

# Regular School Board Meeting

Thursday, June 27, 2024 6:00 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 the agenda.*

## IV. Recognition of Communications Since Last Meeting

## V. Open Dialogue

## VI. Approval of Consent Agenda

### VI.A. **Approve Previous Minutes**

Regular Board Meeting: May 20, 2024

**Approve Bills** - Bills reviewed by R.Heimerl and Engen

A. Board Bills: \$107,598.11

B. Student Activity Bills: \$403.74

## VII. Reports

VII.A. Dashir Report

## VIII. **New Business**

VIII.A. Action to approve the Notice of Filing Dates for Elections.

VIII.B. Action to approve the 2024-25 Lester Prairie Schools Student Handbook.

VIII.C. Action to approve the 2024-25 Lester Prairie Schools Staff Handbook.

VIII.D. Action to approve the 2024-25 Lester Prairie Schools Local Literacy Plan.

## IX. Old Business

## X. School Finance

X.A. Action to approve contract agreement between LP Schools and Greater Minnesota Family Services from July 1, 2024 to June 30, 2025.

X.B. Action to approve the Preliminary Budget for 2024-2025.

## XI. Policy Administration

**XII. Personnel**

XII.A. Action to approve the following resignations:

- C. **Jon Koehler** - Language Arts teacher
- D. **Kelly Elling** - Head Softball Coach
- E. **Kelly Elling** - Business Official
- F. **Maria Willkom** - Assistant Cross-Country Coach

XII.B. Action to approve the following contracts:

- G. **Emma Blashack** - JH Volleyball Coach
- H. **Matt Herrmann** - JH Football Coach

XII.C. Action to approve July 1, 2024 to June 30, 2025 Business Official contract for **Kimberly Dye**.

XII.D. Action to approve retirement for **Melissa Radeke** as Superintendent effective June 30, 2024.

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/](http://www.lp.k12.mn.us/)

## REGULAR BOARD MEETING AGENDA

**DATE:** Thursday, June 27, 2024

**LOCATION:** School Media Center

**TIME:** 6:00 PM

### I. Call to Order

- A. Board Chair Hentges to open the Lester Prairie School District Regular Board meeting at 6:00 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: May 20, 2024
- B. **Approve Bills** - Bills reviewed by R.Heimerl and Engen
  - o Board Bills: \$107,598.11
  - o Student Activity Bills: \$403.74

*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, Christen, 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 Notice of Filing Dates for Elections.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve resolution as presented.*

*Voting was \_\_\_\_\_ for and \_\_\_\_\_ against.*

- B. Action to approve the 2024-25 Lester Prairie Schools Student Handbook.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve Student Handbook as presented.*

*Voting was \_\_\_\_\_ for and \_\_\_\_\_ against*

- C. Action to approve the 2024-25 Lester Prairie Schools Staff Handbook.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve Staff Handbook as presented.*

*Voting was \_\_\_\_\_ for and \_\_\_\_\_ against*

- D. Action to approve the 2024-25 Lester Prairie Schools Local Literacy Plan.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve Local Literacy Plan as presented.*

*Voting was \_\_\_\_\_ for and \_\_\_\_\_ against*

**IX. Old Business**

- A. None.

**X. School Finance**

A. Action to approve contract agreement between LP Schools and Greater Minnesota Family Services from July 1, 2024 to June 30, 2025.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve contract agreement as presented.*

*Voting was \_\_\_\_\_ for and \_\_\_\_\_ against.*

B. Action to approve the Preliminary Budget for 2024-2025.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the Preliminary Budget for 2024-2025 as presented.*

*Voting was \_\_\_\_\_ for and \_\_\_\_\_ against.*

C. Action to approve bids for Milk.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve bid for milk with \_\_\_\_\_.*

*Voting was \_\_\_\_\_ for and \_\_\_\_\_ against.*

D. Action to approve bids for Bread.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve bid for bread with \_\_\_\_\_.*

*Voting was \_\_\_\_\_ for and \_\_\_\_\_ against.*

E. Action to approve bids for Propane.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve bid for propane with \_\_\_\_\_.*

