

Regular School Board Meeting

Monday, August 21, 2023 5:45 PM

School District Media Center, 131 Hickory Street North, Lester Prairie, MN 55354

I. Call to Order

II. Pledge of Allegiance

III. Approval of Agenda

III.A. Action to approve agenda.

IV. Recognition of Communications Since Last Meeting

V. Open Dialogue

VI. Approval of Consent Agenda

VI.A. Action to approve board minutes and bills.

VII. Reports

VII.A. Dashir Report

VIII. New Business

VIII.A. Action to approve the **2023-2024 Chromebook/Chrome Tablet Handbook and Policy Manual.**

VIII.B. Action to approve the **2023-2024 Staff Handbook.**

VIII.C. Action to approve the **2023-2024 Student Handbook.**

IX. Old Business

X. School Finance

X.A. Action to approve RESOLUTION AUTHORIZING THE RENEWAL OF AN EXPIRING REFERENDUM REVENUE AUTHORIZATION.

X.B. Action to approve the following fundraisers:

- A. *Volleyball: Heggie's Pizza*
- B. *PTO: Elementary Read-a-Thon*
- C. *Band: Butterbraids and Coffee*
- D. *Baseball/Softball: Discount Cards*
- E. *Baseball: Field Banners*
- F. *PBIS: Stickers and Magnets*

G. *Junior Class: MinnTex Fruit Sales, Unhinged Pizza, Used Bulldog Apparel, Elephant Joe's Coffee*

H. *Football: Salt Sales*

XI. Policy Administration

XII. Personnel

XII.A. Action to approve contract for **Arlene Nowak** as Jr/Sr HS Social Studies Teacher for the 2023-24 school year.

Action to approve contract for **Jessica Flies** as Elementary Title I Teacher for the 2023-24 school year.

Action to approve the following resignations:

Blaine Walstrom - Elementary Teaching Position
Wesley Kapping - JH Football Coach

Action to approve the following contracts:

Ashley Heckson - SPED/Nurse Paraprofessional
Arlene Nowak - C Squad Volleyball Coach
Wes Kapping - Head Cross Country Coach

XIII. Other Items for the Board

XIV. Adjourn the Regular Board Meeting



Lester Prairie Schools

District Office
131 Hickory St. N
Lester Prairie, MN 55354

Phone: 320-395-2521
Fax: 320-395-4202
Website: www.lp.k12.mn.us/

REGULAR BOARD MEETING AGENDA
DATE: Monday, August 21, 2023
LOCATION: School Media Center
TIME: 5:45 PM

I. Call to Order

- A. Board Chair Hentges to open the Lester Prairie School District Regular Board meeting at 5:45 pm.
- B. Welcome to public and guests

II. Pledge of Allegiance

III. Approval of Agenda

Motion by _____ and seconded by _____ to approve agenda.

Voting was ____ for and ____ against

IV. Recognition of Communications Since the Last Meeting

- A. Communications received by Board Members
 - o Good News Section:
 - 1. ____
- B. Open Dialogue. (Each person in the audience will be given three (3) minutes - total time - 15 minutes.)

V. Approval of Consent Agenda

- A. **Approve Previous Minutes**
 - o Regular Board Meeting: July 24, 2023
- B. **Approve Bills** - Bills reviewed by R.Heimerl and Engen
 - o Board Bills: \$187,424.44

Motion by _____ and seconded by _____ to approve consent agenda, board minutes, & payment of bills presented.

Voting was ____ for and ____ against

VI. Administrative Reports

- A. **Principal - Mike Lee**
- B. **AD/DoS - Ross Scheevel**
- C. **Superintendent - Melissa Radeke**

VII. School Board Committee Reports

- A. Community Ed - Hentges, R.Heimerl

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

VIII. New Business

- A. Action to approve the **2023-2024 Chromebook/Chrome Tablet Handbook and Policy Manual.**

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

Voting was _____ for and _____ against.

- B. Action to approve the **2023-2024 Staff Handbook.**

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

Voting was _____ for and _____ against.

- C. Action to approve the **2023-2024 Student Handbook.**

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

Voting was _____ for and _____ against.

IX. Old Business

- A. None

X. School Finance

- A. Ehlers Presentation on Remaining Authority and Renewal of an Expiring Referendum - Aaron Bushberger

- B. Action to approve RESOLUTION AUTHORIZING THE RENEWAL OF AN EXPIRING REFERENDUM REVENUE AUTHORIZATION.

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

Voting was _____ for and _____ against.

- C. Action to approve the following fundraisers:

- o Volleyball: Heggie's Pizza
- o PTO: Elementary Read-a-Thon
- o Band: Butterbraids and Coffee
- o Baseball/Softball: Discount Cards
- o Baseball: Field Banners
- o PBIS: Stickers and Magnets
- o Junior Class: MinnTex Fruit Sales, Unhinged Pizza, Used Bulldog Apparel, Elephant Joe's Coffee
- o Football: Salt Sales

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

Voting was _____ for and _____ against.

XI. Policy Administration

- A. None

XII. Personnel

- A. Action to approve contract for **Arlene Nowak** as Jr/Sr HS Social Studies Teacher for the 2023-24 school year.

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

Voting was _____ for and _____ against

- B. Action to approve contract for **Jessica Flies** as Elementary Title I Teacher for the 2023-24 school year.

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

Voting was _____ for and _____ against

- C. Action to approve the following resignations:
 - o **Blaine Walstrom** - Elementary Teaching Position
 - o **Wesley Kapping** - JH Football Coach

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

Voting was _____ for and _____ against.

- D. Action to approve the following contracts:
 - o **Ashley Heckson** - SPED/Nurse Paraprofessional

- o **Arlene Nowak** - C Squad Volleyball Coach
- o **Wes Kapping** - Head Cross Country Coach

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

Voting was _____ for and _____ against.

XIII. Other Items for the Board

XIV. Adjourn the Regular Board meeting at _____

UPCOMING DATES and NOTES:

- A. August 22: Data Mine in Willmar
- B. August 28: New Teacher Workshop
- C. August 29 - 31: Teacher Inservice Days
- D. August 30: Open House 4pm-7pm
- E. September 5: 1st day of School Grades 1-12
- F. September 7: 1st day for Kindergarteners
- G. September 18: Regular School Board Meeting 5:45pm

Lester Prairie Public Schools

Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
100		40052	52394	Check	1	00389	A & K REPAIR		Yes	No	No	08/21/2023	119.90
100		40071	52395	Check	1	1938	Allied Electrostatic of MN		Yes	No	No	08/21/2023	5,530.00
100		40081	52396	Check	1	2633	American Express		Yes	No	No	08/21/2023	2,896.49
100		40091	52397	Check	1	3226	Ampton PBC C/o Department 850		Yes	No	No	08/21/2023	17.33
100		40075	52398	Check	1	2225	Andy's Lawn & Snow LLC		Yes	No	No	08/21/2023	2,471.00
100		40088	52399	Check	1	3076	API Garage Door Store		Yes	No	No	08/21/2023	3,605.00
100		40086	52400	Check	1	2912	Baker Tilly Virchow Krause LLP		Yes	No	No	08/21/2023	2,325.00
100		40084	52401	Check	1	2697	Behning, David		Yes	No	No	08/21/2023	970.00
100		40050	52402	Check	1	00343	Big Don's Cathedral		Yes	No	No	08/21/2023	116.78
100		40092	52403	Check	1	3230	Business Essentials		Yes	No	No	08/21/2023	6,000.00
100		40062	52404	Check	1	01551	C & C Embroidery		Yes	No	No	08/21/2023	210.00
100		40087	52405	Check	1	3018	CarpetsPlus Color Tile		Yes	No	No	08/21/2023	6,555.61
100		40047	52406	Check	1	00126	CenterPoint Energy		Yes	No	No	08/21/2023	303.17
100		40066	52407	Check	1	03967	CenterPoint Energy		Yes	No	No	08/21/2023	771.24
100		40045	52408	Check	1	00061	CITY OF LESTER PRAIRIE		Yes	No	No	08/21/2023	4,400.00
100		40096	52409	Check	1	3263	Cranks-N-Cutters		Yes	No	No	08/21/2023	250.00
100		40063	52410	Check	1	01694	CULLIGAN-METRO		Yes	No	No	08/21/2023	242.00
100		40083	52411	Check	1	2644	Daikin Applied		Yes	No	No	08/21/2023	258.00
100		40080	52412	Check	1	2624	Dalco		Yes	No	No	08/21/2023	280.51
100		40079	52413	Check	1	2573	Dashir Management Services Inc		Yes	No	No	08/21/2023	23,706.69
100		40068	52414	Check	1	1218	EAI Education		Yes	No	No	08/21/2023	67.90
100		40072	52415	Check	1	1948	Educational and Community Supports		Yes	No	No	08/21/2023	350.00
100		40061	52416	Check	1	01469	Educators Benefit Consultants		Yes	No	No	08/21/2023	64.23
100		40093	52417	Check	1	3253	Game One		Yes	No	No	08/21/2023	2,583.19
100		40046	52418	Check	1	00075	GOPHER SPORT		Yes	No	No	08/21/2023	997.29
100		40097	52419	Check	1	3281	Granite City Roofing		Yes	No	No	08/21/2023	26,385.00
100		40094	52420	Check	1	3257	Granite Electronics		Yes	No	No	08/21/2023	5,385.00
100		40077	52421	Check	1	2483	Greater MN Communications		Yes	No	No	08/21/2023	3,006.00
100		40051	52422	Check	1	00358	GUARDIAN PEST SOLUTIONS INC		Yes	No	No	08/21/2023	85.45
00		40090	52423	Check	1	3115	H21 Group Inc.		Yes	No	No	08/21/2023	6,135.00
00		40059	52424	Check	1	01306	Herald Journal Publishing		Yes	No	No	08/21/2023	132.48
00		40060	52425	Check	1	01364	Herc-U-Lift		Yes	No	No	08/21/2023	162.00
00		40082	52426	Check	1	2635	Hudi		Yes	No	No	08/21/2023	900.00
00		40067	52427	Check	1	1134	Innovative Office Solutions		Yes	No	No	08/21/2023	2,089.75
00		40099	52428	Check	1	3332	International Filtration Services		Yes	No	No	08/21/2023	2,191.65
00		40100	52429	Check	1	3376	Kuta Software LLC		Yes	No	No	08/21/2023	260.00
00		40058	52430	Check	1	01273	Lakeshore Learning Materials		Yes	No	No	08/21/2023	23.74
00		40069	52431	Check	1	1897	Lester Prairie Sportsman's Club		Yes	No	No	08/21/2023	3,234.00
00		40101	52432	Check	1	3377	Lowe, Joshua & Stephanie		Yes	No	No	08/21/2023	218.40

Lester Prairie Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
100	40073	52433	Check	1	2002		Mac Gill		Yes	No	No	08/21/2023	330.61
100	40054	52434	Check	1	00535		Menards-Hutchinson		Yes	No	No	08/21/2023	19.98
100	40078	52435	Check	1	2499		MF Athletics		Yes	No	No	08/21/2023	93.00
100	40098	52436	Check	1	3315		Pink's Hardware Store		Yes	No	No	08/21/2023	67.39
100	40048	52437	Check	1	00170		PRAIRIE BUS SERVICE		Yes	No	No	08/21/2023	5,232.16
100	40085	52438	Check	1	2888		PTO		Yes	No	No	08/21/2023	58.73
100	40055	52439	Check	1	00596		Really Good Stuff, Inc		Yes	No	No	08/21/2023	85.49
100	40056	52440	Check	1	00633		Renaissance Learning, Inc.		Yes	No	No	08/21/2023	3,406.80
100	40076	52441	Check	1	2238		School Health		Yes	No	No	08/21/2023	91.24
100	40089	52442	Check	1	3078		Special School District #1		Yes	No	No	08/21/2023	50.00
100	40064	52443	Check	1	01841		Star Tribune-NEI		Yes	No	No	08/21/2023	47.00
100	40074	52444	Check	1	2058		Summit Companies		Yes	No	No	08/21/2023	1,041.25
100	40049	52445	Check	1	00249		SUPREME SCHOOL SUPPLY CO.		Yes	No	No	08/21/2023	555.54
100	40070	52446	Check	1	1909		TEK Mechanical Service, Inc.		Yes	No	No	08/21/2023	995.00
100	40095	52447	Check	1	3261		UHL		Yes	No	No	08/21/2023	59,319.77
100	40057	52448	Check	1	01150		Verified Credentials		Yes	No	No	08/21/2023	210.75
100	40065	52449	Check	1	03218		WAL-MART Community		Yes	No	No	08/21/2023	91.90
100	40053	52450	Check	1	00524		Waste Management-TC West		Yes	No	No	08/21/2023	428.03

Bank Total: \$187,424.44

Report Total: \$187,424.44

Dashir Management Services, Inc.

E8723A County Road H ~ Wisconsin Dells, WI 53965
Phone (608) 253-2000 Fax (608) 253-2000
www.dashirmanagement.com

Lester Prairie School District

August 2023

Custodial / Maintenance Report

Personnel Information

We are currently fully staffed.

Inspections

Custodial audits were conducted, and results were shared with each individual custodian.

Training Conducted

The OSHA required safety training on Blood Borne Pathogen Exposure will be done by August 31, 2023.

Progress on Projects

- North gym floor finish was reviewed after the second round of finish still did not set as it should of. H2I group is investigating the cause and trying to find a solution.
- Partitions were installed in south girls and boys locker rooms.
- Stage painting is completed.
- New rooftop unit construction is completed and the unit is running well.
- Inspection for electrical on the rooftop unit is completed.
- Tile repair in elementary hallway is completed and tile is installed in room 168.
- Actuators for heating in the tunnel have been installed.
- Playground construction is completed and we are waiting for the gaga pit to be installed.
- Locker bottom painting on elementary side is completed.
- Holton has completed electrical repairs around the school. They are still waiting for the fan to come in for the shop.

Comments

Summer cleaning is going very well and we are focusing on hallways as the new school year draws closer. Everyone has been working very hard to get the building ready for the school year.

Respectfully Submitted,
Lisa Hins
Facility Manager



Chromebook/Chrome Tablet Handbook and Policy Manual 2023-24

Lester Prairie School Mission Statement

"To develop every learner to the learner's maximum potential, to succeed and continue to learn in a changing world."

Lester Prairie Schools has implemented a 1:1 K-12 technology program.

Students in grades 2nd-12th will be issued their own Chromebook. Students in Kindergarten and 1st grade will be issued a Chrome Tablet. Before receiving the device, students and parents must sign a user agreement and pay the Required User Insurance Fee.

- Students in grades 4-12 will be expected to take their Chromebook home daily.
- Students in grades K-3 may be required to take home their Chromebook/Chrome Tablet occasionally during the school year.

These devices are not replacing textbooks or other educational materials, but are meant to supplement and enhance the student's learning experience.

Lester Prairie Schools Chromebook/Chrome Tablet 1:1 Program

The Chromebook/Chrome Tablet 1:1 Program facilitates:

- Access to digital educational resources
- Availability beyond the school day
- Individual learning
- Creativity and innovation
- Critical thinking and problem solving
- Communication and collaboration
- Technology literacy skills
- College and career readiness

The information within this document applies to the 1:1 Chromebook/Chrome Tablet Program for students that attend Lester Prairie Schools. Please note that teachers may set additional requirements for use in their classrooms.

Throughout the handbook when the word Chromebook is used, it refers to both a Chromebook and Chrome Tablet.

Chromebook Title

At all times, the legal title to the Chromebook is maintained by Lester Prairie Schools. A student's right to possession and use is limited to and conditioned upon full and complete compliance with the Lester Prairie Chromebook Handbook, Chromebook Use Agreement, Student Handbook, and the Internet Acceptable Use and Safety Policy #524.

Chromebooks are for educational purposes only. Lester Prairie Schools has the right to inspect Chromebooks at any time. Chromebooks will only work with an @lp.k12.mn.us user account. **The** Chromebooks include Internet filters to block inappropriate websites when connected to the WiFi network at school.

Students will be issued a specific Chromebook which will remain theirs throughout their time at Lester Prairie Schools or until the Chromebook is updated (every 3-4 years). At the end of every school year, the Chromebook will be returned to the school before the last student day for routine maintenance and storage over the summer break. The same Chromebook will be re-issued to the student at the beginning of the next school year.

Chromebook Required User Insurance Fee

Lester Prairie Schools require that a signed copy of both the Student-Parent Agreement and payment of the Required User Insurance Fee are received.

Required User Insurance Fee	\$30.00 per school year
Family maximum	\$75.00 per school year
Free/Reduced Price (FRP) Fee	\$15.00 per school year
Free/Reduced (FRP) Family maximum	\$40.00 per school year

Students and parents must comply at all times with the Lester Prairie Schools' Student Handbook and the Internet Acceptable Use and Safety Policy #524. Failure to comply may result in the termination of the student's rights of possession immediately and Lester Prairie Schools may repossess the loaned property with no Required User Insurance Fee refund.

There is a \$50.00 deductible repair fee for each repair that needs to be sent to Trafera.

Commented [1]: Just bolding

Insurance does not cover repairs to the Chromebook due to neglect, misuse, and/or intentional damage. The student and parents **of the assigned device** are responsible for the entire amount of the repair or replacement of the Chromebook.

If the power adapter is damaged or lost the student and parents are responsible for the replacement cost.

Chromebook Power Adapter Replacement	\$25.00
Chrome Tablet Case Replacement	\$30.00
Chromebook Case Replacement	\$34.00
Chromebook Replacement (lost/negligent or intentional damage)	\$205.00
Chrome Tablet Replacement (lost/negligent or intentional damage)	\$265.00

Theft or Loss

All Chromebooks are monitored. If a Chromebook is lost, the student must report the loss immediately to the Tech Department to potentially track and recover the device. A police theft report is required for the replacement of the Chromebook. If a student has a Chromebook stolen and does not file a theft report, the full replacement cost will be required.

