left blank.)

ARTICLE II

GOVERNANCE

Section 1. GOVERNING BOARD. The HVED was created pursuant to a Joint Powers Agreement dated September 1, 1988, as amended (the “HVED Agreement”). The member school districts of the HVED are the Participating Independent Districts in this Agreement. The control and management of the HVED is vested in a Governing Board established pursuant to the HVED Agreement. The Governing Board has the authority to function as an entity separate and apart from any of the Participating Independent Districts and generally to act in furtherance of the Participating Independent Districts’ joint interests and intentions hereunder.

Section 2. POWERS OF THE GOVERNING BOARD. The Governing Board has the general charge of the business of the HVED and the ownership of its facilities, fixtures and personal property. The Governing Board shall take such action as it deems necessary and proper to accomplish the purposes of the HVED, or any other action necessary and incidental to the implementation of said purposes or actions. The Governing Board shall have such additional powers as specified in this Agreement, including all powers necessary to provide recommendations on issues relating to the acquisition, establishment, operation, management and control of the Education Facility.

(The remainder of this page is intentionally left blank.)

ARTICLE III

ACQUISITION OF PROPERTY; MAINTENANCE AND UTILITIES

Section 1. PURCHASE AND SALE OF REAL PROPERTY. Subject to approval by the governing board of the HVED and the satisfaction or waiver contingences set forth in the purchase agreement, Winona Mall, LLC, a Minnesota limited liability company, (hereinafter “Seller”) shall convey to the HVED, and the HVED will purchase from the Seller, for the purchase price of \$4,500,000.00, land and an existing building located in the City of Winona, Minnesota, and more particularly described in the attached **EXHIBIT A** (hereinafter the “Property”) which is incorporated herein by reference. The existing building that is to be constructed, renovated, improved and equipped to serve as the Education Facility is located on the Property.

Section 2. MAINTENANCE OF EDUCATION FACILITY GROUNDS. The HVED shall provide usual and customary lawn mowing and lawn maintenance services on the Property. HVED shall maintain the parking lots, driveways, and the sidewalks of the Education Facility in reasonable repair which shall include such activities as seal coating, striping, crack filling and similar maintenance, resurfacing, or reconstruction. HVED shall provide snow removal for the parking lots, driveways and sidewalks located on the Property. The foregoing maintenance costs for the Education Facility shall be apportioned between all the Participating Independent Districts as operating costs in the manner set forth in Article V, Section 4(a).

Section 3. UTILITY COSTS. The HVED will be responsible for utility costs for the Education Facility. The utility costs for the Education Facility shall be apportioned between all the Participating Independent Districts as operating costs in the manner set forth in Article V, Section 4(a).

ARTICLE IV

PROJECT FINANCING; RIGHTS SUBORDINATE TO LEASE AGREEMENT

It is mutually agreed and understood that the Property, including the Education Facility, is contemplated to be acquired, constructed, renovated, improved and equipped by entering into a Lease-Purchase Agreement (the “Lease Agreement”) between the HVED and a lessor or an indenture trustee (the “Trustee”) to be named, to finance said acquisition, construction, renovation, improvement and equipping. The rights of the parties under this Agreement shall be subject to and subordinate to the rights of the lessor or the Trustee under the Lease Agreement.

(The remainder of this page is intentionally left blank.)

ARTICLE V

LEASE PAYMENT ALLOCATION; CONTINUING CAPITAL COSTS; OPERATING COSTS; DISSOLUTION

Section 1. LEASE PAYMENT ALLOCATION. The lease payments on the Lease Agreement described in Article IV hereof shall be apportioned among the Participating Independent Districts using the method of apportionment specified in **Exhibit B**, attached hereto and fully incorporated herein by reference. Each Participating Independent District may pay its share of the payments under the Lease Agreement from proceeds of a lease levy or from other school district fund sources. To the extent lease levy authority is exercised by one or more of the Participating Independent Districts in any year during the term of the Lease Agreement, prior to August 15 of each year, the HVED shall give written notice to each Participating Independent District of the maximum amount of the leasing levy, calculated based on the formula specified in **Exhibit B**, authorized to be certified by that Participating Independent District under this section for the following fiscal year. This section may be amended by resolutions adopted by the school boards of the Collaborating Districts if the amendment does not violate the provisions of the Lease Agreement or other documents relating to financing for the Property, including the Education Facility.

Section 2. TITLE AFTER PAYMENT OF LEASE. Unless this Agreement is amended to the contrary, at the termination of the Lease Agreement and after the repayment of the financing described above, the title to the real and personal property financed shall vest in the HVED.

Section 3. OBLIGATION TO MAKE LEASE PAYMENTS; TIMING OF PAYMENTS TO HVED. The Collaborating Districts recognize that the payments under the Lease Agreement will be paid by the Participating Independent Districts through lease levies

and other fund sources pursuant to the formula in Article V Section 1, hereof. Lease payments pursuant to the Lease Agreement which are not eligible for the lease levy shall be paid by the Participating Independent Districts using other fund sources. Each Participating Independent District shall pay to the HVED one-half of the amount of its apportioned share of that year's payment under the Lease Agreement by not later than August 15, and one-half of its apportioned share of that year's payment under the Lease Agreement by not later than January 15. Each payment may consist of proceeds from a lease levy, funds from other school district fund sources, or both.

Section 4. CONTINUING CAPITAL COSTS; OPERATING COSTS

(a) The Participating Independent Districts shall be apportioned operating costs for the Education Facility and the Property in accordance with the HVED's current practice and procedure for allocating operating costs.

(b) The Participating Independent Districts shall be apportioned continuing capital costs for the Education Facility and the Property pursuant to the formula set forth in **Exhibit B**, attached hereto.

Section 5. DISSOLUTION OF HVED AFTER TERMINATION OF THE LEASE AGREEMENT. In the event the HVED elects to dissolve after repayment of the financing described above, the Property, including the Education Facility, shall be sold and the proceeds of the sale apportioned in accordance with the HVED Agreement, as amended, or such other written agreement of all Collaborating Districts. The terms of this section shall survive the withdrawal of any Participating Independent District from this Agreement or the termination of this Agreement.

ARTICLE VI

DURATION; MEMBERSHIP; TERMINATION; BREACH; LIABILITY; INSURANCE

Section 1. DURATION. This Agreement shall be perpetual in duration unless terminated pursuant to provisions of this Agreement, as amended, or any state law terminating the Agreement.

Section 2. ADDITION OF OTHER DISTRICTS; REALLOCATION. An independent school district seeking membership in the HVED shall, as a condition of being approved as a member pursuant to applicable state law and the HVED Agreement, agree in writing to be added to this Agreement as a Participating Independent District and to be bound by the terms of this Agreement. Upon becoming a Participating Independent District under this Agreement, the percentages apportioned pursuant to Article V, Section 1 of this Agreement shall be adjusted to account for the additional Participating Independent District.

Section 3. WITHDRAWAL OF PARTICIPATING INDEPENDENT DISTRICTS.

Subdivision, 1. Procedure. A Participating Independent District may only withdraw from this Agreement if it also withdraws as a member school district of the HVED in the manner provided in the HVED Agreement. Subject to the terms of Article VI, Section 3, Subdivision 2, below, a Participating Independent District may withdraw from this Agreement effective at the end of any fiscal year by resolution adopted by a majority vote of the full membership of its school board and by formal written notice to the school board of each other Participating Independent District and to the Executive Director of the HVED (the “Executive Director”). Such formal written notice shall be provided to each school board and the Executive Director no less than six (6) months prior to the effective date of withdrawal. The notice shall

include a certified copy of the adopted withdrawal resolution. A withdrawal shall only be permitted as specified in this section.

Subdivision 2. No Withdrawal Permitted During Lease Term.

A Participating Independent District shall not be permitted to withdraw from this Agreement prior to June 30 of the year in which full payment of the Lease Agreement, or any refunding obligation of the Lease Agreement, is made.

Subdivision 3. No Distribution to Withdrawing Participating Independent District. Except as provided in this Article VI, Section 3, Subdivision 3, a withdrawing Participating Independent District shall not be eligible for the distribution of any property or assets at the time of withdrawal. A Participating Independent District who has withdrawn from this Agreement shall be entitled to receive its apportioned share of the proceeds from the sale of the Education Facility (and the Property) in accordance with Article V, Section 5, hereof.

Section 4. TERMINATION OF AGREEMENT. After the payment in full of the Lease described in Article IV hereof, this Agreement may be terminated if the boards of all Collaborating Districts adopt written resolutions approving such termination. Upon termination, all funds and property remaining after payment of all outstanding debts and obligations, including the Education Facility, the Property, and equipment of any nature, shall become the property of the HVED. To the extent permitted by law, the termination shall not affect the continuing liability of present or former Collaborating Districts for indebtedness incurred prior to the termination, or for other continuing obligations, including unemployment compensation.

Section 5. BREACH OF AGREEMENT; MEET AND CONFER. Any Collaborating District breaching this Agreement and given written notice of the breach and the

nature thereof shall have fifteen (15) days in which to cure the breach. The breaching Collaborating District shall be liable for any expenses incurred by any other Collaborating District to enforce the provisions of this Agreement and any damages incurred by other Collaborating Districts as a result of the breach. In the event a breach of this Agreement involves the failure by a Participating Independent District to pay any or all of its apportioned share of any payment under the Lease Agreement, representatives of each Collaborating District shall meet as soon as practicable following said breach and determine how to address any resulting shortfall in the ability to make payments under the Lease Agreement. The unpaid apportioned share of the breaching Participating Independent District shall be apportioned among the non-breaching Participating Independent Districts in the manner set forth in Article V, Section 1, hereof. The payment of the breaching Participating Independent District's apportioned share by the non-breaching Participating Independent Districts shall not relieve the breaching Participating Independent District from liability for payment of the unpaid share or from any damages incurred by a Participating Independent District as a result of the breach.

Section 6. LIABILITY. No Participating Independent District shall be liable for the acts or omissions of the HVED and the HVED shall not be liable for the acts or omissions of a Participating Independent District. Except as provided in Article VI, Section 5, hereof, no Participating Independent District shall be liable for the acts or omissions of another Participating Independent District. The liability and the monetary limits of liability of the HVED, the Participating Independent Districts, their officers, employees, representatives, and agents shall be governed by the Municipal Tort Claims Act, (Minnesota Statutes, Chapter 466, as amended) and other applicable law.

Section 7. INSURANCE.

Subdivision 1. Property Insurance. The HVED shall maintain at its expense property insurance on the Education Facility and its personal property, which will be an operating cost under Article V, Section 4(a) of this Agreement.

Subdivision 2. Liability Insurance. The HVED shall maintain at its expense liability insurance in not less than the statutory maximum liabilities for school districts, which will be an operating cost under Article V, Section 4(a) of this Agreement.

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ARTICLE VII
MISCELLANEOUS PROVISIONS

Section 1. CAPTIONS. The captions of the provisions of this Agreement are for convenience only and shall not be considered or referred to concerning questions of interpretation or construction.

Section 2. AMENDMENTS TO THIS AGREEMENT. Amendments to this Agreement may be proposed by the board of any Collaborating District. Notice of proposed amendments shall be sent to all Collaborating Districts. The proposed amendment shall not become effective until it has been approved and executed by not less than two-thirds of all the Collaborating Districts. An amendment approved under this Section shall be an addendum to this Agreement.

Section 3. SAVINGS CLAUSE. Should any provision or article of this Agreement be found unlawful, the other provisions of this Agreement shall remain in full force and effect if by doing so the purposes of this Agreement, taken as a whole, can be made operative. Should any such provision or article be found unlawful, representatives of the boards of the Collaborating Districts shall meet for the purpose of arriving at an agreement on a lawful provision to replace the unlawful provision or article. The newly agreed upon provision or amendment must be approved by the boards of the Collaborating Districts by resolutions adopted in the manner specified in this Article VII for the adoption of amendments.

Section 4. NOTICES. All notices required or permitted to be given by a Collaborating District shall be given by the clerk of its board. The notice shall be in writing and shall be sent by first class mail or electronic mail to the administrative offices of the board of a Collaborating District. A notice shall be timely if postmarked or emailed on the day it is due.

In the case of a notice requiring board action, a certified copy of the resolution, motion or minutes of the school board specifying the board action shall be sent with the notice.