*Voting was \_\_\_\_\_ for and \_\_\_\_\_ against.*

F. Action to approve bids for Non-Hazardous Waste.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve bid for non-hazardous waste with \_\_\_\_\_.*

*Voting was \_\_\_\_\_ for and \_\_\_\_\_ against.*

**XI. Policy Administration**

A. None

**XII. Personnel**

- A. Action to approve the following resignations:
  - o **Jon Koehler** - Language Arts teacher
  - o **Kelly Elling** - Head Softball Coach
  - o **Kelly Elling** - Business Official
  - o **Maria Willkom** - Assistant Cross-Country Coach

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve resignations as presented.*

*Voting was \_\_\_\_\_ for and \_\_\_\_\_ against*

- B. Action to approve the following contracts:
  - o **Emma Blashack** - JH Volleyball Coach
  - o **Matt Herrmann** - JH Football Coach

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve contracts as presented.*

*Voting was \_\_\_\_\_ for and \_\_\_\_\_ against.*

- C. Action to approve July 1, 2024 to June 30, 2025 Business Official contract for **Kimberly Dye**.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve contract as presented.*

*Voting was \_\_\_\_\_ for and \_\_\_\_\_ against.*

- D. Action to approve retirement for **Melissa Radeke** as Superintendent effective June 30, 2024.

*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve retirement 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. July 12<sup>th</sup> and 13<sup>th</sup>: Lester Prairie Days
- B. July 15<sup>th</sup>: Regular School Board Meeting 5:45pm and work session to follow
- C. August 19<sup>th</sup>: Regular School Board Meeting 5:45pm



# Lester Prairie Schools

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*Motion by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve agenda.*

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# 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	Date	Pay/Void	Amount
SA		41347	22043	Check	1	00170	4.0 Bus Service		Yes	No	No	06/27/2024		356.00
SA		41348	22044	Check	1	03218	WAL-MART Community		Yes	No	No	06/27/2024		47.74