Repair and Liability

Students and parents are responsible for district-owned technology property that is issued to them. If the Chromebook is damaged, it must be reported to the Technology Department as soon as possible. Students will be issued a “loaner” Chromebook until the repairs are completed **upon receipt of the deductible repair fee**. Students and parents of **the assigned device** are responsible for the deductible repair fee **(\$50)** as required by the Student-Parent Chromebook Use Agreement. If the Chromebook is damaged by an intentional or purposeful act, the student and parents will be responsible for the entire amount to repair or replace the Chromebook.

Terms of Agreement

The right to use and possess the Chromebook terminates no later than the last day of the school year. Rights may be terminated earlier by Lester Prairie Schools or upon withdrawal from the district. The failure to return the Chromebook in a timely manner will be considered unlawful appropriation of Lester Prairie Schools property and appropriate legal action will be taken.

Chromebook Use

Chromebooks are intended for use at school each day. In addition to teacher expectations of Chromebook use, school messages, announcements, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebooks to all classes unless specifically instructed not to do so by the teacher.

Each student will be issued a power adapter for charging his or her Chromebook. **It is the student’s responsibility to bring their Chromebook fully charged to school each day.**

If a student leaves his/her Chromebook at home, the student is responsible for getting the coursework completed as if the Chromebook were present.

General Use

- Chromebooks are to be used for educational purposes only.
- Only use your Lester Prairie-issued user account with the Chromebook:
.....@lp.k12.mn.us
- **Keep your user account login and password secure.**
- Do not share/lend/borrow Chromebook to others.
- Use caution when eating or drinking near the Chromebook.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to prevent damage.
- Do not stack any books, heavy materials, etc. on top of the Chromebook in your locker or backpack.
- Do not close the Chromebook with anything inside it. This may damage the screen or hinges.
- Do not expose the Chromebook to extreme temperatures or direct sunlight for extended periods of time.
- Chromebooks should not be left unattended during school unless securely locked up in your locker or in a teacher-designated area.
- Chromebooks should be taken home every night to be fully charged.
- Chargers should be left at home.

Chromebook Camera and Microphone

Chromebooks come equipped with audio and video recording capabilities through a built-in microphone and camera. All electronic recordings created with the device must comply with district policies and state and federal laws. District policy prohibits the use of electronic devices in a manner that compromises the privacy interests of other individuals (#524). District policy prohibits harassment and bullying (#514). Students are required to use the Chromebook in a manner that complies with these and other district policies. Use of the Chromebook in a manner that violates district policies may result in revocation of the device and/or further disciplinary consequences.

Use of the Chromebook and any other devices with audio and video recording capabilities during instructional time is at the discretion of the teacher and the student must obtain prior approval to use the device for such purposes. Any electronic recordings obtained with the recording device are for instructional/educational purposes and individual use only. Electronic recordings obtained with the Chromebook may not be shared, published, or re-broadcasted for any reason by the student without permission ~~from by~~ all parties involved.

Chromebook users should be aware that state and federal laws in many instances prohibit secret or surreptitious recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of state and federal recording laws may be reported to the proper authorities and may result in criminal prosecution.

Media, Sound, and Games

All Photos (including desktop backgrounds) and videos must follow district policies and guidelines. Media that violates Lester Prairie Chromebook Handbook, Chromebook Use Agreement, Student Handbook, and Internet Acceptable Use and Safety Policy (guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols, etc.) will result in disciplinary actions and may result in the loss of Chromebook privileges.

Managing Files and Saving Work

Students may save documents to their Google Drive found on their “@lp.k12.mn.us” account. Saving to Google Drive will make the file accessible from any computer with Internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It is the responsibility of the student to maintain the integrity of his/her files and keep proper backups.

Home Internet Access

Students are allowed to set up access to home wireless networks on their Chromebooks. This will allow students to access resources needed to complete schoolwork. Contact your Internet provider if you have trouble connecting to your home network.

Chromebooks are content filtered (blocked from pornography, hate, violence, most social media) on the school's network. Any student who attempts to bypass the content filter is in violation of the Acceptable Use Agreement and subject to disciplinary action.

Students who do not have home Internet access: documents, worksheets, videos, and content needed for homework can be downloaded to Google Drive and can be accessed offline without access to the internet. For information about working on Google Drive files offline on your Chromebook, go to:

<http://support.google.com/chromebook/answers/2809731>

Chromebook Care

The Chromebook will update automatically every time the device is connected to the Internet. If the Chromebook does not appear to be working correctly, is running slow, or has trouble connecting to the school's network, turn it into the Tech Department for maintenance. You will receive a “loaner” while yours is repaired.

While the cost of the Chromebooks are significantly less than those of many laptops and tablets, we encourage students to properly care for them to avoid unnecessary replacement costs.

- Do not carry Chromebooks while the screen is open.
- Do not place Chromebooks on uneven surfaces where they might be subject to an accidental fall.
- For optimal performance, do not block airflow when the device is on. Do not leave it on top of blankets, beds, sofas, pillows, etc. while on and in use.

- Avoid eating or drinking near Chromebooks.
- Avoid exposure to extreme temperatures - below freezing or above 90 degrees
- Avoid placing or dropping heavy objects on top of the Chromebook.
- School-owned case must be used.
- Chromebooks and Chromebook Cases must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not property of Lester Prairie Schools.

Chromebook Cleaning

Never use any product containing alcohol, ammonia, or other strong solvents to clean the Chromebook.

- Create a gentle cleaning solution composed of 75% water and 25% white vinegar or just water.
- Disconnect the Chromebook from power and ensure it is off.
- Apply the solution to a cotton cloth, lint free, microfiber, chamois, or some other very soft cloth. New use paper towels or tissues. **Never apply the solution directly on the Chromebook.**
- Wipe the cloth against the screen of the Chromebook in a circular and consistent motion. Rapid circular movements tend to eliminate streaking. Ensure that you apply even pressure to the cloth, but not so much as to cause damage to the screen.
- Repeat these steps for cleaning the outer case and keyboard of the Chromebook.

Parent/Guardian Guide

Talk to your child about values and proper conduct he/she should follow while using the Internet.

Be an active participant in your child's digital life. Have your child show you what sites he/she is navigating, apps used, and current assignments/projects/research.

The following resources will assist in promoting positive conversation(s) between you and your child regarding digital citizenship.

NetSmartz: <http://www.netsmartz.org/Parents>

Common Sense Media: <http://www.commonsensemedia.org/>

All policies and handbooks referred to in this document can be found on the Lester Prairie Schools' website.

Grade: _____

2023-2024 Chromebook/Chrome Tablet Usage Agreement Form

Student's Name: _____ Parent/Guardian Name: _____
Print First and Last Name Print First and Last Name

Student Agreement

- I will not leave my Chromebook/Chrome Tablet unattended or unsecured at any time.
- I will not lend/share/borrow my Chromebook/Chrome Tablet **out** to anyone.
- I will bring my Chromebook/Chrome Tablet to school charged and ready for use each day.
- School district Chromebook/Chrome Tablet & charger may be sent home unless the parent refuses in writing.
- I will not disassemble, repair, hack, or subvert the security of school devices or networks.
- I have read or will read and understand the Lester Prairie Schools Chromebook/Chrome Tablet Handbook and Policy Manual, Internet Acceptable Use and Safety Policy #524, and Lester Prairie Schools Student Handbook.
- I agree to abide by all Lester Prairie policies governing the use of my technology usage in school & home.
- I understand that my technology devices are subject to inspection by Lester Prairie staff at any time, and school-owned devices remain the property of Lester Prairie Schools.
- The use of a school device is a privilege that can be revoked. Inappropriate use or neglect of a device can result in limits to or loss of use of the Chromebook/Chrome Tablet or any other technology device.
- I understand that I am responsible for any intentional or negligent damage to both personal and school-owned devices and networks.
- I will file a report with the school office in the event of loss/theft or damage/of equipment or failure of the Chromebook/Chrome Tablet.
- I will return the school device and charger in working order as directed by the technology staff.

Parent/Guardian Agreement

- I have read and understand all terms of Chromebook/Chrome Tablet Handbook and Policy Manual and the Lester Prairie Student Handbook policies and agree to allow my child to participate in the Chromebook 1:1 Program.
- I have discussed the technology expectations with my child and will support the school in guiding my child in using school electronic devices at home and school as an educational tool.
- I am responsible for monitoring and guiding my child's activity on any home technology usage. **Damage to school devices or loss (including power charger) will be paid by the parent/guardian of the student-issued device to the district.**
- **Damage to school devices or loss (including power charger) will be paid by the parent/guardian of the student-issued device to the district.**

User Insurance Fee is Paid before receiving Chromebook/Chrome Tablet. Deductible Repair Fee of \$50 for each repair/claim **needing to be sent for repair at Trafera**. The Deductible Repair Fee is only for accidental damage, not for deliberate or negligent damage or theft.

Office use: Mark when Paid
Required User Insurance Fee
_____ **\$30 Required User Insurance Fee (yearly)/\$75 Family Max**
_____ **\$15 FRP Required User Insurance Fee (yearly)/\$40 Family Max**

By signing, we agree to the stipulations set forth in this document as well as the Lester Prairie Schools' Chromebook/Chrome Tablet Handbook and Policy Manual, Internet Acceptable Use and Safety Policy #524, and Lester Prairie School Student Handbook.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

ISD 424 Policy 524-B

STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian Signature: _____

Date: _____

~~Adopted: August 19, 2013~~ ~~ISD 424 Policy 524-B~~
~~Revised: June 19, 2017; July 17, 2019; July 11, 2022~~

STAFF HANDBOOK

Lester Prairie School District



131 Hickory St N
Lester Prairie, MN 55354
Ph: 320-395-2521
Fax: 320-395-4204
www.lp.k12.mn.us

"To develop every learner to the learner's maximum potential
to succeed and continue to learn in a changing world."

Lester Prairie ISD #424 is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, and disability or veteran status.

Revised 8/23

Lester Prairie School Administration

Superintendent	Dr. Melissa Radeke
K-12 Principal	Mr. Michael Lee
Dean of Students/Activities Director	Ms. Jenna Wolff Mr. Ross Scheevel
Counselor	Mrs. Christine Mattson
Business Manager	Mrs. Alice Daak
Payroll/Clerk	Ms. Kelly Elling
Secretary	Mrs. Kathy Fiecke
Data and Systems Coordinator	Mrs. Cheryl Bayerl

Board of Education

Chair	Mrs. Corbey Hentges
Vice Chair	Mrs. Rebecca Heimerl Mr. Brian Heimerl
Clerk	Mr. Steve Ziermann Mrs. Meganne Stifter-Knoll
Treasurer	Mrs. Mary Otto Mrs. Rebecca Heimerl
Board Member	Mrs. Meganne Stifter-Knoll Mr. Keith Christen
Board Member	Mr. Brian Heimerl Mr. Jeff Engen

School Web Page

<http://www.lp.k12.mn.us>

Mission Statement:

"To develop every learner to the learner's maximum potential,
to succeed and continue to learn in a changing world."

PHILOSOPHY OF EDUCATION #424

It is our purpose to lead the youth of the community in developing rich and balanced personalities through carefully selected experiences incorporating thoughts, ideals, attitudes, skills and knowledge. We believe the result of this education will be an improved democratic society.

SECONDARY FACULTY

Angelica Biondo - Art

Michael Bjork - Science
~~Lyndsey Grand - ELL~~ Anne Chapman - ELL
Katelyn Gosh - Health
Wes Kapping - 9-12 SPED
Jon Koehler - English
April Lee - 5-8 SPED
~~Blaine Walstrom~~ Danny Mages - Science
Julie Malady - Math
Ben Machemehl - Social Studies
Matt Meyer - REACH
~~Ross Scheevel - Social Studies~~ - Arlene Nowak - Social Studies
Terri Schuft-Helland - Band
David Rue - HS Choir
~~Joy Schrupp - Health Office~~
Joe Scoblic - Technology Ed
Amy Smith - Math
Jennifer Smith - English
Rachel ~~Stender Raduenz~~ - SS, Business
Matt Thode - Physical Education
Marc Wawrzyniak - Tech/Math
Amanda Wood - Spanish

ELEMENTARY FACULTY

Chris Bayerl - Grade 2
Angelica Biondo - Art
Hannah Boger - Grade 3
Jennifer Brandel - Grade 1
Katherine Carmine - Grade 4
~~Lyndsey Grand - ELL~~ Anne Chapman - ELL
~~Jan Smith - Kindergarten~~ Cara Cline - Kindergarten
Whitney Dhoore - Grade 1
~~Jessica Flies~~ - Title I
Katelyn Gosh - Physical Education
Morgan Hughes - ~~Grade 6~~ Grade 3
~~Julie Ide~~ - Math Corp
Kelly Kramer - Grade 2
April Lee - 5-8 SPED
Helen Lester - PreSchool/ECFE
Derek Litzau - ~~Title I~~ Grade 5
Brian Malady - K-4 SPED
~~Emma McCleary - Grade 3~~
Jacob Oie - Grade 4
Jay Rogotzke - Grade 6
David Rue - Elem. Music
Anna Soupir - Grade 5
~~Blaine Walstrom~~

PARA-PROFESSIONALS

Tabatha Ainsworth

Ashley Alberts
~~Mark Detlefson (transportation)~~
~~Alyssa Ebert~~
Lisa Feltmann
Ashley Heckson - SPED/Nurse para
Kim Heimerl
~~Cristy Medina-Mendoza~~
Matt Meyer
Ashley Ostlie
Sara Ross
Kim Schauer
Tammy Serum
Lauren Trittabaugh
Janina Wall

Southwest West Central Special Education Cooperative

Heidi van der Hagen - Director of Special Education
Anthony Frank - Speech/Language Pathologist
Dana Hamilton - Physical Therapist
Kim Sobeich - Occupational Therapist
Ingrid Mellow - ECSE Teacher (partially remote)
Karen Pauly - School Psychologist (fully remote)
Regina Magendanz - Due Process Specialist

Greater Minnesota Family Services

~~Melissa Morales~~-~~Jessica Fick~~ - Mental Health Counselor

Food Service

Lori Bebo - Supervisor
Linda Detlefsen - Cook
Vicky Fasching - Cook
Lynette Rosenau - Cook
Dede Breimhorst- Computer Operator/Library Para

Custodians - Employee of Dashir

Todd Nelson - Building Manager (offsite)
Lisa Hins - Building Supervisor
Aaron Ender - Custodian
Jim Klaustermeier - Custodian
Sue Calvin - Custodian
Izabella Lindorff - Custodian

The purpose of this handbook is to provide staff members of Lester Prairie School with all pertinent policies and procedures, which will assist in the effective operation of the school. It is hoped that the instructions and procedures outlined in this manual will be helpful in attaining our goal.

No manual can contain all of the information that a teacher may need for any given situation; however, this manual along with the accompanying documentation will allow you to answer most questions.

Lester Prairie Public Schools
District 424
131 Hickory St N
Lester Prairie, MN 55354
Phone (320) 395-2521
Fax #(320) 395-4204

The following information is necessary for your office file:

1. Teaching license
2. W-4 Form/ and I-9 form
3. Address during the school year
4. Summer address
5. Emergency information sheet

School Day - Hours of operation

7:30-3:30	Contracted certified teacher time - unless contracted differently on individual basis (in building by 7:30)
7:45-3:00	Non-certified staff time (para-professionals) - unless contracted differently (in building by 7:45)
7:45	School Building opens for students to enter - Door A only (main doors)
7:45-8:05	Breakfast served in Commons
7:50-8:05	Door L and M open for bus drop off - supervision should be in place at the doors
8:05	Elementary students can enter classrooms (supervisors will announce)
8:10	Warning Bell for first hour - students must be leaving Commons at that time
8:15	Tardy Bell for first hour - All K-12 students should be in their rooms. Exterior main doors should be locked
8:30	All attendance needs to be reported to the office - an automated system sends out alerts to parents/guardians.
2:55	Elementary student walkers released Elementary student pick-up begins - all students who are being picked up must be in the gym.
3:00	7-12 End of School bell sounds
3:00	Door A unlocks for after school activities.

Assembly Supervision

It is the responsibility of EVERY teacher to attend school assemblies. *Teachers will sit with the students (class advisors sit with respective grade) to provide proper supervision.* Teachers are expected to attend unless they have the permission of the Principal.

Building Security/Keys

The building has security cameras recording 24 hours a day 7 days a week. Teachers/Staff will be given a fob (keyless entry device) for exterior doors and other keys necessary for their position.

- Teachers/Staff are expected to ensure the doors are locked and the building secure if they enter or leave the building after school hours.
 - If you unlock a door, close, and lock the door when you leave.
 - The use of fobs are recorded. Fobs can be individually identified.
 - If you lose the fob, immediately report it to the office so it can be deactivated - a replacement fee will be required to receive a new fob.
 - Building and storage keys/fobs are not to be loaned to anyone.

Cell Phones

Teachers/Staff *are not to use cell phones to conduct personal business* during their class and supervision periods, except in the case of an emergency.

Class Information

For each class you teach, the following information must be turned into the Principal before the first day of the class.

A syllabus contains:

1. Name of the course
2. Instructor's name
3. Grading information
4. Class information (Content, Required or elective, grade level, etc.)
5. Length of class
6. Class policies
7. Any special rules/policies

Class/Field Trips

Field trips are defined as any time a teacher/advisor takes a student or group of students outside the building. A Field Trip Approval form must be submitted no less than 4 weeks prior to departure, and must be approved and signed by the Principal. In cases concerning scheduled athletic events, etc., the Activities Director is granted the authority to sign the approval. A Transportation Request form must be submitted with the Field Trip Approval form if utilizing busses.

Conferences

Fall conferences

~~Thursday, October 11th and Monday, October 17th from 3:30-7:30~~

Thursday, October 5th and Monday, October 9th from 3:30-7:30

Spring conferences

~~Thursday, February 23rd and Monday, February 27th from 3:30-7:30~~
Thursday, February 22nd and Monday, February 26th from 3:30-7:30

Corporal Punishment

Corporal punishment including any type of physical abuse of children, by teachers or paraprofessionals, will not be tolerated and may be grounds for dismissal.

Coursework/Lane Change

If you plan to use any coursework for a lane change, you must have the course approved in advance by the Superintendent. When you complete the class, get the Lane Change Request form from the secretary, fill it out, and return it to the Superintendent by the appropriate deadline.