Section 5. ENTIRE AGREEMENT; APPLICABLE LAW. This Agreement contains the entire agreement between the parties. No party has relied upon any statements or promises that are not stated in this Agreement. This Agreement shall be construed and interpreted in accordance with and be subject to the laws of the State of Minnesota.

Section 6. EXECUTION IN COUNTERPARTS; ELECTRONIC SIGNATURES; EFFECTIVE DATE OF AGREEMENT. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which, when taken together shall constitute the same and whole instrument. This Agreement shall become effective upon its approval by the boards of each Collaborating District. The electronic signatures of the Board Chair and the Clerk to this Agreement shall be as valid as an original signature of such party and shall be effective to bind the Collaborating District.

(The remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the officers indicated below of the Collaborating Districts
have signed this Agreement by authority of their respective boards.

Approved at a meeting of the
Governing Board thereof held
on the _____ day of
_____, 2023

HIAWATHA VALLEY EDUCATION DISTRICT

By: _____
Board Chair

By: _____
Clerk

Approved at a meeting of the
School Board thereof held on
the _____ day of
_____, 2023

**INDEPENDENT SCHOOL DISTRICT NO. 299
(CALEDONIA)**

By: _____
Board Chair

By: _____
Clerk

Approved at a meeting of the
School Board thereof held on
the _____ day of
_____, 2023

**INDEPENDENT SCHOOL DISTRICT NO. 227
(CHATFIELD)**

By: _____
Board Chair

By: _____
Clerk

Approved at a meeting of the
School Board thereof held on
the _____ day of
_____, 2023

**INDEPENDENT SCHOOL DISTRICT NO. 533
(DOVER-EYOTA)**

By: _____
Board Chair

By: _____
Clerk

Approved at a meeting of the
School Board thereof held on
the _____ day of
_____, 2023

**INDEPENDENT SCHOOL DISTRICT NO. 300
(LA CRESCENT-HOKAH)**

By: _____
Board Chair

By: _____
Clerk

Approved at a meeting of the
School Board thereof held on
the _____ day of
_____, 2023

**INDEPENDENT SCHOOL DISTRICT NO. 229
(LANESBORO)**

By: _____
Board Chair

By: _____
Clerk

Approved at a meeting of the
School Board thereof held on
the _____ day of
_____, 2023

**INDEPENDENT SCHOOL DISTRICT NO. 857
(LEWISTON-ALTURA)**

By: _____
Board Chair

By: _____
Clerk

Approved at a meeting of the
School Board thereof held on
the _____ day of
_____, 2023

**INDEPENDENT SCHOOL DISTRICT NO. 238
(MABEL-CANTON)**

By: _____
Board Chair

By: _____
Clerk

Approved at a meeting of the
School Board thereof held on
the _____ day of
_____, 2023

**INDEPENDENT SCHOOL DISTRICT NO. 2899
(PLAINVILLE-ELGIN-MILLVILLE)**

By: _____
Board Chair

By: _____
Clerk

Approved at a meeting of the
School Board thereof held on
the _____ day of
_____, 2023

**INDEPENDENT SCHOOL DISTRICT NO. 239
(RUSHFORD-PETERSON)**

By: _____
Board Chair

By: _____
Clerk

Approved at a meeting of the
School Board thereof held on
the _____ day of
_____, 2023

**INDEPENDENT SCHOOL DISTRICT NO. 297
(SPRING GROVE)**

By: _____
Board Chair

By: _____
Clerk

Approved at a meeting of the
School Board thereof held on
the _____ day of
_____, 2023

**INDEPENDENT SCHOOL DISTRICT NO. 858
(ST. CHARLES)**

By: _____
Board Chair

By: _____
Clerk

Approved at a meeting of the
School Board thereof held on
the _____ day of
_____, 2023

**INDEPENDENT SCHOOL DISTRICT NO. 811
(WABASHA-KELLOGG)**

By: _____
Board Chair

By: _____
Clerk

EXHIBIT A

DESCRIPTION OF REAL ESTATE

Lot 1, Block 1, Winona Mall Second Subdivision, according to the plat thereof on file in the office of the County Recorder, Winona County, Minnesota.

EXHIBIT B

ALLOCATION FORMULA

Each of the lease payments on the Lease Agreement described in Article IV, hereof, shall be apportioned among the Participating Independent Districts using the following method of apportionment:

1. A dollar amount representing twenty percent (20%) of each annual lease payment shall be evenly divided among the Participating Independent Districts; and
2. A dollar amount representing eighty percent (80%) of each annual lease payment shall be allocated among the Participating Independent Districts based on the average of each Participating Independent District's percentage of the total adjusted pupil units and unduplicated child count of all Participating Independent Districts.

The following mathematical formula illustrates foregoing allocation method:

$$(.2 \times \text{Amount of Annual Lease Payment} / 12)^1 + (.8 \times \text{Amount of Annual Lease Payment} \times (\text{Adjusted Pupil Units}\%^2 + \text{Unduplicated Child Count}\%^3) / 2).$$

By way of example, and assuming that there are twelve Participating Independent Districts, if a Participating Independent District has twelve percent (12%) percent of the Participating Independent Districts' total adjusted pupil units and ten percent (10%) percent of the Participating Independent Districts' total unduplicated child count, the Participating Independent District will be responsible for one twelfth (1/12) of the first twenty percent (20%) percent of the lease payment and the Participating Independent District's allocation of the remaining eighty percent (80%) of the lease payment will be eleven percent (11%).

¹ In the event that the number of Participating Independent Districts changes, the "12" in this equation will be changed to reflect the then current number of Participating Independent Districts.

² For purposes of this Exhibit B, the number of "Adjusted Pupil Units" for each Participating Independent District shall be obtained from the most recent report of actual (not estimated) adjusted pupil units in the General Education Report (or any successor report or document providing the same information) prepared by the Minnesota Department Education ("MDE"). By way of example, currently (as of July 17, 2023) the most recent report of actual (not estimated) adjusted pupil units is MDE's General Education Report dated December 2022.

³ For purposes of this Exhibit B, the "Unduplicated Child Count" for each Participating Independent District shall be obtained from the December 1 child count maintained by MDE for the calendar year prior to the year that a Lease Payment is made. By way of example, if a Lease Payment were made in calendar year 2023, the December 1 unduplicated child count report by MDE for the 2022 calendar year would be used.

		Chatfield	Lanesboro	Mabel-Canton	Rushford-Peterson	Spring Grove	Caledonia	La Crescent-Hokah	Dover-Eyota	Wabasha-Kellogg	Lewiston-Altura	St. Charles	Plainview-Elgin-Millville
Type of Property	Estimated Market Value	Estimated Impact on Annual Taxes Payable in Taxes Payable 2025											
Residential Homestead	\$75,000	\$6	\$7	\$6	\$6	\$9	\$8	\$7	\$7	\$5	\$7	\$7	\$6
	100,000	8	10	8	8	12	11	9	10	6	9	9	8
	125,000	12	14	11	12	17	15	13	15	9	13	13	12
	150,000	15	19	15	16	23	20	17	19	12	17	17	16
	175,000	19	23	18	19	28	24	22	24	15	22	21	20
	200,000	22	27	21	23	33	29	26	28	18	26	26	23
	225,000	26	32	25	27	38	34	30	33	21	30	30	27
	250,000	29	36	28	30	44	38	34	37	23	34	34	31
	300,000	37	45	35	37	54	47	42	47	29	42	42	38
	400,000	51	62	49	52	75	66	58	65	40	58	58	53
	500,000	65	80	62	67	96	84	74	83	52	74	74	68
Commercial/Industrial	\$50,000	\$10	\$12	\$9	\$10	\$14	\$13	\$11	\$12	\$8	\$11	\$11	\$10
	100,000	20	24	19	20	29	25	22	25	16	22	22	20
	250,000	55	68	53	57	82	72	63	71	44	63	63	58
	500,000	120	148	115	124	179	156	138	153	96	138	138	125
	750,000	185	228	178	190	275	241	213	236	148	213	212	193
Agricultural Homestead** (average value per acre of land & buildings)	\$2,000	\$0.13	\$0.16	\$0.12	\$0.13	\$0.19	\$0.17	\$0.15	\$0.17	\$0.10	\$0.15	\$0.15	\$0.14
	4,000	0.26	0.32	0.25	0.27	0.39	0.34	0.30	0.33	0.21	0.30	0.30	0.27
	6,000	0.39	0.48	0.37	0.40	0.58	0.51	0.45	0.50	0.31	0.45	0.45	0.41
	8,000	0.52	0.64	0.50	0.53	0.77	0.68	0.60	0.66	0.41	0.60	0.60	0.54
	10,000	0.65	0.80	0.62	0.67	0.97	0.85	0.75	0.83	0.52	0.75	0.75	0.68
	12,000	0.78	0.96	0.75	0.80	1.16	1.01	0.90	1.00	0.62	0.89	0.89	0.81
Agricultural Non-Homestead** (average value per acre of land & buildings)	\$2,000	\$0.26	\$0.32	\$0.25	\$0.27	\$0.39	\$0.34	\$0.30	\$0.33	\$0.21	\$0.30	\$0.30	\$0.27
	4,000	0.52	0.64	0.50	0.53	0.77	0.68	0.60	0.66	0.41	0.60	0.60	0.54
	6,000	0.78	0.96	0.75	0.80	1.16	1.01	0.90	1.00	0.62	0.89	0.89	0.81
	8,000	1.04	1.28	1.00	1.07	1.54	1.35	1.19	1.33	0.83	1.19	1.19	1.08
	10,000	1.30	1.60	1.25	1.34	1.93	1.69	1.49	1.66	1.04	1.49	1.49	1.36
	12,000	1.56	1.92	1.50	1.60	2.32	2.03	1.79	1.99	1.24	1.79	1.79	1.63

* Estimated tax impact includes principal and interest payments. The amounts in the table are based on school district taxes for this project only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Owners of homestead property may qualify for a refund, based on their income and total property taxes. This will change the net effect of the proposed bond issue for those property owners.

** For all agricultural property, estimated tax impact includes a 70% reduction due to the School Building Bond Agricultural Credit. Average value per acre is the total estimated market value of all land & buildings divided by total acres. If the property includes a home, then the tax impact on the house, garage, and one acre of land will be calculated in addition to the taxes per acre, on the same basis as a residential homestead or non-homestead property. If the same property owner owns more than approximately \$3.5 million of agricultural homestead land and buildings, a portion of the property will be taxed at the higher non-homestead rate.