Bank Total: \$403.74

Report Total: \$403.74

# 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		41310	53401	Check	1	00170	4.0 Bus Service		Yes	No	No	06/27/2024	21,841.83
100		41330	53402	Check	1	1997	ACT		Yes	No	No	06/27/2024	1,084.00
100		41337	53403	Check	1	2633	American Express		Yes	No	No	06/27/2024	2,112.49
100		41331	53404	Check	1	2225	Andy's Lawn & Snow LLC		Yes	No	No	06/27/2024	3,401.00
100		41311	53405	Check	1	00343	Big Don's Cathedral		Yes	No	No	06/27/2024	121.99
100		41325	53406	Check	1	03967	CenterPoint Energy		Yes	No	No	06/27/2024	876.84
100		41346	53407	Check	1	3468	Chip's Septice Service LLC		Yes	No	No	06/27/2024	260.00
100		41338	53408	Check	1	2654	Cintas		Yes	No	No	06/27/2024	238.78
100		41320	53409	Check	1	01694	CULLIGAN-METRO		Yes	No	No	06/27/2024	186.00
100		41335	53410	Check	1	2573	Dashir Management Services Inc		Yes	No	No	06/27/2024	23,474.27
100		41344	53411	Check	1	3384	East Side Jersey Dairy		Yes	No	No	06/27/2024	1,804.86
100		41319	53412	Check	1	01469	Educators Benefit Consultants		Yes	No	No	06/27/2024	66.61
100		41340	53413	Check	1	3085	Emergency Medical Training Inst		Yes	No	No	06/27/2024	280.00
100		41309	53414	Check	1	00075	GOPHER SPORT		Yes	No	No	06/27/2024	488.27
100		41333	53415	Check	1	2483	Greater MN Communications		Yes	No	No	06/27/2024	676.45
100		41318	53416	Check	1	01306	Herald Journal Publishing		Yes	No	No	06/27/2024	151.70
100		41322	53417	Check	1	01919	HERFF JONES INC		Yes	No	No	06/27/2024	36.00
100		41315	53418	Check	1	00568	ISD #424 Lester Prairie School		Yes	No	No	06/27/2024	370.94
100		41329	53419	Check	1	1897	Lester Prairie Sportsmen's Club		Yes	No	No	06/27/2024	4,728.00
100		41313	53420	Check	1	00391	MARCO		Yes	No	No	06/27/2024	210.94
100		41328	53421	Check	1	1887	Matheson Tri-Gas Inc		Yes	No	No	06/27/2024	22.82
100		41312	53422	Check	1	00367	MN SCHOOL EMPLOYEES ASSOC		Yes	No	No	06/27/2024	270.89
100		41326	53423	Check	1	1579	Music Mart		Yes	No	No	06/27/2024	14.00
100		41342	53424	Check	1	3358	North Star Awards & Trophies		Yes	No	No	06/27/2024	132.00
100		41324	53425	Check	1	03390	PAN-O-GOLD BAKING CO		Yes	No	No	06/27/2024	525.04
100		41341	53426	Check	1	3315	Pink's Hardware Store		Yes	No	No	06/27/2024	228.49
100		41316	53427	Check	1	00811	PITNEY BOWES INC		Yes	No	No	06/27/2024	148.29
100		41334	53428	Check	1	2520	RAM Mutual Insurance Company		Yes	No	No	06/27/2024	19,876.00
100		41308	53429	Check	1	00025	Reserve Account		Yes	No	No	06/27/2024	750.00
100		41336	53430	Check	1	2620	Schoolfix Catalog		Yes	No	No	06/27/2024	892.00
100		41327	53431	Check	1	1744	Shred Right		Yes	No	No	06/27/2024	42.53
100		41345	53432	Check	1	3467	Sideline Power		Yes	No	No	06/27/2024	1,129.00
100		41343	53433	Check	1	3367	Squire, Waldspurger & Mace, P.A.		Yes	No	No	06/27/2024	137.50
100		41321	53434	Check	1	01841	Star Tribune-NEI		Yes	No	No	06/27/2024	5.00
100		41332	53435	Check	1	2239	Sysco Western Minnesota		Yes	No	No	06/27/2024	12,987.29
100		41317	53436	Check	1	01150	Verified Credentials		Yes	No	No	06/27/2024	1,157.75
100		41323	53437	Check	1	03218	WAL-MART Community		Yes	No	No	06/27/2024	441.60
100		41314	53438	Check	1	00524	Waste Management-TC West		Yes	No	No	06/27/2024	430.73

# Lester Prairie Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void	Amount
										Yes	No	No	Date	
100		41339	53439		Check	1	2786	Xcel Energy Solutions					06/27/2024	5,996.21

Bank Total: \$107,598.11

Report Total: \$107,598.11

# Dashir Management Services, Inc.

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[www.dashirmanagement.com](http://www.dashirmanagement.com)

## Lester Prairie School District

June 2024

### Custodial / Maintenance Report

#### **Personnel Information**

We are currently fully staffed.

#### **Training Conducted**

The OSHA required safety training on Aerial Lift Safety and Back Injury will be conducted on June 10, 2024.

#### **Inspections**

- Custodial audits took place throughout the district and results were shared with each individual custodian audited.
- Playground inspection was completed.

#### **Progress on Projects**

- Started working on spraying down RTU condensers and outside filters.
- Will be painting the shop computer classroom.
- Changed filters in RTU#2 and #7.
- Cleaned up roof drains and debris from the roofs.
- UHL will be working with Holton Electric to start getting the electrical ready on the roof for the condensers for RTU#1 and AHU#4.

#### **Comments**

The end of the school year went well and summer cleaning is now in full swing. There are some summer camps this month and we are making sure that we are cleaning the rooms every day and taking care of what is needed.

Respectfully Submitted,  
Lisa Hins  
Facility Manager

## RESOLUTION FOR COMBINED POLLING PLACE

Motion made by \_\_\_\_\_ and seconded by \_\_\_\_\_

to the selection of the LP City Hall as the combined polling place for Lester  
Prairie School District for the 2025 Special Elections.