Curriculum

Each department/teacher is responsible for the planning, evaluating, and reporting of their respective areas to school administration. All curriculum is expected to be based on MN State Standards. Before a teacher makes any changes in their class curriculum, they must get the approval of the Principal.

Custodial Work Requests

Custodial requests forms can be found on the school website or on the link below. If it is an urgent item such as a student vomiting or something that would cause an immediate health and safety issue, contact the office immediately.

[Custodial Request Form](#)

Daily Announcement/Bulletin

The daily announcements **and the Pledge of Allegiance** will be broadcast over the PA system at the beginning of 1st hour.

- The bulletin will be posted daily on the bulletin board in the junior high hallway.
- Announcements for the bulletin should be given to the secretary the day before it is expected to be posted.

Detention

Teachers who teach 7-12 grade students will sign-up for 2-4 hours of detention, based on the amount of time they teach 7-12 grade students. A full time 7-12 teacher will need to sign up for 4 hours (2 weeks). Detention is held on Mondays and Thursdays from 3:00-4:00.

- Attendance needs to be reported to the Dean of Students.
- No electronics are allowed to be used during detention, including chromebooks.
 - Exception: Chromebooks may only be used for homework under direct supervision of a supervisor.
- Students must be quiet and not socialize during detention.
- Students may not sleep or “put their head down”
- Students are not allowed to have snacks/food/beverages of any kind.

Dress Code for Teachers/Staff

Dress should be appropriate for the profession. Jeans, t-shirts and sweatshirts are appropriate for certain special activities. Professional dress on M-Th. Wear school colors on Fridays to help promote BULLDOG pride.

Duties (Before and/or After School)

Teachers may be assigned before or after school duties to ensure the safety of the arrival and dismissal of students. If you are unable to make your assigned duty you must find a replacement to fill in for you.

EMERGENCY PROCEDURES

Crisis Management Protocols

Students must follow the fire and tornado procedures and route directions posted in each room. Fire and tornado drills shall be conducted periodically as prescribed by law. Teachers/Staff will be requested to set the alarms off or make an announcement over the intercom system to initiate the drills.

Fire Drill Procedure:

Fire drills are to be conducted in an orderly manner. Fire drills are held so that staff are prepared in advance of what to do in a real emergency. The teachers are to have the fire drill map and directions placed in a prominent place near the exit of each room.

When a fire alarm sounds, the following actions are to take place:

All personnel in the building are to exit the building according to the fire plan **only if:**

- Pre-planned Drill
- See or smell smoke and/or fire
- Announcement over PA prompting an evacuation.

Building Evacuation Procedure:

- Teachers should direct one or more students to close all windows as the rest of the class lines up.
- First person to the door is to hold the door open.
- Walk.
- Go single file.
- Never cross a line.
- Wait for the group ahead of you.
- Leave books and other belongings in the classroom.
- Last person out of the classroom will turn off lights and close door.
- In case of a **BLOCKED EXIT**--the **FIRST STUDENT** in line turns to the center of the hallway and leads the line to the nearest exit.
- Teachers will follow their class out of the building, take attendance and report to the Office.

Fire Evacuation Doors

Door A: Rooms: 100, 100A, 100B, 100C, 100D, 100E, 177, 178, 179, 181, 183, 184, Commons/Cafeteria

Door B: Rooms: 102, 105, Locker rooms 107 & 109, South Gym 180, 111, 112, 113, 114, 115, 116, 117, 162, 2nd Floor Music Room 208

Door C: Rooms: 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 133

Door G or H: Rooms: 130, 130A, 131, 132, 132A, 138, 138A, 138B, 232, 238

Door I: Rooms: 134, 135, 136, 137, 139, 139A, 140, 140A

Door K: Rooms: 141, 142, 143, 144, 145, 146, 147, 148

Door L: Rooms: 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 163, 164, 165

Door M: Rooms: 166, 167, 168, 169, 176, Stage

Door N: Rooms: 170, 171

Door O: Rooms: 172, 173, 174

Door P: Room: North Gym 175

Safe Location/Evacuation Area

Door A, B, O, & P - North end of the parking lot (Office radio)

Door C, G, H, & I - South of school garage - stay on school property (Scoblic radio)

Door K - Cross the street (Brandel radio)

Door L, M, & N - Cross the street at corner of 2nd Avenue North and Fir St. (Regotke Soupir radio)

Severe Weather Evacuation Rooms

Elementary Classroom Area

Room 168 & 169 to **166**

Room 165 & 167 to **164**

Room 155, 156, 157 to **163**

Room 160 & 161 to **162**

Room 153 to **Boy's Restroom 159**

Room 154 to **Girl's Restroom 158**

Room 151 & 152 to **Girl's Restroom 143**

Room 141, 149 & 150 to **Boy's Restroom 142**

Room 145, 146, and 148 to **144**

Room 139 to **140**

High School Classroom Area

Music Room to **Girl's Locker room 109**

Room 112 & 114 to **111**

Room 116 to **113**
Room 115 & 119 to **117**
Room 118 to **121**
Room 120 to **125 Boy's Restroom**
Room 122, 123 & 124 to **Hallway outside of 123 (east/west hallway)**
Room 126 to **129 Girl's Restroom**
Room 128, 130 & 133 to **134 or Hallway outside of 134**
Room 131, 132, 132A, & 138 to **138A or 138B**
Room 135 & 136 to **135A**

Main Office Area

Room 100, 100B, 100D, 100E & 100F to **100B restroom or 100C**
Cafeteria, Room 183 & 184 to **107 Boys Locker room, Women's Restroom 177, 178 Family Restroom, Men's Restroom 179 & Kitchen**
South Gym to **109 Girls Locker room**
North Gym and Fitness Room to **Men's Locker room 173 or Women's Locker room 172**
Playground to **Men's Locker room 173 or Women's Locker room 172**

Safe rooms to stay in: 100C, 107 Boys Locker room, 109 Girls Locker room, 111, 113, 115A, 117, 117A, 119A, 134, 135A, 138A, 138B, 140 (wall must be closed to 138), 144, 157, 162, 163, 166, 171, 172 Women's Locker room, 173 Men's Locker room, 176, Restrooms 108, 110, 121, 125, 129, 138B, 140B, 142, 143, 144A, 145A, 158, 159, 161A, 164, 177, 178, 179.

Use your common sense! There are multiple safe areas near your location, if a line to a shelter area is long move them to the nearest line available immediately, hallways that are indicated in green on the map are safe areas (close fire doors in the hallways if you are in one of the designated hallways). All students and staff should remain in their designated shelter area until the "all clear" has been given by administration.

eLEARNING DAYS:

In the event of a school closure due to inclement weather or other emergency, learning expectations for all students will continue via an eLearning Day. While eLearning Days cannot replace the face-to-face time students have with their teachers, they can provide continuous learning when school is canceled. On an eLearning Day, all teachers will share assignments and hold email office hours in which they are available to provide learning support and guidance to students. eLearning Days are considered student contact days and therefore eliminate the need for makeup days at the end of the school year, helping families plan summer activities. Districts are allowed up to five eLearning Days per year.

COMMUNICATION:

Families will receive notification via School Messenger regarding the eLearning Day. The eLearning Day will also be communicated on the District Facebook, Twitter, and website; television stations WCCO, KSTP, KARE, and FOX; and KDUZ/KARP radio stations.

ATTENDANCE:

Attendance will be taken on eLearning Days.

PreK-3 students will be marked present by completing the assigned Choice Boards located in Google Classroom or their Take Home folder sent home prior to the event. Teacher office hours will be 8:30-12:00 and 12:30-2:00.

Grades 4-6 students will be marked present by attending classes virtually through Google Meets and completing assigned work.

8:30-9:00 Morning Meeting
9:30-11:00 Math
11:00-12:00 Office Hours
12:00-12:30 Lunch
12:30-2:00 English Language Arts

Grades 7-12 students will be marked present by attending classes through Google Meets. Attendance will be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just as if they were not present for an on-campus class.

1st period: 8:15-9:05
2nd period: 9:10-10:00
3rd period: 10:05-10:55
4th period: 11:00-11:50
Lunch: 11:50-12:20
5th period 12:20-1:10
6th period 1:15-2:05
7th period 2:10-3:00

Students that do not have internet access, must have their parents call in and notify the school before 8:15am. It will be considered an excused absence and there will be an alternative assignment given to the student the next day the student is in the building. The student will have 3 days to complete the assignment and be counted as in attendance for the eLearning Day. The absence will be unexcused if the assignment is not turned in within 3 days.

STAFF EXPECTATIONS:

PreK-12 teachers will share assignments and hold email office hours in which they are available to provide learning support and guidance to students.

Case Managers/Title/EL staff will work virtually with students and will direct the work of paraprofessionals with students.

Paraprofessionals will work virtually with students following IEP goals as directed by Case Managers. **Para professionals who are not assigned students to work with will be assigned training to be completed during their hours.**

Human Resource Staff and School Nurse will work virtually. Task report will be completed and presented to the superintendent.

Kitchen and Office Staff will have the opportunity to log alternate hours of pay to make up for the day.

Teachers who do not directly work with students on eLearning days are expected to be available for students/parents to contact and work on their eLearning Day Plans or tasks assigned by administration.

eLearning Plans must be submitted to administration by October 18, 2023. An example of the eLearning Day Plan may be working on Curriculum Mapping. Progress must be reported to the administration by 3:30 on the eLearning Day.

Teachers/Subjects that need to turn in an eLearning Day Plan:

preK-3 teachers, Elementary PE, Elementary Art, Elementary Music, Choir, Band, Counselor, and Technology.

Title I and ELL must turn in plan unless working directly with students during eLearning Day.

All other teachers are expected to be working directly with students for the majority of the eLearning Day.

Administration will work virtually or onsite and be available via email or phone.

Dr. Radeke: 320-510-0716

Mr. Lee: 612-248-0303

Mr. Scheevel: 320-510-0315

Employee Responsibility

If an employee is arrested, charged with, or convicted of a serious criminal offense (felony, criminal conduct, DWI, etc.), the employee is required per policy to notify HR within 10 days of the arrest.

Facility Use

To use any area of the school, outside of the time you are assigned to an area, you must fill out a facility use form. Form is located on the school website.

- Return the request to the Activities Director for approval.

Faculty Meetings

The Elementary and Secondary faculty will meet separately at least monthly at 7:35am during the school year. The Principal may schedule an additional faculty meeting when necessary. **Attendance at all faculty meetings is mandatory.** If attendance is not possible, make arrangements prior to the meeting with the Principal.

Meeting Schedule

Elementary	Secondary
<p>Staff Meeting Every 1st and 3rd Thursday of every month at 7:35-8:00</p> <p>PLC Meetings Every 2nd and 4th Thursday at 7:35-8:00 (Academic or Behavior)</p>	<p>Staff Meeting Every 1st and 3rd Friday of every month at 7:35-8:00</p> <p>PLC Meetings Every 2nd and 4th Thursday at 7:35-8:00 (Academic or Behavior)</p>

PLC Teams:

preK-1	2-3	4-6	7-8 Student Behavior	9-12 Student Behavior
Lester	Bayerl	Oie	Bjork	Biondo
Cline	Kramer	Carmine	Helland	J. Malady
Dhoore	Boger	Litzau	Koehler	Gosh
Brandel	Hughes	Soupir	Machemehl	Scheevel-Nowak
	Rogotzke	Rue	A. Smith	Scoblic
		Thode		J. Smith
				Stender-Raduenz
				Walstrom Mages
				Wawrzyniak
				Wood

~~Grand Chapman~~ and ~~Litzau~~ member of all K-6 PLC teams

HS Academic

Math, Science, Tech
SS, English, Spanish
PE, Music, Art (Elem/HS)

SPED Team

Kapping
Lee
B. Malady
Frank

E-Mail/Internet

The School District provides Internet and email access. Lester Prairie Schools use Google Mail which began in the fall of 2011. All communication on this medium is public and the school district reserves the right to all communications. The system administrator has the ability to monitor all email communications that come into or leave our system. Be aware that any personal business or internet browsing on your school owned computers can be searched by the system administrator. Passwords must be registered with the Technology Coordinator. Do not open unfamiliar e-mails and do not forward junk mail or e-mails to other staff unless they are relevant to their teaching assignments.

Field Trips

Field trips for students are permitted if they have value in meeting educational objectives, are directly related to the curriculum, or are necessary to the fulfillment of obligations to the interscholastic athletic and activity programs.

In the planning of field trips, absences from school should be restricted to the least number of school hours possible.

- The educational purpose and length of the field trip must be approved by the principal.
- Provisions for students to make up assignments for classes missed due to participation in field trips must be in accordance with procedures outlined in Student Handbooks.
- A signed parental permission form must be on file at the school prior to the student's participation.
- Requests for packed lunches for single day trips must be submitted in advance to the school's food service manager.
- If students will miss their scheduled lunch period due to a field trip, the food service manager must be notified of the number of students that will be gone.

Fire Drills/Crisis Protocol

Follow the protocols indicated on the fire evacuation sheet for fires and practice HOLD, SECURE and LOCKDOWN, EVACUATE and SHELTER procedures.

Fund Raising

The Board of Education must approve all fundraising activities, including athletics.

Grading Policy

Each teacher is expected to have a formal, written policy on grading. It must be posted in the room and in the course syllabus. *A copy of each teacher's grading policy (within the course syllabus) must be given to the Principal before the beginning of the class.*

Teachers must make contact (a phone call must be made if there is no response from an email) with the student and parents/guardian(s) when a student is failing or close to failing the class.

Hallway supervision

Junior and Senior High School teachers are expected to be outside his/her classroom prior to the start of his/her classes and between periods to help with supervision. An added benefit to being in the hallway is greeting and connecting with each student as they enter class.

Elementary teachers are expected to supervise his/her classes whenever they are in the hallways.

2022-2023 Class Advisors

Grade	Class Meeting Room	Advisors
12th	Room 111	Mike Bjork Julie Malady Danny Mages Matt Meyer (advisory only)
11th	Room 114	Ross Scheevel - Arlene Nowak Amanda Wood Wes Kapping
10th	Room 126	Terri Helland Jenn Smith Marc Wawrzyniak
9th	Room 120	Jon Koehler Joe Scoblic Angelica Biondo
8th	Room 135	Christine Mattson Matt Thode Rachel Raduenz
7th	Room 116	Ben Machemehl Amy Smith April Lee

Lesson Plans

Good teaching is a result of good planning. Each teacher is expected to have written plans for each of their classes every day. Lesson plans should be done a week in advance. The objective or an “I can” statement should be visible and referred to multiple times during every lesson.

Substitutes/Lesson Plans

In the event you will not be in class, you must have the following available for your substitute:

It is a teacher's Professional Responsibility to have quality lesson plans for the students when there is a substitute teacher.

- a. A detailed plan for each class activity - **NO STUDY HALL**
- b. Seating charts.
- c. Accurate class list.
- d. Any special instructions.

It is expected that you develop two lesson plans and keep them in your sub folder in case of an emergency.

Mailbox

Each teacher has a mailbox in the office. Correspondence, phone messages, and general mail will be put into mailboxes. It is important that mailboxes are checked at least twice during the day: once in the beginning and again at the end of the school day.

Out of class

No student should be allowed out of any supervised area without a pass. It is the teacher's responsibility for any student out of their class. Students should not be released from class unless they are called to the office over the intercom or they present a pass from the office or another staff person.

As a teacher, if you want a student to be released from another class, give the student a pass prior to the class period, whenever possible.

Teachers should never leave their class, or students under their supervision, unattended.

Only **ONE** student at a time is allowed out of your classroom. You should keep a written document on who leaves your room, when, why/where and when they return. A common avoidance tactic used by some students is to ask to use the bathroom. When a student leaves the room they need to leave their cell phone with the teacher, including students who go to the SPED room, unless accompanied by an adult.

When a teacher takes their class out of their assigned space (classroom) the teacher should leave a note on their door where they are and notify the main office. This is to help locate specific students, when needed.

Personal Leave

See the Master Agreement for specifics on leaves. To request a leave, fill out for personal leave on Frontline Absence Management. It is important to complete the form so that administration is notified as soon as possible. Once a request has been received, administration will give notification if the request has been approved. Administration will not approve more than two personal leave requests on a given day until substitutes are in place.

Phone Calls

Telephones are in every classroom. When calls are made to the school for individual teachers, the office staff will forward the call or a message to the teacher. Parents will have the ability to call and/or leave a message directly to the teachers' phone. Notification will be sent to the teacher's email when a message is

left. **Teacher's must check their email and phone message before dismissing from their last period class.** Personal calls should only be made before school, after school, or during a preparation hour. Each teacher has a long distance access code. Teachers who do not want a long distance access code should inform the superintendent in writing.

Photo Identification Badges

Identification badges will be provided to all employees. Your name badge is an important part of your work attire. It lets students, parents, coworkers, vendors and the general public know who you are. It is an important part of providing a secure environment for our students to ensure that everyone who enters our schools is identified. **You need to wear the name badge any time you are at work.**

Visitors are required to wear a visitor badge. If you see someone in the building without an ID badge during school hours; ask them who they are, what they are in the building for, then direct them to the office. Report to the office or principal.

Recess and other breaks

“Recess detention” means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student’s choice.

The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.

The school district must not use recess detention unless:

1. A student causes or is likely to cause serious physical harm to other students or staff.
2. The student’s parent or guardian specifically consents to the use of recess detention.
3. For students receiving special education services, the student’s individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

The school district must not withhold recess from a student based on incomplete schoolwork.

The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

The school district must compile information on each recess detention at the end of each school year, including the student’s age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of non exclusionary discipline.

The school district must not withhold or excessively delay a student’s participation in scheduled mealtimes. This section does not alter a district or school’s existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

Record Keeping

Teachers must record all grades in the SYNERGY Student Management System. The grade book must also contain all attendance information, including absences and tardiness. Teachers should backup grades with a printed copy. **Grades are expected to be updated weekly.**

Requisitions/Purchases

No purchases will be allowed without a requisition or purchase order signed by the Principal.