Hiawatha Valley Education District

Analysis of Tax Impact, \$15,000,000 Project, 20 Year Term

August 2, 2023

		Chatfield	Lanesboro	Mabel-Canton	Rushford-Peterson	Spring Grove	Caledonia	La Crescent-Hokah	Dover-Eyota	Wabasha-Kellogg	Lewiston-Altura	St. Charles	Plainview-Elgin-Millville
Type of Property	Estimated Market Value	Estimated Impact on Annual Taxes Payable in Taxes Payable 2025											
Residential Homestead	\$75,000	\$5	\$6	\$5	\$5	\$7	\$6	\$6	\$6	\$4	\$6	\$6	\$5
	100,000	7	8	7	7	10	9	8	9	5	8	8	7
	125,000	10	12	9	10	15	13	11	13	8	11	11	10
	150,000	13	16	12	13	19	17	15	16	10	15	15	13
	175,000	16	20	15	16	24	21	18	20	13	18	18	17
	200,000	19	23	18	19	28	25	22	24	15	22	22	20
	225,000	22	27	21	22	32	28	25	28	17	25	25	23
	250,000	25	31	24	26	37	32	29	32	20	29	29	26
	300,000	31	38	30	32	46	40	35	39	25	35	35	32
	400,000	43	53	41	44	64	56	49	55	34	49	49	45
	500,000	55	68	53	56	81	71	63	70	44	63	63	57
Commercial/Industrial	\$50,000	\$8	\$10	\$8	\$8	\$12	\$11	\$9	\$11	\$7	\$9	\$9	\$9
	100,000	17	20	16	17	25	21	19	21	13	19	19	17
	250,000	47	58	45	48	69	61	54	60	37	54	54	49
	500,000	102	126	98	105	151	132	117	130	81	117	117	106
	750,000	157	193	150	161	233	204	180	200	125	180	180	164
Agricultural Homestead** (average value per acre of land & buildings)	\$2,000	\$0.11	\$0.14	\$0.11	\$0.11	\$0.16	\$0.14	\$0.13	\$0.14	\$0.09	\$0.13	\$0.13	\$0.11
	4,000	0.22	0.27	0.21	0.23	0.33	0.29	0.25	0.28	0.18	0.25	0.25	0.23
	6,000	0.33	0.41	0.32	0.34	0.49	0.43	0.38	0.42	0.26	0.38	0.38	0.34
	8,000	0.44	0.54	0.42	0.45	0.65	0.57	0.51	0.56	0.35	0.51	0.50	0.46
	10,000	0.55	0.68	0.53	0.57	0.82	0.72	0.63	0.70	0.44	0.63	0.63	0.57
	12,000	0.66	0.81	0.63	0.68	0.98	0.86	0.76	0.84	0.53	0.76	0.76	0.69
Agricultural Non-Homestead** (average value per acre of land & buildings)	\$2,000	\$0.22	\$0.27	\$0.21	\$0.23	\$0.33	\$0.29	\$0.25	\$0.28	\$0.18	\$0.25	\$0.25	\$0.23
	4,000	0.44	0.54	0.42	0.45	0.65	0.57	0.51	0.56	0.35	0.51	0.50	0.46
	6,000	0.66	0.81	0.63	0.68	0.98	0.86	0.76	0.84	0.53	0.76	0.76	0.69
	8,000	0.88	1.09	0.84	0.91	1.31	1.15	1.01	1.12	0.70	1.01	1.01	0.92
	10,000	1.10	1.36	1.06	1.13	1.63	1.43	1.26	1.40	0.88	1.26	1.26	1.15
	12,000	1.32	1.63	1.27	1.36	1.96	1.72	1.52	1.69	1.05	1.52	1.51	1.38

* Estimated tax impact includes principal and interest payments. The amounts in the table are based on school district taxes for this project only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Owners of homestead property may qualify for a refund, based on their income and total property taxes. This will change the net effect of the proposed bond issue for those property owners.

** For all agricultural property, estimated tax impact includes a 70% reduction due to the School Building Bond Agricultural Credit. Average value per acre is the total estimated market value of all land & buildings divided by total acres. If the property includes a home, then the tax impact on the house, garage, and one acre of land will be calculated in addition to the taxes per acre, on the same basis as a residential homestead or non-homestead property. If the same property owner owns more than approximately \$3.5 million of agricultural homestead land and buildings, a portion of the property will be taxed at the higher non-homestead rate.

Hiawatha Valley Education District

Analysis of Tax Impact, \$19,500,000 Project, 15 Year Term

August 2, 2023

		Chatfield	Lanesboro	Mabel-Canton	Rushford-Peterson	Spring Grove	Caledonia	La Crescent-Hokah	Dover-Eyota	Wabasha-Kellogg	Lewiston-Altura	St. Charles	Plainview-Elgin-Millville
Type of Property	Estimated Market Value	Estimated Impact on Annual Taxes Payable in Taxes Payable 2025											
Residential Homestead	\$75,000	\$8	\$9	\$7	\$8	\$11	\$10	\$9	\$10	\$6	\$9	\$9	\$8
	100,000	11	13	10	11	16	14	12	13	8	12	12	11
	125,000	15	19	14	16	23	20	17	19	12	17	17	16
	150,000	20	24	18	20	29	26	23	25	16	23	23	21
	175,000	24	30	22	25	36	32	28	31	19	28	28	25
	200,000	29	36	26	30	43	38	33	37	23	33	33	30
	225,000	34	41	30	35	50	44	39	43	27	39	39	35
	250,000	38	47	35	39	57	50	44	49	30	44	44	40
	300,000	47	58	43	49	70	62	54	60	38	54	54	49
	400,000	66	81	60	68	98	86	76	84	52	76	76	69
	500,000	84	104	76	87	125	110	97	108	67	97	97	88
Commercial/Industrial	\$50,000	\$13	\$16	\$11	\$13	\$19	\$16	\$15	\$16	\$10	\$15	\$15	\$13
	100,000	25	31	23	26	38	33	29	32	20	29	29	26
	250,000	72	89	65	74	107	93	82	92	57	82	82	75
	500,000	157	193	142	161	232	203	179	200	125	179	179	163
	750,000	241	297	218	248	358	313	277	307	192	276	276	251
Agricultural Homestead** (average value per acre of land & buildings)	\$2,000	\$0.17	\$0.21	\$0.15	\$0.17	\$0.25	\$0.22	\$0.19	\$0.22	\$0.13	\$0.19	\$0.19	\$0.18
	4,000	0.34	0.42	0.31	0.35	0.50	0.44	0.39	0.43	0.27	0.39	0.39	0.35
	6,000	0.51	0.63	0.46	0.52	0.75	0.66	0.58	0.65	0.40	0.58	0.58	0.53
	8,000	0.68	0.83	0.61	0.70	1.00	0.88	0.78	0.86	0.54	0.78	0.78	0.71
	10,000	0.85	1.04	0.77	0.87	1.25	1.10	0.97	1.08	0.67	0.97	0.97	0.88
	12,000	1.02	1.25	0.92	1.04	1.51	1.32	1.16	1.29	0.81	1.16	1.16	1.06
Agricultural Non-Homestead** (average value per acre of land & buildings)	\$2,000	\$0.34	\$0.42	\$0.31	\$0.35	\$0.50	\$0.44	\$0.39	\$0.43	\$0.27	\$0.39	\$0.39	\$0.35
	4,000	0.68	0.83	0.61	0.70	1.00	0.88	0.78	0.86	0.54	0.78	0.78	0.71
	6,000	1.02	1.25	0.92	1.04	1.51	1.32	1.16	1.29	0.81	1.16	1.16	1.06
	8,000	1.35	1.67	1.22	1.39	2.01	1.76	1.55	1.73	1.08	1.55	1.55	1.41
	10,000	1.69	2.08	1.53	1.74	2.51	2.20	1.94	2.16	1.35	1.94	1.94	1.76
	12,000	2.03	2.50	1.84	2.09	3.01	2.64	2.33	2.59	1.62	2.33	2.33	2.12

*

Estimated tax impact includes principal and interest payments. The amounts in the table are based on school district taxes for this project only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Owners of homestead property may qualify for a refund, based on their income and total property taxes. This will change the net effect of the proposed bond issue for those property owners.

**

For all agricultural property, estimated tax impact includes a 70% reduction due to the School Building Bond Agricultural Credit. Average value per acre is the total estimated market value of all land & buildings divided by total acres. If the property includes a home, then the tax impact on the house, garage, and one acre of land will be calculated in addition to the taxes per acre, on the same basis as a residential homestead or non-homestead property. If the same property owner owns more than approximately \$3.5 million of agricultural homestead land and buildings, a portion of the property will be taxed at the higher non-homestead rate.

Hiawatha Valley Education District

Analysis of Tax Impact, \$19,500,000 Project, 20 Year Term

August 2, 2023

		Chatfield	Lanesboro	Mabel-Canton	Rushford-Peterson	Spring Grove	Caledonia	La Crescent-Hokah	Dover-Eyota	Wabasha-Kellogg	Lewiston-Altura	St. Charles	Plainview-Elgin-Millville
Type of Property	Estimated Market Value	Estimated Impact on Annual Taxes Payable in Taxes Payable 2025											
Residential Homestead	\$75,000	\$6	\$8	\$6	\$7	\$10	\$8	\$7	\$8	\$5	\$7	\$7	\$7
	100,000	9	11	9	9	13	12	10	11	7	10	10	9
	125,000	13	16	12	13	19	17	15	16	10	15	15	13
	150,000	17	21	16	17	25	22	19	21	13	19	19	17
	175,000	21	25	20	21	31	27	24	26	16	24	24	21
	200,000	25	30	23	25	36	32	28	31	20	28	28	26
	225,000	28	35	27	29	42	37	33	36	23	33	33	30
	250,000	32	40	31	33	48	42	37	41	26	37	37	34
	300,000	40	49	38	41	59	52	46	51	32	46	46	42
	400,000	56	69	53	57	83	72	64	71	44	64	64	58
	500,000	71	88	68	73	106	93	82	91	57	82	82	74
Commercial/Industrial	\$50,000	\$11	\$13	\$10	\$11	\$16	\$14	\$12	\$14	\$9	\$12	\$12	\$11
	100,000	21	26	21	22	32	28	25	27	17	25	25	22
	250,000	61	75	58	62	90	79	70	77	48	70	70	63
	500,000	132	163	127	136	196	172	152	168	105	151	151	138
	750,000	204	251	195	209	302	265	233	260	162	233	233	212
Agricultural Homestead** (average value per acre of land & buildings)	\$2,000	\$0.14	\$0.18	\$0.14	\$0.15	\$0.21	\$0.19	\$0.16	\$0.18	\$0.11	\$0.16	\$0.16	\$0.15
	4,000	0.29	0.35	0.27	0.29	0.42	0.37	0.33	0.36	0.23	0.33	0.33	0.30
	6,000	0.43	0.53	0.41	0.44	0.64	0.56	0.49	0.55	0.34	0.49	0.49	0.45
	8,000	0.57	0.70	0.55	0.59	0.85	0.74	0.66	0.73	0.46	0.65	0.65	0.60
	10,000	0.71	0.88	0.68	0.73	1.06	0.93	0.82	0.91	0.57	0.82	0.82	0.74
	12,000	0.86	1.06	0.82	0.88	1.27	1.11	0.98	1.09	0.68	0.98	0.98	0.89
Agricultural Non-Homestead** (average value per acre of land & buildings)	\$2,000	\$0.29	\$0.35	\$0.27	\$0.29	\$0.42	\$0.37	\$0.33	\$0.36	\$0.23	\$0.33	\$0.33	\$0.30
	4,000	0.57	0.70	0.55	0.59	0.85	0.74	0.66	0.73	0.46	0.65	0.65	0.60
	6,000	0.86	1.06	0.82	0.88	1.27	1.11	0.98	1.09	0.68	0.98	0.98	0.89
	8,000	1.14	1.41	1.09	1.17	1.70	1.48	1.31	1.46	0.91	1.31	1.31	1.19
	10,000	1.43	1.76	1.37	1.47	2.12	1.86	1.64	1.82	1.14	1.64	1.64	1.49
	12,000	1.71	2.11	1.64	1.76	2.54	2.23	1.97	2.19	1.37	1.96	1.96	1.79

* Estimated tax impact includes principal and interest payments. The amounts in the table are based on school district taxes for this project only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Owners of homestead property may qualify for a refund, based on their income and total property taxes. This will change the net effect of the proposed bond issue for those property owners.

** For all agricultural property, estimated tax impact includes a 70% reduction due to the School Building Bond Agricultural Credit. Average value per acre is the total estimated market value of all land & buildings divided by total acres. If the property includes a home, then the tax impact on the house, garage, and one acre of land will be calculated in addition to the taxes per acre, on the same basis as a residential homestead or non-homestead property. If the same property owner owns more than approximately \$3.5 million of agricultural homestead land and buildings, a portion of the property will be taxed at the higher non-homestead rate.

MINUTES OF THE LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
ISD #857
July 10, 2023

A regular meeting of the School Board of Independent School District #857 was held on July 10, 2023 at 6:00pm in the High School Library. Members present were David Baer, Sara Daley, Jenny Koverman, Daniel Kreidermacher, Bree Maki, Dave Pringle, and Sarah Sommer.

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

Motion by Sommer and second by Kreidermacher to approve the July 10th meeting agenda. MCU.

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

Resolution Relating to Revoking the Existing Referendum Revenue Authorization of the School District, Approving a New Authorization, Authorizing the Issuance of School Building Bonds and Calling an Election Thereon was moved by Pringle and seconded by Baer. A Roll Call Vote was held. Ayes: Baer, Daley, Koverman, Kreidermacher, Maki, Pringle, Sommer. Nays: None. Resolution approved.

Motion by Pringle and second by Sommer to approve the 23 Payable 24 – Levy (FY25) Long Term Facilities Maintenance Plan. MCU.