Vote: \_\_\_\_\_ for and \_\_\_\_\_ against

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Meganne Stifter-Knoll - Clerk

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD  
INDEPENDENT SCHOOL DISTRICT NO. 424  
(LESTER PRAIRIE)  
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 424 shall begin on July 30, 2024, and shall close at 5:00 o'clock p.m. on August 13, 2024.

The general election shall be held on Tuesday, November 5th, 2024. At that election, Three (3) members will be elected to the School Board for terms of four (4) years each and one (1) member will be elected to the School Board for a term of two (2) years.

Affidavits of Candidacy are available from the school district clerk,  
131 Hickory St N Lester Prairie, MN 55354  
The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 13th, 2024.

Dated: June 27, 2024

BY ORDER OF THE SCHOOL BOARD

Meganne Stifter-Knoll  
School District Clerk  
Independent School District No. 424



# STUDENT HANDBOOK

Lester Prairie School District

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Ph: 320-395-2521  
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"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 6/24**

**Lester Prairie School Administration**

Superintendent  
K-12 Principal  
Dean of Students/Activities Director  
Counselor  
~~Counselor 7-12~~  
Business Manager  
Payroll/Clerk  
Secretary  
Data and Systems Coordinator

Dr. Melissa Radeke  
Mr. Michael Lee  
Mr. Ross Scheevel  
Mrs. Christine Mattson  
~~Mr. James Bettcher~~  
Mrs. ~~Alice Daak~~ Cheryl Bayerl  
~~Ms. Kelly Elling~~ Mrs. Kimberly Dye  
Mrs. Kathy Fiecke  
Mrs. ~~Cheryl Bayerl~~ Kim Schauer

## **Board of Education**

Chair  
Vice Chair  
Clerk  
Treasurer  
Board Member  
Board Member

Mrs. Corbey Hentges  
Mr. Brian Heimerl  
Mrs. Meganne Stifter-Knoll  
Mrs. Rebecca Heimerl  
Mr. Keith Christen  
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**

Chris Bayerl - ELL  
James Bettcher - School to Work class

Angelica Biondo - Art  
Michael Bjork - Science  
~~Anne Chapman - ELL~~  
Katelyn Gosh - Health  
Wes Kapping - 9-12 SPED  
~~Jon Koehler - English TBD~~  
~~April Lee - 5-8 SPED~~  
Danny Mages - Science  
Julie Malady - Math  
~~Ben Machemehl - Social Studies~~  
Matt Meyer - Tech Ed.  
Arlene Nowak - Social Studies  
Terri Schuft-Helland - Band  
David Rue- HS Choir  
~~Joe Scoblic - Technology Ed~~  
Ryan Sinda - Success Coach  
Amy Smith - Math  
Jennifer Smith - English  
Rachel Raduenz - SS, Business  
Kelly Street - Librarian (one day a month)  
Matt Thode - Physical Education  
Claire Turner - Social Studies  
Marc Wawrzyniak - Tech/Math  
Mary Wenisch - 5-8 SPED  
Amanda Wood - Spanish

## **ELEMENTARY FACULTY**

Chris Bayerl - ~~Grade 2~~ ELL  
Taylor Bayerl - Grade 6  
Angelica Biondo - Art  
Emma Blashack - Grade 5  
Hannah Boger - Grade 3  
Jennifer Brandel - Grade 1  
~~Katherine Carmine - Grade 4~~  
~~Anne Chapman - ELL~~  
Sarah Harding - Grade 6  
Cara Cline - Kindergarten  
Whitney Dhoore - ~~Grade 4~~ Kindergarten  
Jessica Flies - Title I  
Katelyn Gosh - Physical Education  
Morgan Hughes - Grade 3  
~~Julie Ide - Math Corp~~  
Kelly Kramer - Grade 2  
~~April Lee - 5-8 SPED~~  
Helen Lester - PreSchool/ECFE  
Derek Litzau - Grade 5  
Brian Malady - K-4 SPED  
Jacob Oie - Grade 4

~~Jay Rogotzke - Grade 6~~  
David Rue - Elem. Music  
Ryan Sinda - Success Coach  
Kelly Street - Librarian (one day a month)  
~~Anna Soupir - Grade 5~~  
Mary Wenisch - 5-8 SPED