The proper procedure for the use of requisitions is as follows:

1. Completely fill out the requisition form.
2. The principal will review the requisition and then decide to approve or disapprove the items. If the principal approves the requisition, it will be sent to the Superintendent for final approval.
3. A copy of the requisition will be returned to the teacher whether it has been approved or not.
4. Now the items may be ordered if the requisition was approved.

The School District will not be responsible for items ordered without proper authorization.

Snow Days and E-Learning Days

In the event that school is canceled or late due to the weather, listen to WCCO or KDUZ for updates and reports. You can also watch KSTP-TV5, FOX 9, WCCO-TV4, and KARE-11. In addition, we will use School Messenger to communicate to families and staff.

Student Attendance

For information on the attendance policy for students, please refer to the Student Handbook.

- 7-12 grade teachers are required to record attendance each hour.
 - After the **third unexcused** absence, the respective teacher will send a Progress Report to the parent/guardian.
 - On the **fifth day of absence** from any class, the instructor will send a Progress Report to parents stating that the student has missed five days of class.
 - The Principal or Dean of Students will include with the Progress Report a letter informing parents about the district's Attendance Policy. *The letter will also include a warning that continued absence may result in loss of credit for the grading period. Students who miss more than five classes in one class will be required to do all make-up work and to make up the time missed on an hour-for-hour basis in order to achieve a passing grade.*
 - After the **3rd** unexcused absence, the administration will request a conference with the student and parent/guardians regarding the student's absences, academic progress, and potential disciplinary action.
 - After the **5th 7th** unexcused absence, the administration will request a 2nd conference with the student and parents/guardians, regarding the student's absences, academic progress, and potential disciplinary action. The county of residence Truancy Office will be informed of the continued truancy.
 - After the 7 unexcused absence during the semester, the administration may

impose the loss of academic credit in the class or classes from which the student has been absent. Prior to loss of credit, an administrative conference must be held among the principal, student and parent/guardian.

- After 7 cumulative unexcused absences during the school year, administration shall refer a habitual truant child and the child's parent/guardian to appropriate service in the county of residence.

This policy will be modified as needed by a student's IEP/504 Team for students with disabilities.

Student Maltreatment

School District Policy #414

What Qualifies as Maltreatment- Information about what constitutes maltreatment.

Maltreatment of students includes physical abuse, sexual abuse and neglect.

- Physical abuse: A report should be made in any case involving physical injury or threatened injury that is not inflicted by accidental means. Egregious and documented mental injury is also included in the definition of physical abuse.
- Sexual abuse: A report should be made in any case that involves illegal sexual contact. This does not include verbal sexual harassment.
- Neglect: A report should be made in any case involving failure to provide required care for a child, failure to protect a child from endangerment, or failure to provide appropriate supervision.
- Mental injury: A report should be made in any case involving injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

How to make a report: Information on reporting requirements.

- Report within 24 hours via a phone call.
- Report to local authorities (police or social services). Please contact the principal as well to notify him/her of the report.
- Reports should include the identity of the child, the identity of the alleged offender, the nature of the abuse or neglect, and the name, address, and telephone number of the reporter.
- A written report should follow within 72 hours.
- School employees and other mandated reporters must make their report to MN Department of Health and Human Services and McLeod County Welfare Agency or to law enforcement immediately, which state law defines as no later than 24 hours after learning of the alleged maltreatment.
- Anyone who knows or has reason to believe that a student is being neglected or physically or sexually abused within the preceding three years by a Minnesota school district employee must report the information immediately to local law enforcement.
- If a child is in imminent risk of abuse, neglect, or harm notify local law enforcement or call 911.

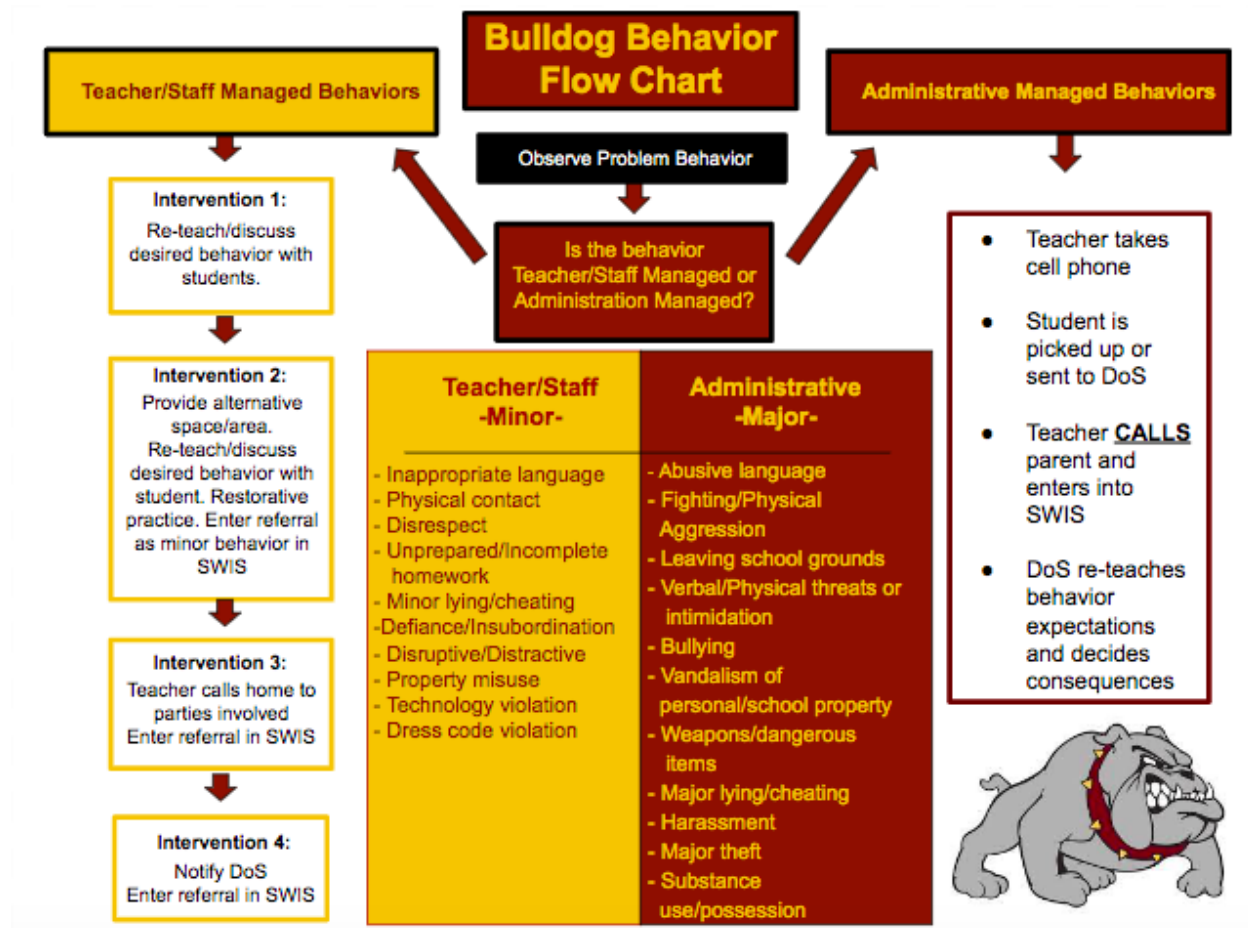
- Mandated reporters include teachers, administrators, and other school personnel. They are required by law to report maltreatment of students.
- Parents and others can make a report voluntarily.
- All cases of alleged maltreatment of students by school employees must be reported by the school to MDE and local law enforcement.

[McLeod County Social Services](#)

Student Management

When a student is removed from class, the teacher is expected to **CALL (not email)** the parent(s) to inform the parent(s) of the student's inappropriate behavior. The teacher must submit a discipline report to **Synergy-SWIS**.

Under no circumstances should a teacher tell a student that they are removed from class permanently. Only the Principal can remove a student permanently from class.



Study Halls

Study Hall is an assigned duty. Besides supervision, this duty is to help students with questions they may have on their work and check to see if they are passing their classes. Teachers should complete a weekly grade check for each student. **Chromebooks are not to be used for gaming during school hours.**

Teacher Attendance/Sick Days

For information on sick or disability days, please refer to the current Master Agreement.

- In the event of an illness, teachers must enter the absence into the Aesop website.
 - If it is an emergency during the school day, please notify administration or Kelly Elling for approval and coverage.
- Workshop and personal days must be requested at least 1 week in advance when possible.

Due to lack of substitute teachers, teaching partners/departments will be assigned to help cover classes when subs cannot be found.

- **K and 1st Grade**
- **2nd Grade**
- **3rd Grade**
- **4th Grade**
- **5th and 6th Grade**
- **PreK, ELL, Title, Elementary Art - if no sub is found classes will be canceled**
- **Elementary PE and Music**
- **HS PE, Art, Industrial Tech - must have work to be completed in a classroom environment**
- **Science/Math Departments**
- **Language Arts/Spanish Departments**
- **Social Studies Department**
- **SPED Department/SPED Para-professionals**

Detailed lesson plans are expected to be completed for when a substitute teacher can be found.

Transportation Requests

Anytime a bus is needed to transport students, a transportation request form must be filled out. Turn the completed form into the Principal and the request will be forwarded to the proper officials. Athletic or extracurricular transportation requests go to the Activities Director. A copy of the approved form will be returned to the teacher. Make requests at least two weeks in advance. Transportation requests can be found on the school website.

Videos

All videos shown in the classroom need to be approved by the Principal at least one day in advance. A video with an audience age rating higher than the age of the students should not be shown. Also, rated "R" videos are not to be shown without administrative and parent/guardian approval.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator

Mrs. Christine Mattson
131 Hickory Street North
320-395-2521
mattson@lp.k12.mn.us

Title IX Coordinator

~~Ms. Jenna Wolff~~ Ross Scheevel
131 Hickory Street
320-395-2521
wolff@lp.k12.mn.us scheevel@lp.k12.mn.us

Human Rights Officer

Dr. Melissa Radeke
131 Hickory Street North
320-395-2521
radeke@lp.k12.mn.us

Lester Prairie School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities.



STUDENT HANDBOOK

Lester Prairie School District

131 Hickory St N
Lester Prairie, MN 55354
Ph: 320-395-2521
Fax: 320-395-4204
www.lp.k12.mn.us

"It is the mission of ISD 424 to develop
every learner to the learner's maximum potential
to succeed and continue to learn in a changing world."

Lester Prairie ISD #424 is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, and disability or veteran status.

Revised **8/23**

Lester Prairie School Administration

Superintendent	Dr. Melissa Radeke
K-12 Principal	Mr. Michael Lee
Dean of Students/Activities Director	Ms. Jenna Wolff Mr. Ross Scheevel
Counselor	Mrs. Christine Mattson
Business Manager	Mrs. Alice Daak
Payroll/Clerk	Ms. Kelly Elling
Secretary	Mrs. Kathy Fiecke
Data and Systems Coordinator	Mrs. Cheryl Bayerl

Board of Education

Chair	Mrs. Corbey Hentges
Vice Chair	Mrs. Rebecca Heimerl Mr. Brian Heimerl
Clerk	Mr. Steve Ziermann Mrs. Meganne Stifter-Knoll
Treasurer	Mrs. Mary Otto Mrs. Rebecca Heimerl
Board Member	Mrs. Meganne Stifter-Knoll Mr. Keith Christen
Board Member	Mr. Brian Heimerl Mr. Jeff Engen

School Web Page

<http://www.lp.k12.mn.us>

Mission Statement:

"To develop every learner to the learner's maximum potential,
to succeed and continue to learn in a changing world."

PHILOSOPHY OF EDUCATION #424

It is our purpose to lead the youth of the community in developing rich and balanced personalities through carefully selected experiences incorporating thoughts, ideals, attitudes, skills and knowledge. We believe the result of this education will be an improved democratic society.

SECONDARY FACULTY

Angelica Biondo - Art
Michael Bjork - Science
~~Lyndsey Grand - ELL~~ Anne Chapman - ELL
Katelyn Gosh - Health
Wes Kapping - 9-12 SPED
Jon Koehler - English
April Lee - 5-8 SPED
~~Blaine Walstrom~~ Danny Mages - Science
Julie Malady - Math
Ben Machemehl - Social Studies
Matt Meyer - REACH
~~Ross Scheevel - Social Studies~~ - Arlene Nowak - Social Studies
Terri Schuft-Helland - Band
David Rue - HS Choir
~~Joy Schrupp - Health Office~~
Joe Scoblic - Technology Ed
Amy Smith - Math
Jennifer Smith - English
Rachel ~~Stender Raduenz~~ - SS, Business
Matt Thode - Physical Education
Marc Wawrzyniak - Tech/Math
Amanda Wood - Spanish

ELEMENTARY FACULTY

Chris Bayerl - Grade 2
Angelica Biondo - Art
Hannah Boger - Grade 3
Jennifer Brandel - Grade 1
Katherine Carmine - Grade 4
~~Lyndsey Grand - ELL~~ Anne Chapman - ELL
~~Jan Smith - Kindergarten~~ Cara Cline - Kindergarten
Whitney Dhoore - Grade 1
Jessica Flies - Title I
Katelyn Gosh - Physical Education
Morgan Hughes - ~~Grade 6~~ Grade 3
Julie Ide - Math Corp
Kelly Kramer - Grade 2
April Lee - 5-8 SPED
Helen Lester - PreSchool/ECFE
Derek Litzau - ~~Title I~~ Grade 5
Brian Malady - K-4 SPED
~~Emma McCleary - Grade 3~~
Jacob Oie - Grade 4
Jay Rogotzke - Grade 6
David Rue - Elem. Music
Anna Soupir - Grade 5
~~Blaine Walstrom -~~

PARA-PROFESSIONALS

Tabatha Ainsworth

Ashley Alberts

Mark Detlefson (transportation)

~~Alyssa Ebert~~

Lisa Feltmann

Ashley Heckson - SPED/Nurse para

Kim Heimerl

~~Cristy Medina-Mendoza~~

Matt Meyer

Ashley Ostlie

Sara Ross

Kim Schauer

Tammy Serum

Lauren Trittabaugh

Janina Wall

Southwest West Central Special Education Cooperative

Heidi van der Hagen - Director of Special Education

Anthony Frank - Speech/Language Pathologist

Dana Hamilton - Physical Therapist

Kim Sobeich - Occupational Therapist

Ingrid Mellow - ECSE Teacher (partially remote)

Karen Pauly - School Psychologist (fully remote)

Regina Magendanz - Due Process Specialist

Greater Minnesota Family Services

~~Melissa Morales~~-~~Jessica Fick~~ - Mental Health Counselor

Food Service

Lori Bebo - Supervisor

Linda Detlefsen - Cook

Vicky Fasching - Cook

Lynette Rosenau - Cook

Dede Breimhorst- Computer Operator/Library Para

Custodians - Employee of Dashir

Todd Nelson - Building Manager (offsite)

Lisa Hins - Building Supervisor

Aaron Ender - Custodian

Jim Klaustermeier - Custodian

Sue Calvin - Custodian

Izabella Lindorff - Custodian

TABLE OF CONTENTS

Absenteeism
Activity Supervision
Add/Drop of Classes
Advisory Time
Age 18 and Over
Animals on School Property
Asbestos Management Plan
Assemblies/Pepfests
Attendance Policy
Backpacks
Bell Schedule
Building Regulations
Bullying Prohibition
Cancellation of School
Cell Phones & Personal Electronic Devices
Computer/Internet Usage/ChromeBook
Church Night
Class Advisors
Class Officers/Activities
College/Service/Tech College Reps
 College Visits
Common Area
Copy Machine
Course Requirements
Detention Policy
Discipline (Teacher/Staff Assigned)
Discipline Policy
Dress and Appearance
eLearning
Eligibility – Academic
Eligibility – MSHSL
Emergency Procedures
Employment Background Checks
End of School Day
Failing Grades
Fees, Purchasing, and Bills Owed
 Graduation Requirements
Guidance
Harassment and Violence Prohibition
Hazing
Honor Graduates
Honor Roll
Incomplete Grades

Insubordination
 Insurance/Accidents
Internet Use
Law Enforcement Authorities
Lockers
Locker Room Locks
Lunch/Breakfast
Medication Permission Form
National Honor Society
Nondiscrimination
Parent/Guardian Refusal for Student Participation in Statewide Assessments
Parent Right to Know
Passes
Personal Property
Pesticide Application Notice
Plagiarism/Cheating/Copying
Pledge of Allegiance
Property of School
Recording Devices
Recording Devices in Restrooms and Locker Rooms.
Release Time
Report Cards
Standardized/Basic Standards Tests
State Testing
Student Handbook
Student Parking
Student Records
Student Surveys
Study Halls
Suicide Prevention Information
Tobacco/Chemical Free Environment
Transportation
Violence
Visitors
Vision Screening
Weapons
Work Program
Items Not Covered in the Handbook

All School Policies are available on the District's web page

Welcome To Lester Prairie Schools

ABSENTEEISM (Extra-Curricular Activities)

Students in grades 7-12 absent from any 3rd-7th period(s) due to illness, injury or physical disability will be prohibited from participation and/or involvement in school activities, programs, events, interscholastic athletics, etc., held by the school during the remaining portion of that date unless prior approval is granted by the Principal and/or the Activities Director. Student managers, scorers, etc. shall be considered team members. For other unnamed activities, the student will abide by the decision of the school administrator and/or the Activities Director.

ABSENTEEISM (from building)

Students must sign out in the office at any time of leaving and must sign in if he/she returns to the building during the school day. Students must also sign in if they arrive late for school. Failure to sign out/in will result in disciplinary action. You must have your written note or telephone authorization verified BEFORE you sign out of school.

ACTIVITY SUPERVISION

There will be no practices, weightlifting, running in the hallways, etc. unless the coach/director who authorizes these activities, or their designee, is physically present to supervise. A coach/supervisor in the classroom, outside, etc. who is not in sight of the activity is not acceptable as being considered supervising the activity.