There was discussion about a possible revised Joint Powers Agreement for the Hiawatha Valley Education District and the possible purchase of the Winona Mall.

Report was presented Superintendent Carman. Board Committee reports were discussed.

Motion by Koverman, seconded by Kreidermacher to adjourn the meeting at 7:05pm. MCU.

Dave Pringle, Clerk



LEWISTON – ALTURA SCHOOL DISTRICT EMPLOYEE HANDBOOK

Lewiston - Altura Schools: Educating A

Caring,

Adaptable,

Respectful,

Determined,

Successful

Community of Learners

2023-2024

DRAFT Presented to -the Lewiston – Altura School Board

August 14, 2023

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GENERAL INFORMATION

INTRODUCTION

Welcome to Lewiston - Altura School District! We are excited to have you as a part of our team. Our schools equip students with an education that provides “learning for life”. All employees in our school district play an important role in ensuring this goal is achieved.

The purpose of this handbook is to provide you with general information and guidelines about your employment. It is not intended to be comprehensive, and it does not confer any contractual rights, either expressed or implied. It is your responsibility to read this handbook and understand its contents. Any questions should be addressed to the District Office. All district policies can be accessed on [Lewiston-Altura Public Schools Public View - BoardBook Premier](https://meetings.boardbook.org/Public/Organization/2341) <https://meetings.boardbook.org/Public/Organization/2341>

Although every effort will be made to update the handbook on a timely basis, ISD 857’s Board of Education reserves the right, and has the discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the discretion, to modify or change any portion of this handbook at any time.

STATEMENT OF NON-DISCRIMINATION

It is the policy of our school district to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible.

TEAMWORK

Providing a quality education for students and a quality work experience for you involves teamwork between you and your colleagues. Teamwork is demonstrated by showing respect, cooperation and professionalism at all times. Serving as an effective member of your team is key to accomplishing the school district’s mission.

CODE OF ETHICS

When attending staff meetings, committee meetings, in individual staff conversations or other district sponsored meetings, we:

1. Strive for a positive attitude.
2. Strive for respectful communication.
3. Always honor the confidentiality of student, family and staff information.
4. The success of every student is paramount to our purpose and responsibility.
5. Be honest, open and focus on problem solving.
6. Respect each other’s differences (Listen objectively).
7. Support the consensus arrived by the group or the decisions of administration or school board and move forward together.
8. Strive to do our fair share of what needs to be done for school and student success.
9. Support regular evaluation and reflection of our performance.

PLEDGE OF ALLEGIANCE

Minnesota Statutes 121A.11 mandates the Pledge of Allegiance be recited at least once a week in public schools. “Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students and staff must respect another person’s right to make that choice.

EMPLOYEE EXPECTATIONS

BUILDING KEYS

Key fobs and keys will be issued through the District Office as appropriate and necessary for your assigned duties. You will be required to sign out your keys and security card. Should your employment with the district end, you are required to return all keys and security cards to the District Office.

CLASSROOM AND OFFICE ORGANIZATION AND FIRE MARSHALL REQUIREMENTS

All spaces need to be neat, orderly, and professional and have an ease of access.

- Clearance from the ceilings should be 18-24 inches
- All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in sanitary conditions.
- Electrical panels should be locked.
- Artwork and teaching material shall be permitted to be attached directly to walls, but shall not exceed 20 percent of the wall area.
- Objects cannot be hung from ceilings.
- Staff members must have supervisor approval before doing any classroom alterations, i.e., painting, installing new light fixtures or installing anything on the walls or ceilings.
- There should not be an excessive amount of plants. Plants can cause mold/dust which can cause allergies and sickness. Any plants (no more than one/classroom) or small animal pets in a classroom require principal approval.
- Space heaters are not allowed.
- Microwaves, coffee pots, refrigerators, etc. are not permitted in classrooms. Three prong appliances are allowed in kitchens, designated break rooms and staff work rooms.
- Hazardous chemicals that are in secondary containers need proper labeling. The identity of hazardous chemicals, the appropriate hazard warning and the chemical manufacturer, along with other forms of warning, material safety data sheets, and employee information and trainings must be provided.

EMERGENCY CLOSINGS

Information concerning school closings and emergencies will be announced through the automated messenger system, on local radio and news channels. Refer to your contract, individual work agreement or Handbook for expectations for work and compensation on these days.

The Superintendent may waive requirement to report to work, or employees may arrive later if there are extreme weather or emergency conditions.

If the school calendar is modified and student days are added to the calendar, all staff are expected to work those days. Please refer to the 2023-2024 Board Approved School Calendar so you are aware of those potential additional student days of work.

DRESS CODE

Employees are expected to project a professional image that sets positive dress and grooming examples for students. Employees must adhere to standards of dress and appearance that are compatible with an effective and professional learning environment and job duties. The building administrator may designate days when reasonable modifications to this policy may be made such as spirit days.

The following attire is prohibited:

- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, signs, words, objects or pictures on clothing communicating a message that is racist, sexist or otherwise derogatory.

DOOR SECURITY

Doors to enter the school facilities are generally locked during the school day. Teachers with exterior doors in their classrooms must keep those doors locked and closed also. Staff may be given access FOBs that enables them to enter through doors with FOB sensors. If the access doors are locked, visitors and students must request

entrance to the building by utilizing the video/speaker system at the designated doors. It is extremely important that staff and students NOT open doors for visitors or students. Office staff need to know who has entered the building. Staff should model and enforce this expectation with students. Staff who lose or damaged a keys FOBs will be charged a replacement fee. (Not when due to normal wear and use.)

EMERGENCY PLANS/PROCEDURES

All staff must be familiar with the Crisis Management Plan and actively adhere to all procedures in drills or in the case of an actual incident. If there are any questions about Emergency Plans/Procedures, talk to your supervisor.

EMAIL COMMUNICATION, PERSONAL SOCIAL MEDIA AND INTERNET USE

Employees of the school district are assigned a school email address and access to the school network at the time of their hire. Employees are expected to check their school email at appropriate times during the workday to obtain communications from their supervisors or other district employees. If an email includes a specific question or concern, employees are expected to respond within 24 hours. Teachers and administration must respond to a parent/guardian question or concern within 24 hours.

School emails and an employee's use of the internet via the school network or any district owned device are not private and may be accessed by supervisors if there is a concern of inappropriate email or internet use.

Staff are strongly encouraged to be thoughtful if posting on personal social media sites any comments or information regarding the school district, staff, students, policies, events or practices. Judgmental or critical comments from a school district employee may reflect negatively on colleagues, students, parents, administration and/or the entire district. If a staff member has a concern or question about a school district staff member, a student, a district policy or procedure, a past or future event or similar items, the employee should speak directly with his/her supervisor and/or the superintendent.

EMPLOYEE ATTENDANCE

Employees are expected to report to their assigned work location on time each scheduled workday. Regular attendance is an essential duty of all positions. If you are unable to come to work, you must notify your supervisor as soon as possible.

If you want to request an absence from your position, you must fill out an Advanced Leave Request form or post in Frontline (teachers). These forms should be turned into the school offices or with your supervisor. Each employee is responsible for knowing if s/he has the relevant leave (e.g., medical, personal, etc.) available when requesting a leave from work. This information is available on the Employee Self Service system. Absences within past 4 weeks may not yet be inputted into SmartER. If there are any questions about leave availability, contact the District Office. If an employee is absent from work and does not have the necessary leave available, there will be a payroll deduction.

Advanced Leave Request forms are necessary as well for professional leaves such as attending out of district workshops on student contact days, full day field trips or extra or co-curricular activities.

Requests for unpaid leave will not be considered unless the employee has exhausted all other applicable paid leave and the reason for the request is extremely important (as determined by the superintendent). Family Medical Leave Act may apply in some cases of a serious health condition.

In situations where an absence was not pre-planned and an advance request form was not completed, the employee must still appropriately complete the form and submit it to his/her supervisor to assure all absences are appropriately documented and leave deductions are made.

EMPLOYEE GROUPS AND WORK AGREEMENTS

All school district staff have a collectively bargained Agreement, a Wage and Benefit Handbook or an individual contract. All staff are expected to follow work agreements, district policies, procedures, federal and state laws.

FOOD ACCOUNTS FOR EMPLOYEES

Employees are allowed to have a food service account through the food service program. Charges should not exceed a \$5 deficit. Charges must be paid in full by the end of the school year or the school district may withhold the balance against compensation.

GRANTS

Employees are encouraged to pursue grant funding to support programming and activities not funded by the District. Grant applications must be pre-approved by the building principal or superintendent. A copy of grants submitted must also be given to the Business Manager.

LICENSURE / CERTIFICATION

Each employee who works in a position that requires licensure or certification must maintain a current license or certificate with the District Office. Employees are responsible for maintaining their license (s) and ensuring validity at all times.

PARKING

All employees must park in the parking area as designated by the administration.

PHONE USAGE

Staff should model appropriate cell phone use and only use phones for personal use during designated break times. Students should only use a cell phone in a classroom for a specific academic purpose, that is clearly communicated by the teacher.

Personal long distance calls made over the school lines should be charged to your home number or made from your personal cell phone.

PHOTO IDENTIFICATION BADGE

All employees will be issued a photo identification badge. Employee identification badges are an important part of providing a secure environment for our students and employees. Badges should be worn at all times while on District property and should be worn in a visible spot on your body. Should your employment with the District end, you are required to return your photo identification badge to your supervisor

PURCHASE REQUESTS USING DISTRICT FUNDS

Staff may request the use of school funds to purchase materials to support the education of students or to support the work the employee is required to perform. To make this request, the employee must complete a School Requisition Form through SMARTer. It is important to provide complete ordering information on the Form. Funding approval will be dependent upon need and budget availability.

It is important to allow at least a one-week lead time for the purchasing approval and ordering process to be completed. Delivery time will vary depending on the vendor. This one week lead time also applies to written checks that may be needed for field trips, band contests, athletic events, etc.

Any requisitions for general classroom or curriculum materials for the current school year must be forwarded to the principal by **April 15th**. Current year budgets are intended to be used in the current school year. Exceptions to this (e.g., year end needs) must be discussed with the Principal prior to April 15th. If you have questions about the availability of funds consult with your principal or the Business Manager.

PURCHASING / REIMBURSEMENT

Items that need to be purchased with school funds need to be **pre-approved** by your supervisor. Employee requests for reimbursement of purchases made by the employee are not guaranteed. Purchases made outside of the district's requisition process through SMARTer or a paper PO for local purchases, should be avoided if at all possible. Please plan ahead as reimbursement is time consuming for the business office. The district cannot (by law) reimburse for any sales taxes that were paid at the time of purchase.

SCHOOL/WORK RELATED TRAVEL

Requests to attend out of district workshops or work related trainings or meetings must be approved by the staff development committee, principal or superintendent. Approval of a Staff Development Request does not automatically assure registrations and hotel reservations are in place. All anticipated expenses should be put on a requisition form with the Staff Development approval form attached. The staff member must also complete an Advanced Leave Request form or post on. The district office will place approved pre-registration that is required and place hotel reservations if needed. Allow a minimum of two weeks for this process to be completed.

Requests for reimbursement for meals and mileage need to be submitted within 1 week of return. Receipts must be detailed, showing items purchased and not just credit card receipts. The forms for reimbursement are in the school offices and on the website. The district does not reimburse for alcohol, taxes paid or tips.

STAFF ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

All staff are strongly encouraged to attend as many extra-curricular activities and events (athletic events, band concerts, theater performances, etc.) as possible to support our students and schools. Staff presence at these events is very important to students, parents/guardians and the community. If a home event has an admission fee (not including tournaments), staff members and spouses can get in free IF you are wearing your school ID badge. You are representing the school district at these events and excellent sportsmanship is expected. Please also be available if game supervisors or administration need assistance in responding to a major situation at the event- e.g., serious injury, significant student or adult conflicts, building evacuation if the fire alarm goes off, etc.

YEAR END RESPONSIBILITIES

Teachers and office staff are expected to complete all clean up and organization as part of the end of year procedures. This includes, but not limited to, putting all materials on shelves in boxes. There should not be any loose materials on desks. Teachers are expected to continue to work full days until all check out procedures are completed and approved by the principal.