### **PARA-PROFESSIONALS**

Tabatha Ainsworth  
Ashley Alberts  
Lisa Feltmann  
Ashley Heckson - ~~SPED/Nurse para~~  
Kim Heimerl  
~~Matt Meyer~~  
Ashley Ostlie  
Sara Ross  
~~Kim Schauer~~  
~~Tammy Serum~~  
Lauren Trittabaugh  
Janina Wall  
TBD  
TBD

### **Southwest West Central Special Education Cooperative**

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

### **Greater Minnesota Family Services**

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

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**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 2<sup>nd</sup> 3<sup>rd</sup>-7<sup>th</sup> 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. Reworded~~

Students must sign out in the office anytime they leave the building and must sign in if they return during the school day. Students must also sign in if they arrive late to school. Failure to sign out or in will result in disciplinary action. You must have your written note or telephone authorization verified BEFORE signing out of school.

Students who call or text parent/guardian to go home due to illness, before checking in at the nurse's office will be considered unexcused absence. The office staff will call parents/guardians if a student needs to be sent home due to illness.

### **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 (only with note that must include: date, time and location of appointment)
- Religious Holidays
- Extreme Family Emergency (reason must be given for absent reporting)

Examples of unexcused absences include:

- No reason given by parent/guardian
- 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 alerted** via School Messenger. An **appropriate** 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 missed.

## 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.

Students who call or text parent/guardian to go home due to illness, before checking in at the nurse's office will be considered unexcused absence. The office staff will call parents/guardians if a student needs to be sent home due to illness.

## 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~~ a 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 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.~~—reworded

Once you have missed 7 unexcused absences for the same period, 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 has been notified. If, after the meeting, the student continues to have unexcused absences, 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. **Students are considered tardy if they arrive between 8:15-8:30. Students are considered absent if they arrive after 8:30.**

**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 **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**

Ross Scheevel  
131 Hickory Street  
320-395-2521  
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.

#### **1<sup>st</sup> 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.

#### **2<sup>nd</sup> 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.

#### **3<sup>rd</sup> 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.

#### **4<sup>th</sup> 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.
- Students must turn in their phone(s)/device before 8:10 am to the Dean of Students. Administration discretion, minimum of 10 days.
- Students 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.

The school district cannot guarantee that all inappropriate material will be filtered and stress the importance of parental guidance when students are online. 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**

<b>Grade</b>	<b>Class Meeting Room</b>	<b>Advisors</b>
<b>12<sup>th</sup></b>	<b>Room 111</b>	<b>Mike Bjork</b> <b>Julie Malady</b> <b>Danny Mages</b> <b>Matt Meyer</b> <small>(advisory-only)</small>
<b>12<sup>th</sup></b>	<b>Room 114</b>	<b>Arlene Nowak</b> <b>Amanda Wood</b>
<b>11<sup>th</sup></b>	<b>Room 126</b>	<b>Wes Kapping</b> <b>Terri Helland</b> <b>Jenn Smith</b> <b>Marc Wawrzyniak</b>

<b>10<sup>th</sup></b>	<b>Room 120</b>	<b>Jon Koehler TBD</b> <b>Joe Scoble</b> <b>Matt Meyer</b> <b>Angelica Biondo</b>
<b>9<sup>th</sup></b>	<b>Room 135</b>	<b>Christine Mattson</b> <b>Matt Thode</b> <b>Rachel Raduenz</b>
<b>8<sup>th</sup></b>	<b>Room 116</b>	<b>Ben Machemehl</b> <b>Claire Turner</b> <b>Amy Smith</b> <b>April Lee</b> <b>Mary Wenisch</b>
<b>7<sup>th</sup></b>		<b>Mike Bjork</b> <b>Julie Malady</b> <b>Danny Mages</b>

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.