ADD/DROP OF CLASSES

Students should add or drop classes within one week at the start of a semester. To drop a class, the student needs parental and school permission. If a student is failing a class after three weeks (fifteen school days) and withdraws from the class, a Withdraw Failing (WF) will be credited to the student's record and the student will be carried as an "F" for the remainder of the grading period and the student will be ineligible for extra-curricular activities. Since there are no regular study halls, a student must have a replacement class when they want to drop a class.

ADVISORY TIME - WEDNESDAY

Every Wednesday from 11:27-11:52 the 7th-12th grade students will have an assigned advisory time with their specific advisory teacher. The Advisory Class will be covering a variety of Social Emotional Learning topics and will be discussing academics with the students.

AGE 18 AND OVER

Chapter 529 (amend Minnesota Statute 120.06, Sub. 1) effective August 1, 1974 reads in part as follows: "Notwithstanding the provisions of any law to the contrary, the conduct of all students 21 years of age and under attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education." Therefore, it is understood that all rules and regulations established for Lester Prairie High School are in effect for all students enrolled, regardless of age.

Animals on School Property

Animals brought to school need pre-approval from administration and should be clean and free

of external parasites such as fleas, ticks, and mites, along with up to date vaccinations. Information and permission form to bring a pet to school can be found on the school website under Parents - Forms and Documents.

ASBESTOS MANAGEMENT PLAN

The school district has developed an asbestos management plan. More information can be obtained by going to the Lester Prairie Schools website: under District; Posted Documents

ASSEMBLIES AND PEP FESTS

It is expected that all students will demonstrate courtesy, appropriate participation and attentiveness at assemblies. Cell phone/device expectations will be followed/enforced during assemblies. Recording of any part of assemblies is prohibited unless allowed by administration. Students are expected to attend assemblies unless excused by administration.

ATTENDANCE POLICY (Policy #503)

Minnesota law recognizes the importance of school attendance and requires all children between ages 7-17 to attend school. Children under age 7 who are enrolled in school are also subject to Minnesota's compulsory attendance law. It is a parent's legal responsibility to enroll their children in school in accordance with Minnesota law. For children under the age of 12, parents are legally charged with making sure that their children attend school unless lawfully excused.

Examples of excused absences include:

- Sickness
- Medical or Mental Health Appointments
- Religious Holidays
- Extreme Family Emergency

Examples of unexcused absences include:

- Missing the bus
- Oversleeping
- Cold Weather
- Babysitting
- Need to sleep or work

ATTENDANCE - In Person School

7-12 attendance will be taken each hour in all classes. K-6 **attendance will be taken at 8:15 each morning**. When possible, parents/guardians of absent students will be telephoned via School Messenger. A written or phone call excuse will be required before an absence will be excused. Any questionable absence should be cleared with the Principal in advance.

Frequent absences from class(es) may cause loss of credit for the class(es). The teacher(s) and Principal will determine if the student can reasonably make up work due to excessive absences. Under any circumstances, an alternative education plan may be instituted by the Principal in such cases.

I. MAXIMUM ABSENCE RULE

All absences will be counted in the accumulation of **the maximum number of 10 total**

absences or 5 unexcused absences per semester except those absences which result from participation in school authorized activities; religious holidays; certain prearranged absences; a death in the family; or in cases of chronic or long-term illness verified with specific dates by a licensed physician.

II. ABSENCE AND EXTRA CURRICULAR ACTIVITIES

Students who exceed 10 total absences or 5 unexcused absences during a semester will be ineligible to participate in extracurricular activities for the remainder of the semester.

Administration may alter the number of days absent before being ineligible, but not lessen the severity of the policy guidelines. One example of when the number of days may be altered is during a longer illness.

III. CLASSIFICATION OF ABSENCES

School Authorized Absences: These need to be verified **before the absences** and are not counted in the ten per semester maximum absence rule. Make-up work is required.

- Field trips
- Musical festivals/contests
- Inter-scholastic meets/events
- Ceremony in which the student is being honored or presented with an award
- School support groups or counseling sessions.

Students involved are to attend class on the days that support groups or counseling sessions are conducted if a test is given in that class period. All assignments are to be turned in on the due dates. These meetings/sessions should be coordinated with the classroom teachers in advance.

Religious Holidays: Religious ceremonies/holidays conducted when school is in session.

Death in the family.

Pre-arranged absences of 3 or more consecutive days such as travel with family. This pre-arranged travel/vacation must include accompaniment of his/her parent or legal guardian. Notice must be given at least one calendar week in advance, and a pre-approved absence sheet must be signed by all teachers. *All assignments should be completed before the absence.* In cases of **chronic or long-term illness** of 3 or more days, verified with specific dates **personally by a parent and/or by a licensed physician. The school will request a note from a licensed physician after the 3rd consecutive day of absence to excuse the days absence.**

IV. EXCUSED ABSENCES

These need to be verified **before** the absence or at the time of **return to school** and **are** counted in the 10 per semester maximum absence rule. Make-up work is required.

- Illness (not long-term or chronic) - After the 7th absence of a semester due to illness, only a licensed physician's note will be accepted for an excused absence.
- Family emergency
- Medical/dental appointments that cannot be made outside of school time

·Court ordered appearances

V. UNEXCUSED ABSENCES

All absences **not** school authorized and **not** known by the parents/guardians are considered unexcused.

VI. PENALTIES

- After the **3rd** unexcused absence, the administration will request a conference with the student and parent/guardians regarding the student's absences, academic progress, and potential disciplinary action.
After the **5th** unexcused absence, the administration will request a 2nd conference with the student and parents/guardians, regarding the student's absences, academic progress, and potential disciplinary action. The county of residence Truancy Office will be informed of the continued truancy.
- After the **7th** unexcused absence during the semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. Prior to loss of credit, an administrative conference must be held among the principal, student and parent/guardian.
- After 7 cumulative unexcused absences during the school year, administration shall refer a habitual truant child and the child's parent/guardian to appropriate service in the county of residence.

Truancy: The District will enforce Minnesota laws on truancy. In grades 7-12 you are considered to be truant if you miss 3 class periods that are unexcused during the whole school year. You are habitually truant if you miss 7 class periods unexcused.

Truancy Procedure: Once you have missed **5 7** periods unexcused, a letter will be sent to the County Attorney's office by the Principal or Counselor. A meeting will then be set up between the school, local law enforcement, the student and the parents. At that meeting the parents and the student will be informed that the County Truancy Department was notified. If after the meeting the student continues to miss school unexcused, the matter may fall under the jurisdiction of the court system.

VII. PROCEDURES

Absences will be checked daily by school personnel. Students will have up to **1 school day** to excuse absences. After this one school day, the absence will be counted as unexcused.

VIII. MAKE-UP POLICY

Absences will require a student to make up work missed in order to receive class credit for the class missed. Work missed must be made up upon the student's return to school in order to receive credit for the missed classes. The student is responsible to request from the teacher(s) make-up work. Previously announced projects or tests are due immediately upon return to school.

All students returning to school will have 3 school days to make up the schoolwork missed. (Exceptions will be handled on a case-by case basis by the administration.) You will be able to earn class credit missed with an excused absence, but you may not be given credit for work missed during an unexcused absence. Admit slips will be issued in the office before school starts or upon arrival to school during the school day. Admit slips are a prerequisite for getting back in the classroom following an absence, and these admit slips must be written in ink, not pencil.

IX. APPEALS PROCESS

If a student feels that the Maximum Absence Rule needs to be varied or amended for him/her because of individual personal circumstances, he/she **and** a parent/guardian may request the Principal to set up an appointment for an appeal meeting. Consequences and penalties the student earned will be postponed until after the meeting/decision. **Note:** All absences must be verified as being beyond the student's control.

Lester Prairie School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. This policy will be modified as needed by a student's IEP/504 Team for students with disabilities.

X. LATE ARRIVALS AND TARDINESS

It is expected that all students will make necessary arrangements to arrive on time to school. Any time a student arrives at school after Period 1 has started, he/she is required to stop and sign in at the Office. Missing the school bus, over-sleeping, or repeated car problems will be classified as an unexcused tardy. **Three unexcused tardies will equal one unexcused absence, and will count toward the total absences.**

Students are expected to be on time for every class period. A 1-hour after school detention will be assigned for every 3 tardies the student receives. If a student has outstanding detention(s), the student will be ineligible for extra-curricular activities and/or any school sponsored events.

BACKPACKS

Backpacks/book bags/purses/any handbag will only be allowed to carry items to and from school. They are to remain in the student's locker during the school day.

BELL SCHEDULE

Monday, Tuesday, Thursday, Friday

8:15-9:07	1st hour
9:10-10:02	2nd hour
10:05-10:57	3rd hour
11:00-11:52	4th hour
11:55-12:47	5th hour for grades 7-9
11:55-12:19	1st half of split 5th hour for grades 10-12

12:19-12:44	Lunch - grade 10-12
12:47-1:12	2nd half of split 5th hour for grades 10-12
12:47-1:12	Lunch - grade 7-9
1:15-2:06	6th hour
2:09-3:00	7th hour

Wednesday (Advisory Day)

8:15-9:00	1st hour
9:03-9:48	2nd hour
9:51-10:36	3rd hour
10:39-11:24	4th hour
11:27-11:52	Advisory
11:55-12:47	5th hour for grades 7-9
11:55-12:19	1st half of split 5th hour for grades 10-12
12:19-12:44	Lunch - grade 10-12
12:47-1:12	2nd half of split 5th hour for grades 10-12
12:47-1:12	Lunch - grade 7-9
1:15-2:06	6th hour
2:09-3:00	7th hour

BUILDING REGULATIONS

No student should be inside the school building unless under supervision of staff members. All activities involving high school students, or building usage by community members, must be scheduled through the Activities or Community Education office.

BULLYING PROHIBITION (Policy #514)

The school district is committed to providing a safe, respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's Bully Prohibition policy; located on the school district's website under District; Policies; 514

~~Bullying means repeated intimidating, threatening, abusive, or harming conduct that is objectively offensive and materially and substantially interferes with a student's educational opportunities, performance, or ability to participate in school activities or receive school benefits, services, or privileges. Including, but not limited to, conduct by a student against another student that harms the student, damages a student's property, places a student in fear, or creates a hostile educational environment.~~

~~Cyber-bullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on or at: school premises, district property, school functions or activities, school transportation, or school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.~~

Lester Prairie Schools Bullying Report Form

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator

Christine Mattson
131 Hickory Street North
320-395-2521
Mattson@lp.k12.mn.us

Title IX Coordinator

~~Jenna Wolff- Ross Scheevel~~
131 Hickory Street
320-395-2521
~~wolff@lp.k12.mn.us- scheevel@lp.k12.mn.us~~

Human Rights Officer

Dr. Melissa Radeke
131 Hickory Street North
320-395-2521
radeke@lp.k12.mn.us

Lester Prairie School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities.

CANCELLATION OF SCHOOL

All announcements regarding school cancellations will be made over KDUZ-AM 1260; FM 106.9; KSTP-TV 5; WCCO-TV 4; FOX KMSP 9; and KARE-11 TV. Lester Prairie also utilizes the School Messenger communication system.

CELL PHONES OR OTHER PERSONAL ELECTRONIC DEVICES:

The intent of this policy is to support student academic achievement by removing a major temptation and distraction and promoting face to face interaction and connection.

- Cell phone(s), personal electronic devices, and earbuds are **NOT allowed** to be used by students in classrooms.
- Occasionally, teachers may request students use their device for **educational purposes only!**
- The devices can be kept in the students' lockers or set in a designated area in the teacher's room. Devices should be shut off or put on airplane mode when in class or in lockers.

- Devices that disrupt the class will be given to the Dean of Students until the end of the day.
- Phones, personal electronic devices, and earbuds may be used during passing time and lunchtime.

1st offense

- Lose phone(s) or device (i.e. earbuds, smartwatches, etc) for the day.
- Pick up the phone or device from the Dean of Students at the end of the school day after filling out a form letter informing his/her parents he/she was inappropriately using his/her phone or device during the school day.
- The parent(s) must sign the letter to acknowledge the violation of the school rules. If the student does not return the signed letter he/she will be asked to leave his/her phone/device with the Dean of Students everyday until he/she returns the signed letter.

2nd offense

- Lose phone(s)/device (i.e. earbuds, smartwatches, etc) for the day.
- Parent(s) will be called.
- Parent(s) may pick-up the phone after school between 3:00-4:00 pm.

3rd offense

- Lose phone(s)/device (i.e. earbuds, smartwatches, etc) for the day.
- Parent(s) may pick-up the phone(s)/device after school between 3:00-4:00 pm.
- Student must turn in their phone(s)/device before 8:10 am to the Dean of Students for the next 10 school days.
- Student may pick-up phone(s)/device at the end of each school day.

If a student refuses to surrender his/her phone(s)/device to the staff member requesting, the Dean of Students or Principal will be called and the incident will be handled as insubordination.

COMPUTER/INTERNET USAGE/CHROMEBOOK/CHROME TABLET

The distribution of Chromebooks/Chrome Tablets to students is to serve as an extension of the classroom.

In order to issue a Chromebook, Lester Prairie Schools requires that a signed copy of the Student-Parent Agreement **and Acceptable Use Policy, along with the** required payment for the User Insurance Fee be on file with the district before taking possession of the property.

Students/**Parents can view** the district's computer and internet usage policy **on the school's website.** ~~will receive a copy of Student and parent or guardian signatures will acknowledge that they know, understand, and will follow the policy.~~

The school district cannot guarantee that all inappropriate material will be filtered and stress the importance of parental guidance when students are online. ~~In addition,~~ The school district provides a resource in which internet content is monitored and filtered in **the school building.**

Parents and students must comply at all times with the Lester Prairie Student Handbook, the Chromebook/Chrome Tablet Handbook, and the Internet and Acceptable Use Policy.

Failure to comply may cause the termination of student's rights of possession immediately, and

Lester Prairie Schools may repossess the loaned property.

Loss or Damage: If the Chromebook/Chrome Tablet is damaged, lost, or stolen, the students are required to report the incident as soon as possible. The student/parents will be responsible for any deductible repair fee as required by the Chromebook/Chrome Tablet User Agreement. It is the responsibility of the student and family to recover or replace the lost or stolen Chromebook/Chrome Tablet. If necessary, the District will involve the police to assist in the recovery through the use of tracking systems designed to locate the property.

CHURCH NIGHT

Wednesday night is designated as "church night." Whenever possible school-related activities will not be scheduled after 6 p.m.

CLASS ADVISORS/MEETINGS

2022-2023 Class Advisors

Grade	Class Meeting Room	Advisors
12th	Room 111	Mike Bjork Julie Malady Danny Mages Matt Meyer <small>(advisory only)</small>
11th	Room 114	Ross Scheevel Arlene Nowak Amanda Wood Wes Kapping Terri Helland Jenn Smith Marc Wawrzyniak
10th	Room 126	Jon Koehler Joe Scoblic Angelica Biondo
9th	Room 120	Christine Mattson Matt Thode Rachel Raduenz
8th	Room 135	Ben Machemehl Amy Smith April Lee
7th	Room 116	

Every Wednesday from 11:27-11:52 the 7th-12th grade students will have an assigned advisory time with their specific advisory teacher. The Advisory Class will be covering a variety of Social Emotional Learning topics and will be discussing academics with the students.

CLASS OFFICERS/ACTIVITIES

Each class may elect the following at a general class meeting: president, vice-president, secretary, treasurer and two student council representatives.

Record keeping: Classes must keep the following records:

Ledger of income and expenditures

Record of students owing dues and being assessed fines, and

Minutes of the meetings including main points discussed and decisions made

Dues: Dues charged to students must not exceed the following without specific permission from the administration:

Grade 7-9 \$ 5.00

Grades 10-12 \$10.00

There will be no fines for late dues. Class advisors may assess students a fair amount for failing to meet their work responsibilities. Students are not required to pay dues/fines, but must pay before participating in class activities. These class activities include, but are not limited to the following: senior class trip, nomination to homecoming royalty, nomination to Sno-Fest royalty, prom, senior class trip, etc.

Supervisor/Advisor: Each class activity must have a minimum of one teacher supervisor. Any parent supervisor for the concession stand must have a background check on file.

Fundraising Activities: Fundraising activities involving soliciting must have advance approval by the School Board with a recommendation from the Principal and Superintendent per Policy 500.1.E.1.

Transportation: Costs for transportation to any activity is the responsibility of the class involved. Students using school transportation must go to and return on the same mode of transportation unless they have specific permission to do otherwise.

Specific Class Activities: The advisors responsible for each activity may establish rules regarding their activity.

Concessions: Concessions for all athletic activities are the responsibility of the junior class with all proceeds going to the junior class.

Prom: The Prom arrangements and expenses are the responsibility of the junior class.

Homecoming and Sno-Fest: Homecoming and Sno-Fest activities are the responsibility of the various classes under the guidance of the student council. Homecoming coronation is the responsibility of the junior class. Sno-Fest coronation is the responsibility of the sophomore class.

Parties/Dances: Classes may organize parties/dances under the following conditions:

- Hours for parties/dances sponsored by the senior high classes (9-12) will end on or before 11:30 p.m. **Administrative approval must be given to go longer than 11:30.**
- Hours for parties/dances sponsored by the junior high classes (7-8) will end on or before 11:00 p.m. **Administrative approval must be given to go longer than 11:00.**
- Students must not leave and re-enter the building during the party/dance unless given specific permission by the supervisor.
- A school employee supervisor must be present at all times.
- Parties/dances shall be for Lester Prairie students in grades 7-12 unless given specific permission by the administration to do otherwise.
- An Out of School Guest Permission Form must be completed for any student who attends a **party/dance** that does not attend Lester Prairie Schools and turned into administration at least 3 days prior to the dance. The Form can be found on the Lester Prairie School District Website under Student: Out of School Guest Permission Form

Senior Trip: The Board of Education may authorize a senior class trip. Chaperones must be approved by the Board of Education.

Student will be allowed to go on the class trip if he/she:

1. Has paid all fees/dues/fines/student bills/assessments.
2. Is a senior/foreign exchange senior.
3. Attendance – must be in compliance with school board policies.
4. Must be passing all classes (no F's) & on track to graduate in the spring of senior year.
5. Senior/junior LA Research Paper must be completed and accepted by the teacher and administration.