In the case of a resignation or retirement at any point during the school year, all electronic documents and related files created during the period of employment and related to the employee's work, must be kept on the computer and/or in the assigned shared drive. These files may be duplicated for the employee's future use, but the district retains ownership as they were developed during the employee's time in the district.

PAYROLL

EMPLOYEE SELF SERVICE SYSTEM

Employees can access their personal account information through the Employee Self Service (ESS) system. You can access your account through the website at:

<https://www.regionv.k12.mn.us/smarter/Login.aspx?ReturnUrl=%2fsmarter%3fdn%3d0865&dn=0857>

This direct link is available on the school district webpage under Staff Resources. If you don't know your login information, contact the District Office for full instructions and access information.

It is important that accurate, up-to-date information is kept on file for you in the District Office. If you have an address change, you can change it directly through our SmartER system. Please inform the district office and your primary school office if you have a change in your personal phone number.

If you change your name, you must provide a copy of your new social security card to the District Office. Name changes will not be made in the district's payroll system until that process has been completed.

PAY DATES

Employees are paid on the fifteenth day and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or a holiday, the payday will be the preceding work day. Individual time sheets must be in the Business Office by the 6th or the 20th for the subsequent pay date.

Employees wishing to change their withholding allowances or marital status should provide a completed W-4 form to the District Office. W-4 forms are available on the district's website and in the District Office. S

DIRECT DEPOSIT

Direct deposit is required for all employees. Your paycheck is directly deposited into an account of your choosing on payday. Account changes can be made by contacting the District Office. Consult the district office if you have any questions about your pay deposit or other relevant information.

TEACHERS RETIREMENT ASSOCIATION (TRA) / PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA)

When you begin your employment with Lewiston - Altura School District, you also begin contributing to your future retirement as a member of either the Teachers Retirement Association (TRA) or the Public Employees Retirement Association (PERA). Each pay period your contribution to TRA or PERA is deducted from your paycheck. The District, as your employer, also contributes to TRA or PERA on your behalf. Both employee and employer contributions are mandated by Minnesota law.

If you are interested in obtaining more information about your retirement account, then please use the following contact information:

Teacher Retirement Association

651.269.2409

800.657.3669

Fax: 651.297.5999

www.minnesotatra.org

60 Empire Drive, Suite 400

Saint Paul, MN 55103

Public Employees Retirement Association

651.296.7460

800.652.9026

Fax: 651.297.2547

www.mnpera.org

60 Empire Drive, Suite 200

St. Paul, MN 55103-2088

EMPLOYEE BENEFITS

BENEFITS INTRODUCTION

Eligibility and the school district's contribution toward these benefit plans are determined based on your specific employee group. The Lewiston - Altura School District provides an array of healthcare benefits to eligible employees including health, dental, life and long-term disability insurance, and medical and daycare flexible spending accounts. If you have any questions, please contact the District Office.

Early Childhood Education and Before/After School Cardinal Care Programs

Effective October 2, 2023, Lewiston – Altura school staff members that utilize the district’s early childhood education and before/after school care programs for children/youth living in their home on a full time basis receive a 50% reduction in tuition rates. This does not apply to summer programming.

For information on rates, programming, policies, schedules, registration or more, contact Early Childhood & Cardinal Care Coordinator Vicky Greden for details – vgreden@lewalt.k12.mn.us

FLEXIBLE SPENDING ACCOUNTS (MEDICAL AND DEPENDENT CARE)

The school district currently offers both medical and dependent care flexible spending accounts to eligible employees. Eligible employees can elect to participate in these plans by setting aside money from their paychecks on a pre-tax basis to pay for certain eligible health care and dependent care expenses.

403 (b) PLAN/TAX SHELTERED (TSA) PLAN

A 403 (b) plan allows an employee to make pre-tax contributions from his/her paycheck into an account. You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, which usually occurs when you retire. Penalties for early withdrawal do occur if funds are withdrawn prior to the time allowed by the IRS.

Employees have the opportunity to enroll in the Lewiston - Altura School District 403 (b) Plan if stated in their current work agreement. Matching contributions are available for some employees based on position and years of service. Match contribution details can be found in the applicable employee work agreement. Information about the school district’s approved vendors and financial advisors is available in the District Office.

FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act of 1993 (FMLA) requires the District to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family or medical reasons. Employees are eligible if they have worked for the District for at least 12 months and have worked a minimum of 1,250 hours during the 12 months

CONTINUATION OF BENEFITS: COBRA RIGHTS

The Consolidated Omnibus Budget Reconciliation (COBRA) provides employees and their dependents with the right to continue group insurance benefits provided under the employer’s group health plan for limited periods of time under certain circumstances such as voluntary or involuntary employment loss.

SCHOOL BOARD POLICY SUMMARIES

For the most up-to-date versions and full texts of School Board policies, please see [Lewiston-Altura Public Schools Public View - BoardBook Premier](#).

STATEMENT OF NON-DISCRIMINATION

It is the policy of ISD 857 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible.

SEXUAL, RACIAL, RELIGIOUS HARASSMENT AND VIOLENCE POLICY

Everyone at ISD 857 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability:

1. Name calling, jokes or rumors
2. Pulling on clothing
3. Graffiti
4. Notes or cartoons
5. Unwelcome touching of a person or clothing
6. Offensive or graphic posters or book covers; or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the human rights officer, Gwen Carman, Superintendent.

You may also make a written report. It should be given to the principal or the human rights officer.

Your right to privacy will be respected as much as possible.

We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.

The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available on the school website.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT, VIOLENCE AND DISCRIMINATION ARE AGAINST THE LAW.

Human Rights Officer: Superintendent Gwen Carman
504 Coordinator: PK – Elementary Principal Dave Riebel
Title IX Coordinator: High School Principal Dr. Cory Hanson

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

The State of Minnesota requires that school district employees who know or have reason to believe that a child is being neglected or physically or sexually abused must immediately report the information to proper authorities. A person mandated by Minnesota law to report and fails to do so may be subject to criminal penalties and/or discipline, up to and including termination of employment. Submission of good faith report under Minnesota law and this policy will not adversely affect the employee reporter's employment.

DRUG AND ALCOHOL TESTING

All school district employees and job applicants whose position requires a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§181.950-181.957.

The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§181.950-181.957.

The uses, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed or alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, or alcohol is also prohibited through the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs

(including medical cannabis) which are not medically prescribed, or alcohol are prohibited from entering or remaining on school district property.

Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay or immediate discharge.

DRUG AND ALCOHOL FREE WORKPLACE

Use of controlled substances, toxic substances, or alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

It shall be a violation of policy for any employee to use alcohol, toxic substances, or controlled substances in any school location. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

TOBACCO-FREE ENVIRONMENT

The Lewiston - Altura School District is committed to providing a healthy, safe, and productive environment for employees. It shall be a violation of policy for any employee to smoke or use tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, leased and all vehicles that a school district owns, leases, rents or contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district. Employees who violate this policy shall be subject to discipline.

EMPLOYEE-STUDENT RELATIONSHIPS

At all times, whether on or off duty and on or off school district locations, students will be treated by school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis. This expectation includes any communication that may occur via social media or other electronic communications.

Upon receipt of a report regarding a potentially inappropriate relationship or communication, the school district will take appropriate action. Such action may include, but not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. It also may be reported to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend or indemnify the employee for damages in school-related litigation.

WEAPONS POLICY

No employee shall possess, use or distribute a weapon when in the school location except as provided for in Board policy. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge. When an employee violates the district's weapons policy, law enforcement may be notified.

BULLYING PROHIBITION

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, or school district property, at school functions or activities, or on school transportation. This policy

also applies to students who directly engage in the act of bullying but also students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to an act of cyberbullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

The school district will act to investigate all reported complaints of bullying. Consequences for employees who permit, condone, or tolerate bullying or engage in and act or reprisal or intentional false reporting or bullying may result in disciplinary action up to and including termination of employment.

STUDENT SEX NONDISCRIMINATION

Students are protected from discrimination on basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. No student will be excluded from participation in, denied the benefit, or otherwise subjected to discrimination under any education program or activity operated by the school district on the basis of sex.

INTERNET ACCEPTABLE USE

The school district provides employees with access to the school district computer network, which includes Internet access. The school district network is limited to use for educational purposes, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational or personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. A non-exhaustive list of unacceptable uses of school district's computer system and Internet resources is found in Board Policy 524.

Employees are expected to lock computer access when they are not at their workstation. No students should be allowed at staff desks or to use staff computers. All staff should be saving documents to the appropriate location on the server or Google Cloud and not to the hard drive of their workstation. All personnel are required to maintain the confidentiality of passwords. Personnel are responsible for the accounts assigned to them and for the actions taken with their accounts. All staff should logout or restart their computers at the end of the day. Projectors should be shut off when not being used.

HAZING PROHIBITION

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in the policy. This policy applies to behavior that occurs on or off school property and during or after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for this act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against a student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated the policy.

PUBLIC AND PRIVATE PERSONNEL DATA/PROTECTION AND PRIVACY OF PUPIL RECORDS

All student data maintained by a school district is private educational data under the law. Student data can only be provided to the student who is the subject of the data and his/her parents or guardians. Virtually all records maintained by a school district regarding a student are private if the name of the student is on the document or it provides basis for identifying the student. This willful violation of student's privacy rights constitutes a

misconduct offense, and it is grounds for employee discipline. The District will comply with a request for information as they are received in accordance with state and federal law and school district policy.

It is imperative that all school personnel also understand that information about individual students, and observations of students during a school day is private data of the student and should not be shared or discussed with individuals outside of the school setting. Staff should not have confidential conversations in public places or over insecure communication channels, open offices, social media, or meeting places. Concerns or questions about individual students should be discussed with appropriate staff and/or an administrator.

SCHOOL DISTRICT NOTICES

HIPAA NOTICE

This notice describes how medical information about you might be used and disclosed and how you can get access to this information. Please review it carefully.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by Lewiston - Altura School District in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act give you significant rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information.

As required by HIPAA, Lewiston - Altura School District has prepared this explanation of how we are required to maintain the privacy of your health information and how we may use and disclose your health information.

We may use and disclose our medical records only for each of the following purposes:

- Treatment – Providing, coordinating, or managing health care and related services by one or more health care providers. An example of this would include case management.
- Payment – Such activities as obtaining reimbursement for services, confirming coverage, billing or collection activities, and utilization review. An example of this would be adjudicating a claim and reimbursing a provider for an office visit.

Health care operations – This includes business aspects of running our health plan, such as conducting quality assessment and improvement activities, auditing functions, cost-management analysis, and customer service. An example of this would be an internal quality assessment review.

We may also create and distribute de-identified health information by removing all references to individually identifiable information.

Any other uses and disclosures will be made only with your written authorization. You may revoke such authorization in writing, and we are required to honor and abide by that written request, except to the extent that we have already taken actions relying on your authorization.

You may have the following rights with respect to your protected health information, which you can exercise by presenting a written request to the Business Manager:

- The right to request restrictions on certain uses and disclosures of protected health information, including those related to disclosures to family members, other relatives, close personal friends, or any person identified by you. We are, however, not required to agree to requested restrictions. If we do agree to a restriction, we must abide by it unless you agree in writing to remove it.
- The right to reasonable request to receive confidential communications of protected health information from us by alternative means or at alternative locations.
- The right to inspect and copy your protected health information.
- The right to amend your protected health information.
- The right to receive and accounting of non-routine disclosures of protected health information.

Lewiston - Altura School District has the obligation to provide and you have the right to obtain a paper copy of this notice from us every three (3) years.

Lewiston - Altura School District is required by law to maintain the privacy of your protected health information and to provide you with a notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of August 27, 2018 and we are required to abide by the terms of the Notice of HIPAA Privacy Rights currently in effect. We reserve the right to change the terms of the Notice of HIPAA Privacy Rights and make the new notice provisions effective for all protected health information we maintain. We will post and you may request a written copy of a revised Notice of HIPAA Privacy Rights from the District Office.

You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with Lewiston - Altura School District at the address below, or with the Department of Health & Human Services, Office of Civil Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

For more information, contact:

Gwen Carman, Superintendent
100 County Road 25
Lewiston, MN 55952

For more information about HIPAA or to file a complaint, contact:

U.S. Department of Health & Human Services
1-877-696-6775

WORKING ENVIRONMENT

JOB SAFETY

Safety is important to all of us. Help prevent injury to yourself and others by observing general safety rules, removing hazards from your workspace, and immediately reporting unsafe conditions to your supervisors. The district is committed to developing and maintaining a safe working environment.

It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety suggestions. This is not an exhaustive list, but it provides some ideas for ways to help keep you safe:

- Know the locations of exits, fire extinguishers, and alarms in your work area.
- Seek information or training from the appropriate person if you are required to operate any equipment or handle any type of chemical.
- Do not attempt to lift or carry an object that is too heavy for you to handle. Seek help from another employee.
- Know the nearest location of First Aid materials.
- Immediately report any safety hazards to your supervisor.
- Be aware of your surroundings.

WORKER'S COMPENSATION / REPORTING ACCIDENTS

Worker's Compensation benefits, which are specified by law, are provided to protect employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work.

In order to avoid possible delays in processing worker's compensation claims, it is very important that all work-related injuries are reported immediately.

In the event of an injury, you should immediately contact your supervisor and Sheala Hall, Business Manager, in the District Office. To be most beneficial, the call should be made as soon as possible after the injury occurs.

For more information about this process, please talk with your supervisor.

LEWISTON-ALTURA SCHOOL DISTRICT

Support Staff Wages and Benefits Handbook

School Office Staff

Paraprofessionals

Custodians

Food Service

~~Cardinal Club Staff~~



~~July 1, 2022 – June 30, 2024~~
July 1, 2023-June 30, 2024

Draft Proposed to the ISD #857 School Board August 14, 2023

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~~10.5 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, Juneteenth, 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 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 1.5 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, Juneteenth, 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.

3. Student Transportation:

When a paraprofessional is driving a school vehicle for the purposes of transporting a student(s) to a school related activity, the paraprofessional will be additionally compensated ~~the equivalent of \$5.00 additional per hour for the time spent driving. at the hourly rate for Supplemental Drivers specified in the district's current School Bus and Supplemental Drivers Handbook.~~ The minutes spent driving shall be submitted for additional compensation to the principal for approval.

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 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

Food Service: Food Service staff will be paid for their AM shift if school is delayed or canceled after their reporting time.

Paraprofessionals:

- **Paraprofessionals Assigned to Work in the Early Childhood/Cardinal Care Programs:** Are expected to work their regular schedule, even if school is delayed or canceled. If the programs are closed due to weather or other circumstances, early childhood paraprofessionals do not work (and not paid).
 - **Paraprofessionals Assigned to Work in the Elementary or High School:** Are not paid for full days that school is closed due to an emergency. However, in the event that the school day starts late or begins on time, but is subsequently canceled, will be paid for the full workday. These staff may elect to use up to four sick leave days to avoid a pay deduction if school closed due to an emergency. This desire should be communicated by the employee with an Absence Request Form that is submitted to their supervisor within the current pay period.
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.

Starting Hourly Rates

New hires' starting wages are determined by the 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 Cardinal Care Aide: \$11.50

Number of Years Completed in the L-A District	2022-23 Hourly Pay Increase	2023-24 Hourly Pay Increase
1	\$0.30	\$0.30
2	\$0.30	\$0.30
3	\$0.30	\$0.30
4-9	\$0.35	\$0.35
10 or more years	\$0.50	\$0.50

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 \$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 Elementary and Intermediate School Student – Parent Handbook

2023-2024

There are some updates in the 2023-2024 Student – Parent Handbook. The majority of these updates are changed from the 2022-2023 handbook because we are transitioning to a PK-5 Elementary School!
Thank you for reviewing and saving this handbook!



GO CARDINALS!!!

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WELCOME BACK TO SCHOOL!

Dear Lewiston – Altura Elementary Students and Parents,

The Lewiston – Altura Elementary staff and I would like to welcome you to the new school year! The staff and I work to ensure 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 2023-2024 school year comes with the annual excitement of a new school year enveloped in the realities of a change of a preschool through grade five format. We have prepared for some adjustments in early childhood programming and add the fifth grade into the elementary building with small adjustments to the schedule. The staff are excited 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. 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 School if you have questions regarding your child's education or if you have questions regarding this informational booklet.

Sincerely,

Lewiston-Altura Elementary Staff
Dave Riebel - Principal

District Mission Statement

*The mission of Lewiston - Altura Schools is to educate a
Caring, Adaptable, Respectful, Determined, Successful community of learners.
Go CARDS!*

Building Schedule

Elementary School

Doors open: 7:45 am
Breakfast Served: 7:45 – 8:05 am

Daily First Bell: 8:05 am

Lunch Schedule

Preschool	11:00
Gr. 1	11:20
Gr. 4	11:40
Gr. 5	11:45
Gr. 3	12:05
Gr. 2	12:10
Kdgn	12:20

Dismissal: 3:00 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

Bus Garage

507-523-2767

Web Site Address

www.lewalt.k12.mn.us

2023 - 2024 Staff Directory

Elementary Staff Directory					
Early Childhood					
School Readiness Preschool	Courtney Fricke	Vicky Greden	Special Education	Renee VanderPlas	Theresa Starks
	Tina Sand			Dylan Weninger	
Early Childhood Special Education	Stacy Walth	Val Hettenbach	Speech	Carissa Dosio-Gibbs	Sharon Everett
Early Childhood Family Education	Vicky Greden			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	Rachael DuBall	Kristi Reps
3rd Grade	Maddie Gasca Hernandez	Scott Schmaltz	Special Education	Laura Flathers	Tom Kiral
				Dana Knudsen	Kari Sauers
4th Grade	Mike Buringa	Liza Kennedy			
5th Grade	Dylan Gowlland	Britney Sula	Title	Kay Ziegler	Mary Lou Heier
Intervention (Rtl)	Natalie Mehling	Kayli Zezulka	Cardinal Club	Vicky Greden	
English Language Learners	Mari Jo Starks		Cooks	Brandy McDonald	Pam Luehmann
Counselor	Tori Todd			Jana Benter	
Media Center	Sharon Manley				
Media Aide	Kay Ziegler		Custodian	Jean Kelly	Desire Mendoza
Music	John Harper				
Band	Brian Hamilton		Secretaries	Linda Liebfreid	Nancy West
Physical Education	Dick Montgomery				
Curriculum	Sarah Berndt		Principal	Dave Riebel	

Elementary 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 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 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. 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 – 5 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

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



At 11:00am on a day in question, the secretaries of our 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. 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

KIMT- Channel 3, Rochester
KAAL- Channel 6, Rochester;
WKBT- Channel 8, LaCrosse;
KTTC- Channel 10, Rochester;
WXOW- Channel 19, LaCrosse
WLAX- Channel 25/48, LaCrosse

Radio Stations

Winona Radio – AM: 1230, 1380 FM: 95.3, 98.7, 101.1, 101.5
Rochester - KROC AM 1380, FM 106.9

Websites

www.lewalt.k12.mn.us

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 to complete a volunteer background check.

WE 
VOLUNTEERS

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 PK-5.

As of 7/1/2023 the Free School Lunch Program in Minnesota provides all students with free breakfast and lunch.

Price for adult breakfast is \$1.80.

Price for an adult lunch is \$4.95.

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: ☐ work ☐ class ☐ other	
		Notes: Bitten by rabid blood-thirsty raccoon with crazy eyes.	
		Signature: Dr. Yuri Zhivago	

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 – 5.

Vision– Vision exams are administered to Kdgn – 5th grades.

Scoliosis – Boys and girls in grade 5 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 4-5 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 3-5 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 School Board BoardBook website. The following link will take you to the site. On the left hand side of the page are school board meeting minutes. 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](#)

<https://meetings.boardbook.org/Public/Organization/2341>

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 listed in numerical order.

[103 SCHOOL COMPLAINT POLICY](#)

[404 EMPLOYMENT/VOLUNTEER BACKGROUND CHECKS](#)

[413 HARASSMENT AND VIOLENCE](#)

[421 GIFTS TO EMPLOYEES](#)

[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](#)

[510 SCHOOL ACTIVITIES](#)

[511 STUDENT FUNDRAISING](#)

[514 BULLYING PROHIBITION POLICY](#)

[516 STUDENT MEDICATION](#)

[521 STUDENT DISABILITY NONDISCRIMINATION](#)

[522 STUDENT SEX NONDISCRIMINATION](#)

[524 TECHNOLOGY ACCEPTABLE USE POLICY](#)

[525 VIOLENCE PREVENTION](#)

[526 HAZING PROHIBITION](#)

[530 IMMUNIZATION REQUIREMENTS](#)

District Policies continued:

[531 THE PLEDGE OF ALLEGIANCE](#)

[533 WELLNESS](#)

[596 VIDEO/MOVIE USAGE](#)

[597 KINDERGARTEN ADMISSION POLICY](#)

[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/his 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.

Lewiston – Altura High School



2023-24
Student / Parent
Handbook

Dear Students & Parents/Guardians,

Welcome to the 2023-24 school year. Students at Lewiston-Altura High School have many opportunities to engage in a 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 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

Ryan Eppen
Dean of Students/Activities Director
507-522-3295
reppen@lewalt.k12.mn.us

LEWISTON-ALTURA PUBLIC SCHOOLS

Vision Statement: **Growing A Respectful Community of Learners**

Mission Statement:

To educate a Caring, Adaptable, Respectful, Determined, Successful community of learners

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

NOTICE: Many items contained in this handbook are subject to copyright by the Minnesota School Boards Association. Please do not copy or distribute without prior permission.

Date of Board Approval:

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 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. 3

Fax Number

507-523-3460

Website Address

www.lewalt.k12.mn.us

Staff Directory and Contact Information – Please call the high school office if you would like to speak to a staff member directly via telephone or leave them a message with contact information to return your call.

Lewiston-Altura High School Teaching Staff		
NAME	Job Assignment	EMAIL
Acord, Luke	7-12 Technology/Industrial Education	lacord@lewalt.k12.mn.us
Anderson, Lori	7-12 Counselor	landerso@lewalt.k12.mn.us
Berndt, Sarah	9-12 Spanish	sberndt@lewalt.k12.mn.us
Brennan, Emily	7/8 Science	ebrennan@lewalt.k12.mn.us
Caron, Meagan	7/8 English	mcaron@lewalt.k12.mn.us
Clegg, Jessica	9-12 English	jclegg@lewalt.k12.mn.us
Czaplewski, Shannon	7-9 Special Education	sczaplew@lewalt.k12.mn.us
Gruett, Sarah	9-12 Social Studies	sgruett@lewalt.k12.mn.us
Hamilton, Brian	7-12 Band	bhamilton@lewalt.k12.mn.us
Hernandez, Erick	9-12 Science	ehernandez@lewalt.k12.mn.us
Hornberg, Kinsey	7-12 Special Education	khornber@lewalt.k12.mn.us
Kelly, Amy	7-12 PE/Health/DAPE	akelly@lewalt.k12.mn.us
Kieselhorst, Brittnie	9-11 Special Education	bkieselhorst@lewalt.k12.mn.us
Manley, Sharon	7-12 Media	smanley@lewalt.k12.mn.us
McDermott, Sheila	9-12 English	smcdermott@lewalt.k12.mn.us
Moe, Kimberly	7-12 Art	kmoe@lewalt.k12.mn.us
Nusbaum, Laura	9/12 Math	lnusbaum@lewalt.k12.mn.us
Olson, Brent	7/8 Math	bolson@lewalt.k12.mn.us
Ostrander, Lori	6-8 Title One	lostrand@lewalt.k12.mn.us
Pedersen, Samuel	7-12 PE/Health	spedersen@lewalt.k12.mn.us
Ruppert, Maranda	Social Worker	mruppert@lewalt.k12.mn.us
Scheck, Ethan	9/10 Social Studies	escheck@lewalt.k12.mn.us
Scheck, Kayleen	6 th Grade	kscheck@lewalt.k12.mn.us
Sikkink, Connie	9-12 Math	csikkink@lewalt.k12.mn.us
Starks, Mari Jo	English Learners	mstarks@lewalt.k12.mn.us
Starks, Theresa	7-12 Special Education	tstarks@lewalt.k12.mn.us
Steele, Carly	9-12 Science	csteele@lewalt.k12.mn.us
Stoppelmoor, Kaleb	7-12 Ag	kstoppelmoor@lewalt.k12.mn.us
VanderPlas, Michael	7/8 Social Studies	mvanderp@lewalt.k12.mn.us
Vix, Zachary	9-12 Special Education	zvix@lewalt.k12.mn.us
Wilmes, Matthew	7-12 Choir	mwilmes@lewalt.k12.mn.us
Young, James	6-12 Business	jyoung@lewalt.k12.mn.us

II. Schedules and Academics

DAILY SCHOOL SCHEDULE

LAHS runs two daily schedules, one to accommodate our Middle School Program for students in 6th through 8th grades 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						
6th, 7th and 8th Grades			9th through 12th Grades			
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	84 Minutes
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	3rd Lunch and Block 3	7	12:50 -1:30	40 Minutes
8	1:34-2:14	40 Minutes		6	11:36-12:16	84 Minutes
9	2:18-3:00	42 Minutes	Block 4	7	12:20-1:00	
				Lunch	1:00 - 1:30	30 Minutes
				8	1:34-2:14	86 Minutes
				9	2:18-3:00	

HOMEROOM

All students in grades 6-12 are assigned a homeroom teacher. Homeroom may focus on college and career readiness, some days will focus on organization, goal setting, brain breaks, recess 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.