Students that choose not to attend school-sponsored activities during the school day must report to the Principal prior to the day of the activity for a substitute assignment, which will take place at/in school.

6. Students who do not meet the criteria listed above will result in the loss of their senior trip deposit.

COLLEGE/SERVICE/TECH COLLEGE REPS

Periodically throughout the school year, representatives from the various colleges, services, and AVTI's will be visiting LPHS in order to speak with students seeking post-secondary opportunities. Usually, the school is given advance notice; this notice will be published in the daily bulletin for your information. Students need to get a pass from the guidance office to meet with these representatives.

COLLEGE VISITS

All college visits will be arranged through the guidance office at least two days in advance of the visit. College visits will be limited to 3 for seniors, 2 for juniors. Any other visits will be chargeable absences. The College Fair counts for one visit if attended during school hours. College visit slips must be signed by parents, and students will list work they are responsible

for on the slip. The College Visit slip will be stamped or signed by the college official conducting the tour and returned to the office the following day.

COMMONS AREA/CAFETERIA

In order to maintain a clean and pleasant atmosphere in the commons area, your help and cooperation is needed. A few simple rules are listed here for you to follow. If you break any commons rules or fail to cooperate with the supervisors, you will be subject to detention, clean-up detail, assigned a seat, or be removed from the Commons.

You are expected to help by:

1. Walking to the Commons and lining up in the order you arrive (no line-jumping allowed).
2. Not throwing food (if you do, you will be required to clean up the mess). If you are with a group that throws food, the group will be required to clean up the mess.
3. Depositing all lunch litter in wastebaskets and keeping the Commons Area clean.
4. Bringing your tray and utensils to the dishwashing window and stacking neatly.
5. Leaving the table and floor area where you sat, clean for others.
6. Not leaving the commons without permission from the supervisors.
7. Leaving chairs and tables as they were arranged.
8. Students are allowed to pick their chair/table, unless assigned. Students are not to wander from table to table.

COPY MACHINE

All copies to be made on the copy machines in the office will be by the classroom teachers only for school-related materials. Non-school related copies must be cleared by the office, and these copies will cost 10 cents each.

COURSE REQUIREMENTS

There are certain required courses for each grade level in grades 7-12. When registering for classes each year, these required courses will be contained in the Registration Guide. Any questions concerning your course load, check with the guidance counselor or the Principal for clarification. (See Graduation Requirements,)

DETENTION POLICY

Detention for violation of school policy will be assigned by the Dean of Students/Principal. Failure to serve detention will result in further action by the Dean of Students/Principal, including suspension. **DETENTIONS MUST BE SERVED AND WILL HAVE PRECEDENCE OVER EXTRA-CURRICULAR ACTIVITIES INCLUDING ACTIVITY PRACTICES/GAMES.**

Detentions will be served in accordance with the detention schedule by the date set to be served by. If a student has outstanding detention(s), the student will be ineligible for extra-curricular activities and/or any school sponsored events. If detention is not served, an additional detention, Saturday school, or In School Suspension may be assigned.

The Principal/Dean of Students will be responsible for the records of all detentions. Normally, detentions should be issued after corrective action has failed to correct a minor situation or a single "common sense" offense deserving of a detention. A copy of detention notices will be

sent to parents via the student.

Detention is held on Mondays and Thursdays from 3:00-4:00.

- No electronics are allowed to be used during detention, including chromebooks.
- Students must be quiet and not socialize during detention.
- Students may not sleep or “put their head down”
- Students are not allowed to have snacks/food/beverages of any kind.

DISCIPLINE (TEACHER/STAFF ASSIGNED)

Teachers or other staff may administer appropriate disciplinary action. If deemed necessary by the teacher or staff member, behavior reports will be issued on an "as needed basis" and reported to the Dean of Students. Students who fail to report to teacher/staff assigned time will be referred to the Dean of Students/Principal for further disciplinary action.

DISCIPLINE POLICY (Policy #506)

The Board of Education and Administration of ISD #424 recognizes that the rights of all students must be respected. Along with these rights, there is a corresponding responsibility for students to follow school rules and regulations. Therefore, students in ISD #424 who fail to abide by the established rules and regulations shall be handled as outlined in this policy.

Disciplinary Investigations: Students must cooperate fully with investigations. Failure to do so, and/or giving false information will result in additional disciplinary action for the student.

DUE PROCESS

All students will be afforded due process when involved in the discipline process.

Suspension/Expulsion: A student may be dismissed on the following grounds:

- Conduct which disrupts a student's own right or other students' rights to an education
- Physical behavior which endangers the student or anyone else or property of the school

The Pupil Fair Dismissal Act:

This act was passed by the Minnesota Legislature permitting school boards to dismiss disruptive students from its schools. The Act provides for alternatives and calls for due process in proceedings leading to suspension, expulsion, or exclusion (MS 121A.40 to 121A.56).

DEFINITION OF TERMS

Insubordination: A defiance of authority; refusal to obey orders/requests. Authority within the school is any adult employed by the school district.

Teacher/Student Disciplinary Agreement: A mutually agreed upon agreement usually prior to the issuing of a detention.

Removal from Classroom: Student is sent to office/out of classroom for the remainder of the period. *Teacher must notify the office.*

Detention: An action taken by the school administration requiring students to make up time outside of normal school hours.

Saturday School: An action taken by the school administration requiring students to make up

time outside of normal school hours. (between 8:00 AM -12:00 PM on a Saturday morning)

Financial Retribution: Payment of damages for lost, destroyed, damaged, etc., of personal or school property or equipment.

Community Service Hours: Time assessed to work off violation penalties--usually school-related work activities.

In-School Suspension: A suspension in school where a student must attend school.

Out-of-School Suspension: A suspension out of school where a student will not attend school, will also be ineligible for extra-curricular activities for that day(s) and ineligible to attend events.

Exclusion: An action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

Expulsion: An action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond one calendar year (12 months).

Student Discipline Violations:

- Swearing, disrespectful, vulgar, and/or threatening language and gestures, is prohibited.
- Inappropriate display of affection on school grounds is not acceptable.
- Gambling for money in any form is not allowed.
- Driving or getting into any motor vehicle during school hours without proper clearance from the office is forbidden.
- Theft or damage of school property or the property of others is prohibited.
- Defying authority/directions of faculty and school personnel is forbidden.
- Fighting, inappropriate behavior, and verbal abuse are prohibited.
- Possession of dangerous instruments, weapons, nuisance items*, facsimiles/models or items prohibited by law to be on school grounds is forbidden. Possession or use of alcohol, tobacco or other illegal drugs or paraphernalia is forbidden.
- Acts that violate our non-violence policy.
- Leaving school without permission.
- Failure to follow sign in/out procedure.
- Tardy to class.
- Or, other violations of student management policies.

*A nuisance device/incident is any device (squirt gun, water balloons, stink bombs, etc.) or incident which causes a disturbance or presents a possible injury situation. Any device confiscated within the school building will be withheld if in one's possession or destroyed if it has been used in school.

OUT OF CLASS PROCEDURES

The school district will follow a systematic disciplined approach to help students maintain proper behavior.

1. For a minor problem behavior, teachers will review desired behaviors with the student and provide a restoration opportunity for the student. If problem behavior continues, teachers will contact parents to notify them of discipline issues.
2. For minor problem behaviors that continue or for major problem behaviors, the student may be removed from class and referred to the Dean of Students. The student's cell phone must be turned over to the teacher or Dean of Students. The teacher will call parents.

When a student is removed from class or leaves the classroom without permission a

minimum of 1 hour of detention will be assigned. The Dean of Students will conference with the student and determine appropriate disciplinary action.

3. After the first removal from class, subsequent removals from class will result in the Dean of Students calling the student's parents. Appropriate disciplinary action will be taken. A team meeting may be requested (student, parent(s)/guardian(s), teacher(s), Dean of Students, Principal, and any other team members) to determine the next course of action for the student.

DRESS AND APPEARANCE

Students will be expected to keep themselves well-groomed and neatly dressed at all times. Any form of dress which is considered by teachers and/or administration to be contrary to good hygiene or which is distracting or disruptive in appearance and detrimental to the purpose of conduct of the school will not be permitted. Shirts advertising alcoholic beverages, cigarettes, or those with obscene, questionable, or suggestive printing on them will not be permitted. Students who violate this will be asked to change. If the violation persists or if the student refuses to comply the student may face consequences.

Specific guidelines for dress are as follows:

1. Face & ears **must should** be visible at all times.
2. Hats are prohibited between 8:15 AM and 3:00 PM, except on school-approved occasions
3. No "short shorts" or short skirts. A guideline to follow is to place your hands at your sides. Shorts or skirts should be longer than your hands.
4. Shirts and shoes must be worn at all times for health and safety reasons.
5. Outdoor coats, jackets, bags, and backpacks must be kept in the lockers during the day.
6. Stomachs should not be seen.
7. Undergarments should not be seen or exposed.
8. No clothing or jewelry displaying or representing:
 - a) Vulgar or obscene language or pictures
 - b) Gang-related pictures or insignia
 - c) Beer, liquor, tobacco, or drugs advertising
 - d) Sexual or violent pictures or language
 - e) Pictures with a negative connotation toward others including hate symbols
 - f.) Inappropriate symbols such as marijuana leaves (blunt), the "Playboy" bunny, etc.

eLEARNING DAY

In the event of a school closure due to inclement weather or other emergency, learning expectations for all students will continue via an eLearning Day. While eLearning Days cannot replace the face-to-face time students have with their teachers, they can provide continuous learning when school is canceled. On an eLearning Day, all teachers will share assignments and hold email office hours in which they are available to provide learning support and guidance to students. eLearning Days are considered student contact days and therefore eliminate the need for makeup days at the end of the school year, helping families plan summer activities.

The Minnesota Department of Education allows districts up to five eLearning Days per year.

Communication:

Families will receive notification via School Messenger regarding the eLearning Day. The eLearning Day will also be communicated on the District Facebook, Twitter, and website; television stations WCCO, KSTP, KARE, and FOX; and KDUZ/KARP radio stations.

Attendance:

Attendance will be taken on eLearning Days.

PreK-2 students will be marked present by completing the assigned Choice Boards located in Google Classroom or their Take Home folder sent home prior to the event. Teacher office hours will be 8:30-12:00 and 12:30-2:00.

Grades 3-6 students will be marked present by attending classes virtually through Google Meets and completing assigned work.

8:30-9:00 Morning Meeting
9:30-11:00 Math
11:00-12:00 Office Hours
12:00-12:30 Lunch
12:30-2:00 English Language Arts

Grades 7-12 students will be marked present by attending classes through Google Meets. Attendance will be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just as if they were not present for an on-campus class.

1st period: 8:15-9:05
2nd period: 9:10-10:00
3rd period: 10:05-10:55
4th period: 11:00-11:50
Lunch: 11:50-12:20
5th period 12:20-1:10
6th period 1:15-2:05
7th period 2:10-3:00

Students that do not have internet access, must have their parents call in and notify the school before 8:15am. It will be considered an excused absence and the assignment or an alternative assignment will be given to the student the next day the student is in the building. The student will have 3 days to complete the assignment and be counted as in attendance for the eLearning Day. The absence will be unexcused if the assignment is not turned in within 3 days.

ELIGIBILITY - ACADEMIC

1. A student participating in MSHSL or Lester Prairie extracurricular activities must pass all classes or credits.
2. A student who receives a failing quarter grade may regain eligibility at mid-quarter of the next grading period if he/she is passing all classes at that time.
 - A return to eligibility form must be filled out by the student, the teachers, and the Activities Director prior to regaining eligibility.
3. A student failing a class at mid-quarter will be ineligible until the grade is raised to a passing grade.
 - A return to eligibility form must be filled out by the student, the teachers, and the Activities Director prior to regaining eligibility.
4. A student who receives an F at the end of 4th quarter will be ineligible for any contests/games that happen before school starts the next year. The student will regain eligibility the first day of school. The only exception is if the student made up the credit during summer school. Participating in tryouts and scrimmages will be allowed.
5. A student who has a learning disability documented in an IEP, may participate in any activity as long as the teacher(s) of said student determines that an effort is being made by the student to succeed, although the student may be unable to demonstrate this through grades.

All Lester Prairie school functions, with the exception of Prom (After Prom)-will also be governed by this policy.

ELIGIBILITY - MSHSL

The Minnesota State High School League rules will be followed to the letter. Respective coaches/directors/advisors will brief students as to these respective MSHSL rules and regulations prior to each activity/season. In addition, students not currently in a Category I activity, will be able to elect with the AD, the next Category I activities they will be involved in within one calendar year. The student must successfully complete the entire season and/or activity to receive credit for serving the MSHSL penalty.

Category I Activities:

- Baseball
- Basketball (Boy's and Girl's)
- Cheerleading
- Cross Country (Boy's and Girl's)
- Dance
- Declamation / Speech
- Football
- Golf (Boy's and Girl's)
- One Act Play

- Soccer (Boy's and Girl's)
- Softball
- Track and Field (Boy's and Girl's)
- Volleyball
- Wrestling
- Clay Target League (Trapshooting)*

*Considered Category I for MSHSL violations only

Category I MSHSL penalties remain as established:

First Offense: The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

Second Offense: The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

Third/Subsequent Offense: The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.

Category II MSHSL activities are those activities in which a member school does not have a schedule of inter-scholastic contests, exclusive of league-sponsored tournaments. These activities are those not included in Category I. Lester Prairie school functions (i.e., Drama Club, Homecoming Week, Sno-Fest Week, annual staff, class offices, etc.) will be governed by Category II penalties. The senior class trip and the prom are not included. Penalties for **MSHSL** tobacco and alcohol/drug violations and for violations of the harassment and violence policy for **Category II** events will be:

Any Offense: Five days in-school suspension

SPECIAL RULES ON INELIGIBILITY AND ONE-YEAR INELIGIBILITY

Students must be a member of a group (band, choir, etc.) at the time of the offense in order to receive credit for an event served. All students must meet the requirements for Category I and II activities in order to be eligible for the respective events of that category. This means that students may be eligible for Category I activities and not Category II activities and vice versa. If a student violates our school policy on drugs, alcohol, tobacco, and harassment/violence, the following takes place:

1. *(The student is) Ineligible for royalty/related activities for one school year regardless if they are eligible according to Category I or Category II activities, and*
2. *(The student) Loses the right to be a Captain or elected official for an athletic team or any other group for one calendar year.*

EMERGENCY PROCEDURES

Students must follow the fire and tornado procedures and route directions posted in each room. Fire and tornado drills shall be conducted periodically as prescribed by law.

Fire Drill Procedure:

Fire drills are to be conducted in an orderly manner. Fire drills are held so that staff are prepared in advance of what to do in a real emergency. The teachers are to have the fire drill map and directions placed in a prominent place near the exit of each room.

When a fire alarm sounds, the following actions are to take place:

All personnel in the building are to exit the building according to the fire plan only if:

- Pre-planned Drill
- See or smell smoke and/or fire
- Announcement over PA prompting an evacuation.

Building Evacuation Procedure:

- Teachers should direct one or more students to close all windows as the rest of the class lines up.
- First person to the door is to hold the door open.
- Walk.
- Go single file.
- Never cross a line.
- Wait for the group ahead of you.
- Leave books and other belongings in the classroom.
- Last person out of the classroom will turn off lights and close door.
- In case of a **BLOCKED EXIT**--the **FIRST STUDENT** in line turns to the center of the hallway and leads the line to the nearest exit.
- Teachers will follow their class out of the building, take attendance and report to the Office.

Fire Evacuation Doors

Door A: Rooms: 100, 100A, 100B, 100C, 100D, 100E, 177, 178, 179, 181, 183, 184, Commons/Cafeteria

Door B: Rooms: 102, 105, Locker rooms 107 & 109, South Gym 180, 111, 112, 113, 114, 115, 116, 117, 162, 2nd Floor Music Room 208

Door C: Rooms: 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 133

Door G or H: Rooms: 130, 130A, 131, 132, 132A, 138, 138A, 138B, 232, 238

Door I: Rooms: 134, 135, 136, 137, 139, 139A, 140, 140A

Door K: Rooms: 141, 142, 143, 144, 145, 146, 147, 148

Door L: Rooms: 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 163, 164, 165

Door M: Rooms: 166, 167, 168, 169, 176, Stage

Door N: Rooms: 170, 171
Door O: Rooms: 172, 173, 174
Door P: Room: North Gym 175

Safe Location/Evacuation Area

Door A, B, O, & P - North end of the parking lot (Office radio)
Door C, G, H, & I - South of school garage - stay on school property (Scoblic radio)
Door K - Cross the street (Brandel radio)
Door L, M, & N - Cross the street at corner of 2nd Avenue North and Fir St. (Rogotzke radio)

Severe Weather Evacuation Rooms

Elementary Classroom Area

Room 168 & 169 to **166**
Room 165 & 167 to **164**
Room 155, 156, 157 to **163**
Room 160 & 161 to **162**
Room 153 to **Boy's Restroom 159**
Room 154 to **Girl's Restroom 158**
Room 151 & 152 to **Girl's Restroom 143**
Room 141, 149 & 150 to **Boy's Restroom 142**
Room 145, 146, and 148 to **144**
Room 139 to **140**

High School Classroom Area

Music Room to **Girl's Locker room 109**
Room 112 & 114 to **111**
Room 116 to **113**
Room 115 & 119 to **117**
Room 118 to **121**
Room 120 to **125 Boy's Restroom**
Room 122, 123 & 124 to **Hallway outside of 123 (east/west hallway)**
Room 126 to **129 Girl's Restroom**
Room 128, 130 & 133 to **134 or Hallway outside of 134**
Room 131, 132, 132A, & 138 to **138A or 138B**
Room 135 & 136 to **135A**

Main Office Area

Room 100, 100B, 100D, 100E & 100F to **100B restroom or 100C**
Cafeteria, Room 183 & 184 to **107 Boys Locker room, Women's Restroom 177, 178 Family Restroom, Men's Restroom 179 & Kitchen**

South Gym to **109 Girls Locker room**

North Gym and Fitness Room to **Men's Locker room 173 or Women's Locker room 172**

Playground to **Men's Locker room 173 or Women's Locker room 172**

Safe rooms to stay in: 100C, 107 Boys Locker room, 109 Girls Locker room, 111, 113, 115A, 117, 117A, 119A, 134, 135A, 138A, 138B, 140 (wall must be closed to 138), 144, 157, 162, 163, 166, 171, 172 Women's Locker room, 173 Men's Locker room, 176, Restrooms 108, 110, 121, 125, 129, 138B, 140B, 142, 143, 144A, 145A, 158, 159, 161A, 164, 177, 178, 179.