[Lewiston-Altura Yearly Calendar](#) - The school calendar is adopted annually by the school board.

LEWISTON-ALTURA ISD #857																											
2023-24 School Calendar (Board Approved February 13, 2023)																											
July							1st Quarter - 44 Student Days							January - 21 Days													
S	M	T	W	Th	F	S	Aug. 24-25: New Teacher Orientation	S	M	T	W	Th	F	S													
						1	Aug. 26 - High School Teacher Planning Night		1	2	3	4	5	6													
2	3	4	5	6	7	8	Aug. 28-31: No School - Staff Development Days	7	8	9	10	11	12	13													
9	10	11	12	13	14	15	Sept. 4: Labor Day - No School	14	15	16	17	18	19	20													
16	17	18	19	20	21	22	Sept. 5: New Student Orientation 6/7/New Students	21	22	23	24	25	26	27													
23	24	25	26	27	28	29	Sept. 5/6: K-5 Orientation with evening Sept. 5	28	29	30	31																
30	31						Sept. 6: All 6-12 Students Begin School																				
August							Sept. 7: First Day of School K-5							February - 19 Days													
S	M	T	W	Th	F	S	Sept. 21: No School - Staff Development Day	S	M	T	W	Th	F	S													
		1	2	3	4	5	Oct. 17: High School Conferences 4-7						1	2	3												
6	7	8	9	10	11	12	Oct. 18: No School - Staff Development Day	4	5	6	7	8	9	10													
13	14	15	16	17	18	19	Oct. 19-20: MEA Break - No School	11	12	13	14	15	16	17													
20	21	22	23	24	25	26	Nov. 8: Last day of 1st Quarter	18	19	20	21	22	23	24													
27	28	29	30	31				25	26	27	28	29															
September - 18 Days							2nd Quarter - 45 Student Days							March - 18 Days													
S	M	T	W	Th	F	S	Nov. 10: No School - Staff Development Day	S	M	T	W	Th	F	S													
						1	Nov. 13: First Day of 2nd Quarter							1	2												
3	4	5	6	7	8	9	Nov. 14: K-5 Conferences 4-7	3	4	5	6	7	8	9													
10	11	12	13	14	15	16	Nov. 15: K-5 Conferences 4-7	10	11	12	13	14	15	16													
17	18	19	20	21	22	23	Nov. 23-24: No School - Thanksgiving Break	17	18	19	20	21	22	23													
24	25	26	27	28	29	30	Dec. 13: No School - Staff Development Day	24	25	26	27	28	29	30													
							Dec. 26 - Jan. 1: No School - Winter Break	31																			
							Jan. 4 - High School Conferences 4-7																				
							Jan. 25: Last Day of Quarter 2 / Semester 1																				
October - 19 Days							3rd Quarter - 40 Student Days							April - 21 Days													
S	M	T	W	Th	F	S	Jan. 26: No School - Staff Development Day	S	M	T	W	Th	F	S													
1	2	3	4	5	6	7	Jan. 26: First Day of Semester 2 and 3rd Quarter		1	2	3	4	5	6													
8	9	10	11	12	13	14	Feb. 13: No School - Staff Development Day	7	8	9	10	11	12	13													
15	16	17	18	19	20	21	Feb. 18: No School - President's Day	14	15	16	17	18	19	20													
22	23	24	25	26	27	28	Feb. 20: K-5 Conferences 4-7	21	22	23	24	25	26	27													
29	30	31					Feb. 22: K-5 Conferences 4-7	28	29	30																	
							March 14 - High School Conferences 4-7																				
							March 26: Last Day of Quarter 3																				
November - 19 Days							4th Quarter - 42 Student Days							May - 21 Days													
S	M	T	W	Th	F	S	March 27: No School - Staff Development Day	S	M	T	W	Th	F	S													
			1	2	3	4	March 28 - April 1: No School - Spring Break							1	2	3	4										
5	6	7	8	9	10	11	April 2: First Day of Fourth Quarter	5	6	7	8	9	10	11													
12	13	14	15	16	17	18	May 21: No School - Memorial Day	12	13	14	15	16	17	18													
19	20	21	22	23	24	25	May 14 - High School Conferences 4-7	19	20	21	22	23	24	25													
26	27	28	29	30			May 30: Last Day of Quarter 4 / Semester 2	26	27	28	29	30	31														
							May 31: No School - Staff Development Day																				
							May 31: Graduation - 7 PM LAHS Gym																				
December - 15 Days							June - 0 Days																				
S	M	T	W	Th	F	S	May 30: Last Day of Quarter 4 / Semester 2	S	M	T	W	Th	F	S													
					1	2	May 31: No School - Staff Development Day							1													
3	4	5	6	7	8	9	May 31: Graduation - 7 PM LAHS Gym	2	3	4	5	6	7	8													
10	11	12	13	14	15	16		9	10	11	12	13	14	15													
17	18	19	20	21	22	23		16	17	18	19	20	21	22													
24	25	26	27	28	29	30		23	24	25	26	27	28	29													
31								30																			

Key		K-5 PT Conferences/Open House	Snow Days 1-3 will not be rescheduled Make-up Days for Snow Days 4/ 5: Feb. 18 and April 1; additional snow make-up days may be added to the end of the school year if needed.
		No School-Teacher Workshop	
		7-12 PRT Conferences/Open House	
		No School for Students and/or Staff	
		Last Day of Qtr./Last Student Day	
		First Day of Qtr./First Student Day	
		Graduation	
		New Teacher Orientation	12 Teacher Workshop Days 4 Elementary Conferences and 1 Orientation Day 4 High School Conferences and 1 Orientation Day

Yearly Forms for Parents and Students 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

Arrival and Dismissal Hours

- Doors open at 7:30
- Students not participating in activities should be out of the school by 3:15 each day.

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 JMC, 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 Public 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 full-time status throughout their entire time at 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 Concurrent Enrollment Literature/Writing.

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.

Math (3 credits) Three credits of math courses including Algebra I, Geometry, and one additional credit in Algebra II, 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 half credit of physical education classes including P.E. 9 and half credit of Health 10, and one elective credit in PE or Health.

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

Career and Technical Education (1.5 credits) (Students must have courses in 2 of the 3 areas:

Business

Technology/Industrial Education

Agriculture Education

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

CLASS SCHEDULES and CHANGES

Schedules will be available in late 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

1. 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	

2. Course credits will be awarded at the end of the quarter for block classes and the end of the semester for period courses.
*Assessments may be a paper, project, presentation or test as determined by the teacher to demonstrate mastery of academic standards.
3. Grades are 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.
4. 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.**
5. **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.
6. **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.

Student Records [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school district’s “Protection and Privacy of Pupil Records” policy may be obtained at <https://meetings.boardbook.org/Public/Organization/2341>.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline". Using Artificial Intelligence or AI to complete parts up to a whole paper may be considered plagiarism unless how to appropriately use AI is being taught or a teacher explicitly notes that AI may be used. Students caught cheating or plagiarizing on credit recovery contracts may have to retake courses.

ACADEMIC AWARDS

Honor Rolls

Honor Rolls will be published after each quarter. To be eligible for the honor roll, a student must be enrolled full-time. 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	A- =3.667
B+ = 3.333	B = 3.0
B- = 2.667	C+ = 2.333
C = 2.0	C- = 1.667
D+ = 1.333	D = 1.0
D- = .667	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 and pin for the first time and a bar each additional time.

The following criteria must be met to earn an Academic Letter

1. Grades for all classes will be used to determine eligibility.
2. 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.
3. Students must earn a 3.0 GPA with no grade lower than a C- each quarter for the entire school year.
4. Students in grades 10-12 will be awarded letters at the beginning of the school year based on grades earned in the previous year.
5. 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.

Parent and Teacher Conferences

Parent and teacher conferences will be held *quarterly*. *Conferences run from 4PM to 7 PM in an open format. Student schedules and classroom maps are available at the office. For more information, contact the building principal.*

Parent Right to Know [*]

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

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.

2023-24 High School Lunch Prices:

6-12 Breakfast	Free
Adult Breakfast	\$2.50
6-12 Regular Lunch	Free
Adult Lunch	\$4.95

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. Parents may limit the amount of money a student spends on a la carte within their account or by contacting food service. If a student requests a second breakfast or lunch, the state requires that the adult breakfast or lunch fee are charged.

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 lunchroom.**

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 the 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.

Fees and Supplies – 2023/24 School Supply List

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students **are** expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Charges for extracurricular activities, where a student must pay to participate in an extracurricular activity, are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips are considered supplementary to the district's educational program.
- Voluntarily purchased student health and accident insurance.

- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.

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 with 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 send messages to children. Parents should feel free to call and leave a message for their student at any time, and it will be delivered, or students will be called down to receive the message.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in the school district policy and this handbook.

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 the 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 is 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.

STUDENT ID's

Students are issued a student identification card after picture day. Students may use the card to get into home sporting events at no charge. Each identification card is now required by statute to include Suicide Prevention Information. The card includes:

National Suicide Prevention Lifeline – 1-800-273-8255 or 988

Crisis Text Line – 741741

Winona County Crisis Services – 1-844-274-7472

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 district buildings and grounds are equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. 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 videotaped information as evidence in any disciplinary action brought against any student, arising out of the student's behavior.

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

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 instruction. Because of this, students 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.

Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic

communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

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. The teacher will warn a student of 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. Students will receive detention for their third and subsequent cellphone violations.

CRISIS MANAGEMENT

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

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 the 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 student use from 7:30 a.m. to 11:00 a.m. or when accompanied by 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.

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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 with 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 at school late, you have to report to the office for a pass. You must have a parental note indicating the reason you are late arriving at 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 a recommendation to the administration for approval.

STUDENT DISCIPLINE

All students are entitled to learn and develop in a setting which promotes respect for 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 in 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 for 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 bands. 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, games, work, lack of ride, weightlifting, 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 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.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

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 receive 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. The 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

Searches

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, when appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

Lockers and Personal Possessions Within a Locker [*]

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search

of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Desks

School desks are school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks for any reason at any time, without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

The personal possessions of a student 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.

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, or 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 to 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 try 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 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 all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the 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 the 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.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.

- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.
- On activities and field trips snacks may be allowed by the supervising staff responsible for enforcing the cleanup 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 sit in the last four seats of the bus unless assigned by the bus driver.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. 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.

The 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

Parking a motor vehicle on school property during the school day is a privilege. Students that violate park and motor vehicle use policies may lose the privilege to park in the school lot.

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 the 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.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chuks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the building principal.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy. Contact the principal if you have questions or wish to report violations.

[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]

Health Information

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in ***[insert location(s) here]***. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

The student health office is staffed by a trained school nurse and support staff.

Students who become sick at school should report to their classroom teacher, come to the office, where the nurse will be consulted if available. The nurse or office staff will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the

student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse.

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 the 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 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 with-in 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 parents 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. Marijuana is not allowed on school property even if prescribed.

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 errors. 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.

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the immediate supervisor, then the school nurse and principal. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

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.