Use your common sense! There are multiple safe areas near your location, if a line to a shelter area is long move them to the nearest line available immediately, hallways that are indicated in green on the map are safe areas (close fire doors in the hallways if you are in one of the designated hallways). All students and staff should remain in their designated shelter area until the "all clear" has been given by administration.

EMPLOYMENT BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

END OF SCHOOL DAY

The school day ends at 3:00 pm and once the buses have departed, students are to clear the building. Exceptions are those students having practice, rehearsal, lessons, make-up work, etc. that are directly under the immediate supervision of a teacher/faculty member. When students need to remain at school after hours they must be in the Commons or Main Entrance.

FAILING GRADES

High school students (grades 9-12) failing a required course must repeat the course. With unusual circumstances and with permission from the Principal or designated rep, the student may substitute for the required course if all other options are impossible. Elective classes that are failed do not need to be made up, as such, but the student must have sufficient credits to graduate with a failed elective course.

FEES, PURCHASING, AND BILLS OWED TO SCHOOL

Students may be charged a small fee or be required to buy certain materials for required educational class work. Students wishing to do more than the minimum required class work and if the student wants to keep the completed project material, etc., he/she will be required to pay for that which is necessary. Students will be charged for the use of some materials and asked to purchase some equipment if they participate in extracurricular activities. The collection of money for the sale of supplies will be made in the office unless specifically stated otherwise. Students will be allowed to charge and will be given a proof of purchase when paying for the

item in the office, which they in turn, can present to the appropriate teacher when picking up the material and equipment purchased. Students delinquent in paying their bills will not be allowed to charge until the bills are paid, will not receive their report cards, and will be ineligible to participate in certain school activities.

Athletic participation fees:

- Grades 7-8: \$90.00 per sport
 - Grades 9-12: \$120.00 per sport (Knowledge Bowl fee is \$70 - all ages)
- Secondary sport in the same season: \$40/sport

Discounted fee structure: (based on Free and Reduced lunch status)

- Grades 7-8: \$50.00 per sport; \$100.00 maximum per year.
- Grades 9-12: \$70.00 per sport; \$140.00 maximum per year.

Non-athletic participation fees:

- \$40 per activity.

Athletic Fee Payment Schedule and Adjustments:

- Fee paid before an athlete can participate.
- 75% refund if an athlete quits in the first five days of practice.
- If an athlete is injured or has an illness and cannot continue sports beyond the midway point of the season, a 50% refund will be granted. There will be no refund if an athlete quits beyond the fifth day of practice or injury or illness occurs after the midway point of the season.
- An athlete that starts late must pay full fee (current and new students included).
- There will be no refund for a student that becomes ineligible

GRADUATION REQUIREMENTS

All 7-8th grade classes are required prior to moving to high school.

Required for Graduation (Grades 9-12).

1. LA 9
2. LA 10
3. LA 11/12 = Communications (Speech, Comp. & Lit.) & Literature Survey/Creative Writing OR College Lit. & College Writing (alternate years for both)
4. Geography
5. US History
6. World History
7. Econ/Government
8. Physical Science
9. Biology
10. Science Elective (Chemistry or Physics required for class of 2015 and beyond)
11. Algebra (8th grade or 9th grade)
12. Geometry or Standards Geometry (9th grade or 10th grade)
13. Advanced Algebra/Trigonometry or Standards Advanced Algebra (10th grade or 11th grade)
14. Students in 11th grade required to take either Standards Advanced Algebra or

Precalculus.

15. 9th PE (.5) & 9th Health (.5) = 1 credit total

Seniors, Juniors, Sophomores, and Freshmen: Required for Graduation - 25.5 Credits
(15 credits required classes above + 10.5 electives)

13 Electives possible (One must be in the Fine Arts.)

28 Total Credits Possible

GUIDANCE

The guidance program is provided to assist students with academic and career guidance. The guidance counselor will have class and individual meetings with the juniors and seniors to better explain the services available to include scholarships, applications, standardized tests, financial aid applications, course selections, etc. The counselor will also meet with students in grades 7-12 to help address individual needs and goals.

HARASSMENT AND VIOLENCE PROHIBITION (Policy #413)

The purpose of this policy is to maintain a learning and working environment 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. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; #413

HAZING (Policy #526)

Committing an act against a student or coercing a student into committing an act that creates risk of personal harm in order to be initiated or affiliated with any student organization or activity that may or may not be officially recognized by the school. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco or other substance; intimidation or threats of ostracism, mental stress, embarrassment, shame, humiliation; or any illegal activity. Students may not participate with each other or with others to plan, direct, encourage, aid or engage in hazing. Apparent permission or consent to be hazed does not lessen the prohibition. At no time will hazing of any kind be tolerated. This includes initiations. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; #526

HONOR GRADUATES

Graduates who maintain a minimum average in grades 9-12 of 3.0 on a 4.0 system while taking a full load of classes shall be termed "honor graduates." Students earning an average of 3.67 or higher on a 4.0 system shall be designated as graduating with "high honors" while those earning an average between 3.0 and 3.66 shall be designated as graduating with "honors". Final determination will be made one month prior to graduation. No student shall be designated valedictorian or salutatorian. Only school-approved graduation honors may be worn during the graduation ceremony. Any other items used for personal expression are prohibited.

HONOR ROLL

An "A" and "B" honor roll will be maintained and published each quarter. "A" honor roll students must maintain a 3.67 average and "B" honor roll students must maintain a 3.0 average. Any "F" or "D" in any class disqualifies a student from either honor roll. Incomplete grades disqualify students from the honor roll until the incomplete grade becomes final.

INCOMPLETE GRADES

Students passing a course or with the potential to pass a course but with incomplete work will be given an incomplete (I) grade. "Incompletes" must be completed within two weeks after issuing of report cards, or in the spring quarter, two weeks from the last day of school. Incomplete grades that could become an "F" grade will be considered an "F" for student eligibility until the grade is finalized.

INSUBORDINATION

All employees of Lester Prairie School have the responsibility and obligation to enforce school regulations. The administration, teachers, counselors, secretaries, nurses, paraprofessionals, cooks, custodians, bus drivers, etc. have the right to correct you if you are violating school rules, and students have the obligation to do as requested.

Insubordination is the willful defiance or ignoring by a student of a reasonable order or request of any school employee. It is a serious type of disobedience that can cause the breakdown of the learning environment. Insubordination is also involved when a student directly attacks a staff member or employee, either physically or with words through swearing or obscene language or gestures.

A student referred for insubordination will be subject to a conference with the Dean of Students and/or Principal, detention, parent/guardian conference, and suspension, depending upon the severity of the incident. A pattern of insubordination is grounds for removal to an alternative program or expulsion.

INSURANCE/ACCIDENTS

The school is not responsible for doctor and dental bills as a result of injury to students during school and school related activities. Report all accidents as soon as possible to the school office so that an accident report may be completed.

INTERNET ACCEPTABLE USE AND DATA PRIVACY INFORMATION

All school district students have conditional access to the school district's computer system, including Internet access for limited educational purposes, use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs, discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy can be located on the Lester Prairie School website or click on the following link: [Policy #524](#)

Within 30 days of the start of each school year, the school district will give students direct and timely notice via the Student Handbook and the Lester Prairie School website of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. This notice will:

1. Identify each curriculum, testing, or assessment technology provider with access to education data.
2. Identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about contract inspection and provide contract information of a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district will provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider, upon request.

Students are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form to have on file at the school.

- **Internet Use Agreement Form**

LAW ENFORCEMENT AUTHORITIES

It is school policy to cooperate fully with the police and correction officers of this state in dealing with students. All attempts will be made to avoid putting the student in any situation at the school that would embarrass and prejudice him/her in the eyes of other students. Interviews with police and correction officers will be conducted in private at school or at the homes of the student(s) involved. Outside agencies, such as probation officers or social workers, etc., may interview students with the Administration's permission.

LOCKERS (Hallway)

Lockers are the property of the school and are provided for your use. Lockers are assigned at the beginning of the school year. If a student does not want to use a lock they must turn in their assigned lock to the office. Personal locks are NOT to be used. If a school-issued lock is not used on the student's locker administration may not be able to address any theft or other issues. Use lockers for the storage of textbooks, other school materials and outdoor garments. Do not keep money or other valuables in the locker. Lockers are subject to periodic inspection for safety and maintenance reasons and may be entered by the Administration at any time it might be suspected of containing illegal or harmful substances or substances unlawfully obtained. Any material found in lockers may be used as evidence if required. Students must turn in their assigned lock at the end of the school year. A \$10 charge will be assessed to the student for a lock not returned.

LOCKER ROOM LOCKS

Lockers are the property of the school and are provided for your use. Lockers and locks are assigned at the beginning of the semester or start of the athletic season. School-issued locks must be used at all times on locker room lockers. Students must clean out their locker and turn in their assigned lock at the end of the class or athletic season. A \$10 charge will be assessed to the student for a lock not returned.

LUNCH/BREAKFAST

Breakfast and lunch are available each full school day in the cafeteria/commons for all students. Breakfast will be available for students between 7:45-8:05

Mandated by the State of Minnesota, for the 2023-2024 school year breakfast and lunch are **free** for all students. *A la carte and "seconds" are not free, students need a positive balance in their lunch accounts or pay for a la carte and "seconds."*

A student who does not have sufficient funds will not be allowed to charge a la carte items or second meals until the negative account balance is paid.

Students must continue to use their School ID number/card to receive breakfast and lunch. The price will be set annually by the Board of Education. Delinquent lunch accounts must be paid in full prior to second servings.

Students may not use delivery services to deliver lunches (including friends and/or parents) who do not attend school).

Lunch Schedule

~~11:00-11:25—3rd grade
11:07-11:32—2nd grade
11:14-11:39—1st grade
11:20-11:45—Kindergarten
11:52-12:17—10th-12th Grade
12:18-12:43—4th grade
12:20-12:45—5th grade
12:25-12:50—6th grade
12:47-1:12—7th-9th Grade~~

11:00-11:25 Kindergarten
11:10-11:35 1st Grade
11:15-11:40 2nd Grade
11:20-11:45 3rd Grade
11:35-12:00 4th Grade
11:40-12:05 5th Grade
11:45-12:10 6th Grade
12:19-12:44 10-12 Grades
12:47-1:12 7-9 Grades

Students must stay in the cafeteria during their assigned lunch period.

MEDICATION DURING THE SCHOOL DAY (Policy #516)

Any student needing to take prescription medicine during the school day may do so as required.

- The health office must keep the medication to be dispensed per Physician Orders.
- A Medication Permission Form and a Physician Order MUST be completed before the school can be authorized to store and dispense the medication.
- The school will NOT issue any medicine to any student without BOTH forms completed and signed.
- The Medication Permission Form is available below or on the school website under the Health Corner tab or may be picked up at the office upon request.
- It is highly recommended not to send non-prescribed medications to school (such as cough medicine or cough lozenges, etc.)
- If a student must have over-the-counter medication such as Tylenol or Ibuprofen at school, it must be in the original container, with a signed parent consent form and brought to the Health Office.
- Only secondary students are allowed to self carry over the counter medication.

Medication Permission Form **Permission for Non-Prescription Medication**

NATIONAL HONOR SOCIETY

A society affiliated with the National Honor Society shall be maintained and available to all students who qualify for membership.

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school districts does not discriminate on the abscess of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the Superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

PARENT/GUARDIAN REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

Statewide assessments provide information to your school and district about how all students are engaging with content they learn in school. The results help schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support. More information and the form that must be filled out and given to the school can be found the the MN Department of Education website: under Students and Families; Programs and Initiatives; State Testing

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:

Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

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;

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.

PASSES

A student must have a pass when in the hallway during class time. Staff may issue passes; pass to a teacher, library or office pass, and lavatory passes. Few students should be out of their assigned room during the class period.

PERSONAL PROPERTY

Property in a student's locker, bicycles, gym clothes, etc. are private. Using another's personal belongings, including riding another's bike without permission, may be considered as a theft. If in doubt as to whether or not you have permission to use another's personal/private property, leave it alone. Lock your locker with valuables inside and do not give anyone your combination.

PESTICIDE APPLICATION NOTICE

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice of the plan to use pesticides. More information can be obtained by going to the Lester Prairie Schools website: under District; Posted Documents

PLAGIARISM/CHEATING/COPYING

Plagiarism/Cheating/Copying will not be tolerated. The following guidelines may be used:

- 1st offense - A zero will be issued for the assignment or test;
- 2nd offense - Failure of quarter/grading period;
- 3rd offense - Failure of semester and appearing in front of the Board of Education for possible expulsion.

The use of Artificial Intelligence (AI) and claiming the work to be your own will be considered cheating. All work turned in is expected to be the students own work. AI may be used as a teaching/learning tool but should not be used or claimed as one's own work.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America one or

more times each week. The recitation shall be conducted by each individual classroom or over the intercom system by a person designated by the administration. 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 school personnel must respect each other's right and choice to recite or not to recite the Pledge of Allegiance. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

PROPERTY OF SCHOOL

Students are responsible for assigned textbooks, Chromebooks, and school property and will be required to pay for any undue damage or loss of such materials. Such acts as carving on desks, writing on walls, marking furniture, breaking windows, damaging lockers, etc., are punishable by payment for repair, suspension and/or prosecution through the court system. Students should properly mark all personal/school property assigned to them to avoid loss when identification of property is required.

RECORDING DEVICES

Students may not video, photograph, or make an audio recording of any staff member or student without their expressed permission. Transporting or transferring any inappropriate pictures, texts, or recordings may result in suspension or further disciplinary action.

RECORDING DEVICES IN RESTROOMS & LOCKER ROOMS

Any use of a device for recording video images (motion or still) are not allowed to be used in locker rooms or bathrooms at any time, for any reason. This includes, but is not limited to, cell phones, cameras (video, still, and digital). If found, these devices will be confiscated and may be turned over to local law enforcement. Any misuse of these devices will be dealt with significantly according to applicable policies. A violation of this policy is a violation of others' rights to privacy. Consequences range from warning to detention to suspension to possible expulsion and may include local law enforcement, depending on the severity of the issue.

RELEASE TIME

MN State Statute 120A.35

"Reasonable efforts must be made by a school district to accommodate any pupil who wishes to be excused from a curricular activity for a religious observance."

Lester Prairie Schools, in cooperation with the local churches, has "release time" that allows students to be released from school during the school day for religious instruction. This release time may be scheduled during the regular school day.

REPORT CARDS

Report/grade cards will be issued on-line through Synergy, at the end of all 4 quarters. The release date will usually be within one week following the respective grading period. 7th-12th grade will not receive a paper report card unless requested and picked up by parents or guardians.

STATE TESTING

For Minnesota's statewide assessments to reflect the full impact of district- and state-level implementation of the applicable standards, as well as district-level success at teaching the standards, it is important for all Minnesota students to take the statewide tests. The impact of this

data spans the state, impacts each district, and demonstrates clear trends across time. The data on today's third graders, for example, helps us understand those same students learning in fifth, ninth, and 12th grade. Also, today's third graders help us understand every third grade class for years to come, and whether changes to curriculum, efforts toward equity, and emphasis on inclusion make a substantial difference to our students.

In addition, English learners must take the ACCESS and Alternate ACCESS to exit English language instruction. Without these test scores, students will continue to receive English learner services.

- Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

STUDENT HANDBOOK

All students and parents can access a copy of the Student Handbook on the Lester Prairie website (www.lp.k12.mn.us). The students **and parents** are responsible for understanding the contents of the handbook.

STUDENT PARKING

Students parking in the parking lot are expected to park appropriately within the marked areas. **The 3 rows on the east side of the parking lot and the north row are for student parking. The 3 rows on the west side of the parking lot (closest to the building) are designated for staff, parents, and visitors parking between the hours of 7:30-3:30 while school is in session.** City streets are under jurisdiction of the local law enforcement. Once the vehicles are parked, the vehicles are not to be entered again until the school day is over. Student vehicles are not to be sat in, sat on, entered, etc. under any circumstances unless specifically cleared through the Principal or the office, for a legitimate reason. No student is permitted to ride in a vehicle between 8:15 am and 3:00 pm without permission from the office.

Any reckless or dangerous driving will be reported to the local police. The parking lot and portions of the nearby streets are under camera surveillance. When leaving the parking lot at the end of the school day, be aware of parent pickup on Hickory St. and drive cautiously, watching for pedestrians.

STUDENT RECORDS

State law provides that all data collected, created, received or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of 20 U.S.C. §1232g and the regulations promulgated thereunder. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; 515

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; 520

STUDY HALLS

Study halls are designed to give students time to work on school assignments during the school day when not in an assigned class. Study halls are considered as a learning opportunity for each student and are not to be treated as a recreational period. The respective study hall teacher is in charge of the study hall and will set the standards as such. Weekly grade checks will be requested by the study hall teachers. Students are to show the teacher their current grades on their Chromebooks using Synergy. The teacher will monitor work completion for students with failing or close to failing grades (D or lower).

SUICIDE PREVENTION INFORMATION

Dial 988 for Suicide and Crisis Lifeline

Text: HOME to 741741

McLeod County Crisis Response: 320-864-2713

TOBACCO/CHEMICAL FREE ENVIRONMENT (Policy #419)

Chemicals shall be defined as all tobacco products (pipes, cigarettes, all forms of electronic cigarettes and any accompanying cartridges or pieces, and liquid nicotine, cigars, cigarette papers, chewing tobacco), alcoholic beverages, and other intoxicating liquor, any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, inhalants, or other controlled substance, as defined by state and federal law. Abuse of a prescription drug without a physician's prescription, over-the-counter (OTC) drugs, and facsimile drugs, as well as, possession of drug paraphernalia constitute violations of this policy.

Drug paraphernalia shall be defined as having in possession instruments or equipment, which can be used to inhale, ingest, or cause drugs to be introduced into one's body.

Those found in possession of selling, distributing, and/or under the influence of mind-altering chemicals or in the possession of drug paraphernalia will be suspended from school. The school defines under the influence as detectable consumption. This includes violations in or on school property, 24 hours per day, or away from school property while participating in, or attending, school-sponsored activity and/or on school buses and stops.

The police will be called at the time of the suspension and all paraphernalia and substances will be turned over to them and the incident will be recorded. Parents will be called and asked to come to school immediately to remove the student. If the student is incapable of transporting himself/herself and/or if the parents cannot come to school or refuse to come to school, transportation to detox will be arranged.

TRANSPORTATION

The School District contracts for transportation designed principally to transport rural children to school. All resident students who live outside a one mile limit will be considered eligible for transportation. In addition, students grade 5 and older are not allowed bus transportation within the city limits of Lester Prairie unless there is a justifiable hazard.

Bus Behavior Expectations and Consequences

Riding a public school bus is a privilege as well as part of the school day. In order to be sure that all students on the bus have a safe and comfortable ride, students must follow the Bus

Expectations and Responsibilities below.

Safety and Bus Management:

- The bus driver is the responsible authority on the bus.
- Students will board and leave the buses only at specifically designated stops unless specific permission to do otherwise is given in writing by the parent or school administration.
- Students will remain at a safe distance from the bus when buses are arriving or departing from the stops.
- Pick-up times are established, and students will be on time at designated stops.
- Students will go directly to their seats and stay seated when the bus is moving.
- Only authorized students may ride the school buses.
- Drivers may assign seats to students. Students will remain in assigned seats at all times.
- When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals that it is safe to cross.

The driver will warn students in violation of the Safety and Bus Management Expectations and Responsibilities. Repeated bus violations following the warning will result in exclusion from riding the bus in accordance with the schedule described under “Consequences.” A parent/guardian will be responsible to provide transportation in the event a student is excluded for riding a bus for behavior or safety violations.

Student Behavior:

- Students will not tamper with emergency doors or safety devices.
- Students will not throw, shoot, or spit objects out, in, or at a bus.
- Students will not damage or deface the buses in any manner.
- Students will not possess or use alcohol, tobacco, or any other illicit substance on the bus.
- Students will not transport dangerous, objectionable, or offensive items on the bus. Transportation of animals is prohibited.
- Students will not fight, push, shove, or engage in any other type of physical aggressive behavior on the bus.
- Students will not engage in noisy or boisterous conduct.
- Students will not use profane or indecent language.
- Students will not harass others physically, racially, religiously, sexually, or in any other manner.

Minimum Consequences:

- **First Offense** – School administration confers with student and notifies parents.
- **Second Offense** – School administration confers with the student and notifies parents. The student is assigned a seat towards the front of the bus for up to four weeks.
- **Third Offense** – School administration confers with the student and notifies parents. Student is removed from the bus for two weeks
- **Fourth Offense** – School administration confers with the student and notifies

parents. Student is removed from the bus for four weeks.

- **Fifth Offense** – School administration confers with the student and notifies parents. The student is removed from the bus for the remainder of the school year.
- **Severe Behavior** - Consequences may be increased or skipped at school administration discretion depending on severity of violation.

ISD #424 policies related to student transportation can be found on the school website;
Policies #707 and #709

VIDEOTAPING, AUDIO RECORDING, PHOTOGRAPHS

Students may not video, photograph, or make an audio recording of any staff member or student without their expressed permission. Transporting or transferring any inappropriate pictures, texts, or recordings may result in suspension or further disciplinary action.

VIOLENCE

~~Acts of violence, fighting, or physical abuse will result in a suspension. Plus, each participant may be required to participate in a conflict resolution session with the school counselor, Dean of Students, or Principal.~~

VISITORS

Visitors to the school must stop in the school office for permission to visit. If it is necessary for a visitor to speak with a student during the school day, that student will be called to the office. Students bringing visitors to the school must have permission from the Principal.

VISION SCREENING

All students preK-12th grade will have the opportunity to have a vision screening each year with the assistance of the Lester Prairie Lions Club. Specific grade levels will be tested as a whole.

WEAPONS (Policy #501)

Weapons or look-a-like weapons of any type are absolutely forbidden anywhere in or around the school or school property. Penalties may include:

- Immediate out-of-school suspension
- Confiscation of the weapon
- Immediate notification of the police
- Parent or guardian notification
- Possible dismissal for one year

If you inadvertently bring a weapon to school, immediately bring the weapon to a member of the Administration.

WORK-SCHOOL PROGRAM

Lester Prairie Public School does have a “school to work program.” Students may be released during the normal school day for work.

Items Not Covered in the Handbook

It would be impossible to address every situation that arises during the school day and its related curricular, co-curricular, and extracurricular activities. School officials will develop, implement,

and revise all policies that are necessary in operating the school.

EXTRACT OF MINUTES OF MEETING
OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 424
LESTER PRAIRIE SCHOOLS
MCLEOD COUNTY, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 424 (Lester Prairie School District), McLeod County, Minnesota, was duly held in the School District on August 21, 2023, commencing at 5:45 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING THE RENEWAL OF AN EXPIRING
REFERENDUM REVENUE AUTHORIZATION**

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 424 (Lester Prairie School District), McLeod County, Minnesota (the "District"), as follows:

1. Background. It is hereby determined that:

(a) Minnesota Statutes, Section 126C.17, subdivision 9b ("Subdivision 9b"), states that a school board may renew an expiring referendum revenue authorization without an election by adopting a written resolution authorizing the renewal, provided that the expiring referendum has not been previously renewed under Subdivision 9b, the term of the renewed referendum is no longer than the initial term approved by the voters, the expiring referendum is within the last two fiscal years of the term of the referendum, and the per pupil amount of the renewed referendum is the same as the amount expiring referendum, or for an expiring referendum that was adjusted annually by the rate of inflation, the same as the per-pupil amount of the expiring referendum, adjusted annually for inflation in the same manner as if the expiring referendum had continued.

(b) At a duly called and regularly held special election on November 3, 2015, District voters approved a referendum revenue authorization for a term of 10 years, commencing with taxes payable in 2016 and a referendum revenue authorization for a term of 9 years, commencing with taxes payable in 2017. The additional revenue from the referendum revenue authorization has been used to finance school operations. The referendum revenue authorization is scheduled to expire after taxes payable in 2025 (the "Expiring Referendum").

(c) On August 21, 2023, the Board convened a regular meeting for the purpose, of discussing the proposed renewal of the Expiring Referendum in accordance Subdivision 9b and allowing public testimony on the proposed renewal.

(d) The Expiring Referendum has not been previously renewed under Subdivision 9b.

2. Authorization of Renewal. The Board hereby determines and declares that it is necessary and expedient for the District to renew the Expiring Referendum in the same per pupil amount as is current in the Expiring Referendum. The additional revenue from the renewed referendum revenue authorization will be used to finance school operations. The renewed referendum revenue authorization will be applicable for 9 years beginning with taxes payable 2026, unless otherwise revoked or reduced as provided by law.

3. Notice of Renewed Referendum Revenue Authorization. The Clerk is hereby authorized and directed to submit a copy of this resolution to the Commissioner of Education and the county auditor of each county in which the District is located in whole or in part as soon as practicable, but not later than September 1 of the calendar year in which resolution is adopted.

4. Effective Date. Pursuant to Subdivision 9b, this resolution becomes effective 60 days after its adoption.

The motion for the adoption of the foregoing resolution was duly seconded by Member

_____. The vote of the Board members is recorded as follows:

The following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)
COUNTY OF MCLEOD) ss.
)
INDEPENDENT SCHOOL)
DISTRICT NO. 424)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 424 (Lester Prairie School District), McLeod County, Minnesota (the “District”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the School Board of the District held on August 21, 2023, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the authorization of the renewal of an expiring referendum.

WITNESS My hand as Clerk this 21st day of August, 2023.

Clerk of the School Board
Independent School District No. 424
(Lester Prairie School District),
McLeod County, Minnesota

]



Melissa Radeke <radeke@lp.k12.mn.us>

FB Fundraiser

1 message

Ross Scheevel <scheevel@lp.k12.mn.us>
To: Melissa Radeke <radeke@lp.k12.mn.us>

Wed, Aug 16, 2023 at 4:03 PM

LP Football will be conducting salts sales for a 2023-2024 fundraiser

Ross Scheevel
AD/DOS/CE
Lester Prairie Schools
320.510.0315
scheevel@lp.k12.mn.us



Melissa Radeke <radeke@lp.k12.mn.us>

(no subject)

1 message

Brian Herrmann <herrmann@lp.k12.mn.us>
To: Melissa Radeke <radeke@lp.k12.mn.us>

Fri, Aug 4, 2023 at 2:25 PM

The volleyball team would like to fundraise by selling Heggie's pizza.

Thank you
Brian



Melissa Radeke <radeke@lp.k12.mn.us>

Fundraisers for this next school year need approval at August Board mtg

5 messages

Melissa Radeke <radeke@lp.k12.mn.us>
To: StaffLP <staff@lp.k12.mn.us>

Fri, Aug 4, 2023 at 7:55 AM

Staff,

All fundraisers need to be approved annually by the School Board. Please let me know via an email what fundraisers you intend so they can be approved at the August Board meeting.

Thank you!

Melissa

Dr. Melissa Radeke | Superintendent

Lester Prairie School District #424

Office: 320-395-2521 ext. 1106

radeke@lp.k12.mn.us



Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

April Lee <alee@lp.k12.mn.us>
To: Melissa Radeke <radeke@lp.k12.mn.us>

Fri, Aug 4, 2023 at 8:39 AM

PTO - Elementary Read-a-thon.

The PTO has new leadership (co-chairs Liz Ehalt & Amanda Latzig). Dawn Wilems remains as treasurer & myself secretary. We meet next week, so I'll let you know if we decide we would like to hold any additional fundraisers.

Thanks for the reminder!

[Quoted text hidden]

--

April Lee

Special Education Teacher

alee@lp.k12.mn.us

320-395-2521 ext. 1161

Notice: This e-mail message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.

Terri Helland <helland@lp.k12.mn.us>
To: Melissa Radeke <radeke@lp.k12.mn.us>

Fri, Aug 4, 2023 at 2:06 PM

Band will have Butterbraids and Coffee again this fall.

Still double checking if the sophomore class had any last year that I need to get on the list!

On Fri, Aug 4, 2023 at 7:56AM Melissa Radeke <radeke@lp.k12.mn.us> wrote:



Melissa Radeke <radeke@lp.k12.mn.us>

Fundraisers

1 message

Amanda Wood <wood@lp.k12.mn.us>
To: Melissa Radeke <radeke@lp.k12.mn.us>

Thu, Aug 3, 2023 at 8:55 AM

Dr. Radeke,

The junior class would like the following fundraisers approved, please:

- Fruit Sales from MinnTex
 - October
- Pizza from Unhinged
 - January
- Used Bulldog Apparel
 - May

Thank you,
Amanda Wood



Melissa Radeke <radeke@lp.k12.mn.us>

Fundraiser

1 message

Amanda Wood <wood@lp.k12.mn.us>
To: Melissa Radeke <radeke@lp.k12.mn.us>

Tue, Aug 15, 2023 at 12:05 PM

Dr. Radeke,

Please have the board approve of an Elephant Joe's coffee fundraiser for the junior class.

The truck will set up at LP for the homecoming game, October 6.

Thanks,
Amanda Wood

**TEACHER CONTRACT FOR MINNESOTA
PUBLIC SCHOOL DISTRICTS**

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, enters into this contract, pursuant to M.S. 125.12 as amended, with **Arlene Nowak**, a legally qualified and licensed teacher who agrees to teach in the public school of said district as **Junior/ Senior High Social Studies Teacher with assigned duties** for the school year 2023 to 2024.

The following provisions shall apply and are a part of this contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the school board or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and State Board of Education, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This contract is subject to the provisions of M.S. 125.12 as amended and to all laws, rules and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination and discharge for cause of teachers. Thereafter this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 125.12.
3. **Duty Year:** The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board.
4. **Additional Services;** The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular or other assignments may be described in paragraph six of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's Continuing Contract rights unless the words "continuing contract" are recorded immediately following the assignment.
5. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative if any, and the provisions of the Public Employment Labor Relations Act as amended.
6. **Special Provisions:**

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Additional Service	Additional Compensation
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____


7. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ 41,866.00 _____	For Basic Services (BA+ 0 Level -1)
\$ _____	For additional services as set forth in paragraph six.
\$ 41,866.00 _____	Total salary, exclusive of fringe benefits.

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties. In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.

THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

IN WITNESS THEREOF I have subscribed my signature this 1 day of Aug, 2023.


Teacher

IN WITNESS THEREOF we I have subscribed our signatures this _____ day of _____, 20____.

INDEPENDENT SCHOOL DISTRICT NO. 424

Chairman

Clerk

WHITE – School Board's Copy

GREEN – Teacher's Copy (to be returned after school board approval)

**TEACHER CONTRACT FOR MINNESOTA
PUBLIC SCHOOL DISTRICTS**

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, enters into this contract, pursuant to M.S. 125.12 as amended, with Jessica Flies a legally qualified and licensed teacher who agrees to teach in the public school of said district as Elementary Title I Teacher with assigned duties for the school year 2023 to 2024.

The following provisions shall apply and are a part of this contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the school board or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and State Board of Education, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This contract is subject to the provisions of M.S. 125.12 as amended and to all laws, rules and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination and discharge for cause of teachers. Thereafter this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 125.12.
3. **Duty Year:** The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board.
4. **Additional Services;** The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular or other assignments may be described in paragraph six of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's Continuing Contract rights unless the words "continuing contract" are recorded immediately following the assignment.
5. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative if any, and the provisions of the Public Employment Labor Relations Act as amended.
6. **Special Provisions:**

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Additional Service	Additional Compensation
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

7. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ <u>43,822.00</u>	For Basic Services (MA Level 0)
\$ _____	For additional services as set forth in paragraph six.
\$ <u>43,822.00</u>	Total salary, exclusive of fringe benefits.

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties. In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.

THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

IN WITNESS THEREOF I have subscribed my signature this 14 day of August, 2023

JR Flies
Teacher

IN WITNESS THEREOF we I have subscribed our signatures this _____ day of _____, 20____.

INDEPENDENT SCHOOL DISTRICT NO. 424

Chairman

Clerk

WHITE – School Board's Copy

GREEN – Teacher's Copy (to be returned after school board approval)

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2023-2024

DATE: 8/14/23

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the 14th day of August, 2023, enters into this agreement with **Arlene Nowak** for the following extra curricular assignment:

C Squad Volleyball Coach BA-0 (6 % @ \$40,941.00)

For this assignment you will be paid a total of \$2,456.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the activities Payroll Form has been signed and turned in to payroll by the Activities Director.

I hereby accept the assignment as indicated:

Arlene Nowak
Coach's Signature

8/14/2023
Date

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

*In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this

 day of , 2023. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

WHITE – School Board's Copy
GREEN – Teacher's Copy (to be returned after school board approval)

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2023-2024

DATE: 7/28/23

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

Head Cross Country Coach BA-9 (10% @ \$49,256.00)

For this assignment you will be paid a total of \$ \$4,926.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the attached sheet has been signed and turned in to payroll by the Activities Director. At the end of the season and after inventory has been done any lost uniforms will be deducted from the amount above.

I hereby accept the assignment as indicated:

Wes Kapping
Coach's Signature

7-31-23
Date

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

*In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this ____ day of _____, 2023. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 Hickory Street N.
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

NOTICE OF ASSIGNMENT (NON-CERTIFIED less than 39 weeks)
LESTER PRAIRIE ISD #424

TO: Ashley Heckson

DATE: July 26, 2023

SUBJECT: **NOTICE OF ASSIGNMENT**

Notice of salary and assignment for the 2023-2024 school year.

1) Your basic assignment for 2023-2024 will be:

Special Education/ Nurse Para Professional with assigned duties.
Level 4 Step 3

2) Your regular work hours are from: 7:45a.m. to 3:00 p.m. with ½ hour duty free lunch period.
6.75 hours per day.

3) Your salary effective on or about 09/05/23 will be \$16.01 per hour.

4) Extra notes and benefits:

- 1) 15 sick days per year
- 2) Medical/Dental Insurance as per master agreement
- 3) \$30,000 Life and AD&D Insurance
- 4) Long Term Disability Coverage
- 5) 3 Personal Days per year
- 6) 7 Paid Holidays as per master agreement

***In those years when negotiations have not been completed, salary amounts and benefits will be adjusted to reflect changes governed by the Master Agreement, if any. The school board reserves the right to make any modifications or adjustments in these assignments during the school year.**

THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN DAYS.



Employee Signature

Board Signature

07/31/2023

Date

Date

White – Employee File
Green – Employee Copy



Melissa Radeke <radeke@lp.k12.mn.us>

Blaine Walstrom teaching resignation

1 message

Blaine Walstrom <walstrom@lp.k12.mn.us>

Mon, Jul 24, 2023 at 7:26 PM

To: Melissa Radeke <radeke@lp.k12.mn.us>, Mike Lee <lee@lp.k12.mn.us>

Please accept my resignation from teaching at Lester Prairie School District.

I will continue to coach and participate in other activities I have been involved in.

--

Blaine Walstrom

High School Science

Head Girls' Basketball

Lester Prairie Schools

CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, or storage of this message or its attachments is strictly prohibited.

Mr. Scheevel,

I am writing this letter to inform you of my resignation from my current position as a junior high football coach. I have been very fortunate to work in this position the past several years. The athletes and coaches I worked with made this an extremely rewarding experience. After thinking things through I have decided that now is the right time for me to look into other ways that I can help serve the students athletes at Lester Prairie High School and continue to challenge myself as a coach.

If you have any questions please feel free to contact me at any time. You can reach me at kapping@lp.k12.mn.us or (651) 829-1805.

Sincerely,

Wesley Kapping