1. 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:

1. *I will respect the rights and beliefs of others and will treat others with courtesy and consideration.*
2. *I will be fully responsible for my own actions and the consequences of my actions.*
3. *I will respect the property of others.*
4. *I will respect and obey the rules of my school and the laws of my community, state and country.*
5. *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 the 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 meet 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 the 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 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 the 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 affect 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 accept 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) need 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 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 issues 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 online.

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 their 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.



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

Educating A Caring, Adaptable, Respectful, Determined, Successful Community of Learners

Lewiston – Altura School District
November 7, 2023 Referendum
Absentee Voting Information

Location

Lewiston – Altura Elementary School
115 Fremont Street South
Lewiston, MN 55952

Days/Hours for Absentee Voting

September 22 – November 3, 2023
(CLOSED: October 19 & 20)

Monday – Friday
7:30am – 3:30pm

November 6, 2023
7:30am – 5:00pm

Report to the School Board

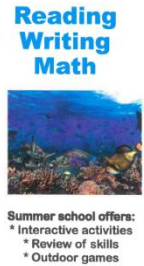
August 14, 2023

By Elementary / Intermediate School Principal Dave Riebel

Strategic Priority 1: Student Success

- Summer School:

Each summer, our staff invites students who qualify to reading, writing and math enrichment classes for three weeks in the summer. These courses are designed to address age appropriate skills and work to avoid the dreaded “summer slide” of skills. This year’s Title 1 summer school classes and activities were built around the theme of “Under the Sea”. Thank you to Ms. Ostrander for her coordination of the program and to Ms. Heftman, Ms. Starks, Ms. Scheck, Ms. Sula, and super sub Ms. Falkowski for teaching these summer programs. Also thanks to Mr. Weninger for his coordination and teaching of our Extended School Year special education courses.



- Summer Library

In addition to the activities at the Crossing Center, our Elementary library was busy on Wednesday afternoons as well. It was great to see families stop by for activities and to check out books. Thanks to Ms. Manley and Ms. Leibfried for their assistance.

Strategic Priority 2: Effective Staffing

Staffing Updates: The closure of the Intermediate School has staff beginning the new year in some new roles. The following table highlights the classroom teachers all housed at the Elementary School:

Preschool	Kindergarten	First	Second	Third	Fourth	Fifth
Courtney Fricke	Marcia O'Duggan	Ginny Reszka	Kate Falkowski	Maddie Gasca Hernandez	Mike Buringa	Dylan Gowlland
Vicky Greden	Suzanne Pilger	Jane Weaver	Deb Heftman	Scott Schmaltz	Liza Kennedy	Britney Sula
Tina Sand						

We also welcome some new faces to our elementary family. In the above chart, Courtney Fricke joins our preschool staff. Ms. Theresa Starks will join our special education staff. Ms. Natalie Mehling will join our ADSIS reading and math intervention staff and will also assist with our STEAM programing. Mr. Hamilton will join us at the Elementary School to continue his band instruction.

Strategic Priority 3: Finance

- ADSIIS funding

Our district received notice that the funding of our Alternative Delivery of Specialized Instructional Services (ADSIIS) programs have been approved for the coming school year. Our elementary staff will continue to combine this funding with our Title, Compensatory and General Ed. funding to deliver tiered reading and math interventions for K-5 students.

Strategic Priority 4: Facilities

- Elementary Playground

After many years of packed chips, the elementary playground is refreshed. Crews removed old, trampled residue and replaced the chips for the playground equipment fall area.

- Parking lot resealed

Similar to the High School, the Elementary School parking lots, walking path and hard surface playground has been resealed and painted leaving that like new look.

- Move to the Elementary is complete

It was a once in a lifetime task. The closing of the Intermediate School was bittersweet and required lots of help from many hands to accomplish the closure and move. Thank you Intermediate staff for their yearlong planning and packing. Thank you to the custodial staff for lots of disassembly and moving. Thank you to Mr. Weninger and Menk brothers for their heavy lifting required in the move. After several trips during the spring and early summer, the lockers are installed, and classrooms are moved in at the Elementary. We are ready for 23-24!



Strategic Priority 5: Community Engagement

- Fourth annual Meet and Greet Conferences

Similar to previous years, Elementary 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. 5-6th with the first day of in-person school for PK-5 on Sept. 7th.



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Dave Riebel, Elementary and Intermediate Principal
Cory Hanson, High School Principal

Priority 1: Student Success

- We will be offering expanded opportunities for students in grades 11 and 12 for concurrent enrollment courses at the high school. The following staff have met requirements to offer concurrent enrollment courses work:
 - Mrs. Sikkink (College Algebra)
 - Mr. Stoppelmoor (Crop Science and Animal Science)
 - Mr. Wilmes (Concert Choir)
- We ended the 2022-23 school year with 47 students earning gold cards for their academic performance and can attend visiting conference events at no charge.
- We held two summer school retake sessions and one split credit recovery session. We had multiple students earn credits and multiple students meeting academic eligibility requirements for activities.
- Congratulations to Diego Kreidermacher (2023 graduate) and Wyatt Mote on their participation at the National trap competition.

Priority 2: Effective Staffing

- We would like to welcome the following new staff to the building for the 2023-24 school year:

Mrs. Gruett (Social Studies)	Mrs. Starks (Special Education)	Ms. Steele (High School Science)
Mr. Young (Business Education)	Mr. Akord (Industrial Technology)	Mr. Barnes (Educational Assistant)
Mr. Eppen (Activities Director)	Mrs. Gilow (Educational Assistant)	Mrs. Ostrander will be joining us for Title One math in grades 6-8.

- It has been great seeing veteran staff throughout the summer. There have been many hours of preparation over the summer and we look forward to seeing all staff return on August 28.

Priority 3 - Finance

- Students will enter science classes this year with all new curriculum. Students will see a continuation of the Twig science from K-8 now where their curriculum ends. Core science for grades 9-12 have new National Geographic / Cengage materials.
- Thank you to Ashley furniture for their robotics grant. New high school robotics materials are in.
- We will be utilizing some new programming through IXL for reading, math, and science this school year.

Priority 4 – Facilities

- Thank you to Dashir and the maintenance team for all of their work prepping buildings this summer and support with making it through the auction and the changes and movement of many materials from Altura.
 - Power Washing the Exterior
 - Window and other outdoor cleaning
 - Classroom and hall cleaning and painting

- Please check out the updates to student parking with diagonal stalls to help with spacing issues as well as newly installed speed bumps. Both updates are intended to increase parking lot safety through spacing, consistent traffic flow and reducing speeds.

Priority 5 – Community Engagement

- Thank you to the students and parents that were able to attend the fall activities registration meetings.
- Please stop by the Crossing and talk to us about any questions related to the levy or building bond votes in November.

Upcoming Events:

August 14 – Start of Fall Sports

August 24/25 – New Staff Orientation

August 28-31 – Welcome Back week for Teachers and Paras

September 5 – Orientation Day for Students in Grades 7 and 8 as well as new students to the district

September 6 – First Day of School for All Students (Morning Assembly Schedule / Homeroom First)



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Building A Caring, Adaptable, Respectful, Determined, Successful Community of Learners

Belief Statements (internal operations- beliefs to drive decisions):

- **LIFELONG LEARNERS:** We believe in the value of education for all ages.
- **ACCOUNTABILITY:** We believe we are accountable for our actions and outcomes.
- **COMMUNITY CENTERED:** We believe our schools are the central hub of our community and essential for building strong communities.
- **ADAPTABLE:** We believe in being responsive to an ever-changing world.
- **RESPECTFUL:** We believe in everyone's right to safety, respect, and dignity in our schools.
- **DIVERSE:** We believe in fostering the value of each other's individual differences, perspectives, and life experiences.
- **STUDENT FOCUSED:** We believe that we are all responsible for the success of students.

Goals

1. **STUDENT SUCCESS:** Provide all students with the education they need for success: academically, emotionally, and socially.
2. **EFFECTIVE STAFFING:** Hire, maintain, train and support staff to be as effective as possible.
3. **FINANCE:** Be financially healthy and sustainable.
4. **FACILITIES:** Have facilities that are safe, modern and conducive to 21st century education.
5. **COMMUNITY ENGAGEMENT:** Engage with parents, community members and business

Superintendent's Report to the School Board

Respectfully Submitted by Gwen Carman

August 14, 2023

Meeting Agenda Item Notes

Department Updates: The meeting will include updates from Food Service Director Vickie Speltz and Dan Buege, who has been hired by Dashir Management to be our onsite Facilities Manager.

November 7, 2023 Election On the agenda are action items to approve Nancy West as our Election Administrator and the Elementary School as the site for Absentee Voting. Absentee Voting will begin September 26th. I am working in coordination with the Winona County Auditor-Treasurer and our election attorney to assure all legal notices and procedures are followed.

Thank you to Board members, Principal Riebel, Principal Hanson and community members who have attended our informational table/display at the Crossings Center on Wednesday nights. An informational handout about the upcoming referendum will be mailed to residents in the next few days.

I am looking for individuals, small or large groups to schedule referendum informational presentations. The only specific one I have scheduled at this time is September 20th to the Lewiston Chamber of Commerce. Please think about potential audiences to help us inform voters on the questions.

HVED Purchase of Winona Mall/Amended Joint Powers Agreement The process continues to move forward for the Hiawatha Valley Education District to purchase the existing Winona Mall to become a one sight school for the Level IV programs, some low incidence programming and staff offices. HVED Executive Director Deb Marcotte will be at our meeting to answer questions. This is an action item on the agenda. This JPA needs to be approved by all 12 school districts for the purchase to move forward. Each school district is voting on this in August.

2023-2024 Handbooks There are several 2023-2024 Handbooks on the agenda. We will highlight the changes at the meeting. The handbooks are part of the attachments to the agenda.

OTHER ITEMS

Early Childhood and Child Care Programs Reorganization As we have discussed, it has been a goal to make our early childhood education and child care programs more ‘seamless’ to increase consistency, staffing efficiencies and overall quality. On the agenda, is the resignation of Kelli Loveless who has been our Cardinal Club Coordinator which we were not expecting (career change for Kelli) and we thank her and wish her the best.

With this staffing change, we are transitioning to ‘one’ Coordinator with Vicky Greden being our “Early Childhood Education and Cardinal Care Coordinator.” This includes the school readiness preschool program, Early Childhood Family Education program and our before/after/summer child care programs. Vicky will be teaching preschool 3 days per week (Tina Sand and Courtney Frikke will also be preschool teachers) and also providing leadership in the programs with curriculum planning, scheduling of staff and children, parent communications, assuring compliance with legal and quality standards, supervision of Cardinal Care staff, etc.

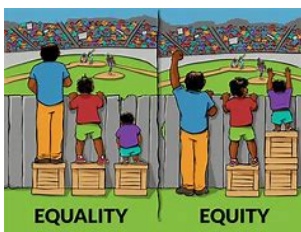
August 19th, 2023 School Reunions School Tours Several LA HS classes are having reunions on Saturday, August 19th. Thank you to Bree who has agreed to provide a tour of the high school, followed by the elementary school starting at 3:30pm. There is also a 50-year class reunion on September 9th and they would also like to tour the high school on that day.

Dutchman’s Crossing Drive I have no updates from the City of Lewiston or Utica Township on any road improvements.

Policy Revisions Coming from MSBA I continue to wait for updates from MSBA regarding specific policy changes to reflect the changes from the 2023 Legislative Session. There are no policies for approval on this agenda, but the district is still responsible to adhere to any law changes that have taken effect.

Business Office Activities We are busy preparing for the audit next week. This requires much preparation and gathering of documents and information. I will have the ‘disclosure’ letter that each of you need to sign at the meeting. Sheala is also very busy with setting up contracts for the new staff, and many other required reports. We are going out for insurance bids as well that will be opened in mid/late October. Teacher negotiations are in process.

Another School Year Begins! I look forward to having all staff and students returning for another school year! We will have an all-staff breakfast August 28th – please attend if you can. I will be doing a ‘welcome back’ presentation @ 8:15. Some of the most significant changes this year include now operating as a two – site district with 5th graders at the elementary school and the 6th graders at the high school, the change to Dashir Facility Management services, working towards a very important referendum vote in November, some new staff and the re-organization of our early childhood programs. Thank you to the principals, custodians and office staff who have been and continue to make sure we are ready!



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.