**~~DETENTIONS MUST BE SERVED AND WILL HAVE PRECEDENCE OVER EXTRA-CURRICULAR ACTIVITIES INCLUDING ACTIVITY PRACTICES/GAMES.~~**

**Detentions must be served at the first available detention date after the notification is given out. Notifications will be given out on Mondays whenever possible. If the student does not attend the first available detention, the student will be ineligible for practices/games until the detention is served. The student is considered to not be in "good standing" within the school during an outstanding detention.**

Failure to serve detention will result in further action by the Dean of Students/Principal, including **additional detention, Saturday school, or In School Suspension may be assigned.**

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~~ **3:05**-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 should be visible at all times.
2. Hats **and/or hoods** 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-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 8:15 am. 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:

1st ~~Any Offense~~ Violation Penalty: ~~5 Days of In-school suspension~~. 4 hours of detention

2nd Violation Penalty: 6 hours of detention

3rd and Subsequent Violation Penalty: 8 hours of detention. The school will follow the MSHSL category I guidelines.

### **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 ~~prove~~-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 counselors 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 counselors 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.

### **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~~ during 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. Students may not use delivery services to deliver lunches (including friends and/or parents)

### **Lunch Schedule**

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 district does not discriminate on the basis 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:

- 1<sup>st</sup> offense - A zero will be issued for the assignment or test;
- 2<sup>nd</sup> offense - Failure of quarter/grading period;
- 3<sup>rd</sup> 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 written** 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](http://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.

- Students will not video, photograph, or make an audio recording of any staff member or student without their written permission.

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

### **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 a local 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.

# 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](http://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.

## Lester Prairie School Administration

Superintendent	Dr. Melissa Radeke
K-12 Principal	Mr. Michael Lee
Dean of Students/Activities Director	Mr. Ross Scheevel
Counselor	Mrs. Christine Mattson
<b>Counselor 7-12</b>	<b>Mr. James Bettcher</b>
Business Manager	Mrs. <del>Alice Daak</del> Cheryl Bayerl
Payroll/Clerk	<del>Ms. Kelly Elling</del> Mrs. Kimberly Dye
Secretary	Mrs. Kathy Fiecke
Data and Systems Coordinator	Mrs. <del>Cheryl Bayerl</del> Kim Schauer

## Board of Education

Chair	Mrs. Corbey Hentges
Vice Chair	Mr. Brian Heimerl
Clerk	Mrs. Meganne Stifter-Knoll
Treasurer	Mrs. Rebecca Heimerl
Board Member	Mr. Keith Christen
Board Member	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

Chris Bayerl - ELL  
James Bettcher - School to Work class  
Angelica Biondo - Art  
Michael Bjork - Science  
~~Anne Chapman - ELL~~  
Katelyn Gosh - Health  
Wes Kapping - 9-12 SPED  
~~Jon Koehler - English TBD~~  
~~April Lee - 5-8 SPED~~  
Danny Mages - Science  
Julie Malady - Math  
~~Ben Machemehl - Social Studies~~  
Matt Meyer - Tech Ed.  
Arlene Nowak - Social Studies  
Terri Schuft-Helland - Band  
David Rue- HS Choir  
~~Joe Scoblic - Technology Ed~~  
Ryan Sinda - Success Coach  
Amy Smith - Math  
Jennifer Smith - English  
Kelly Street - Librarian (one day a month)  
Rachel Raduenz - SS, Business  
Matt Thode - Physical Education  
Claire Turner - Social Studies  
Marc Wawrzyniak - Tech/Math  
Mary Wenisch - 5-8 SPED  
Amanda Wood - Spanish

## **ELEMENTARY FACULTY**

Chris Bayerl - ~~Grade 2~~ ELL  
Taylor Bayerl - Grade 6  
Angelica Biondo - Art  
Emma Blashack - Grade 5  
Hannah Boger - Grade 3  
Jennifer Brandel - Grade 1  
~~Katherine Carmine - Grade 4~~  
~~Anne Chapman - ELL~~  
Sarah Harding - Grade 6  
Cara Cline - Kindergarten  
Whitney Dhoore - ~~Grade 4~~ Kindergarten  
Jessica Flies - Title I  
Katelyn Gosh - Physical Education  
Morgan Hughes - Grade 3  
~~Julie Ide - Math Corp~~  
Kelly Kramer - Grade 2  
~~April Lee - 5-8 SPED~~  
Helen Lester - PreSchool/ECFE  
Derek Litzau - Grade 5

Brian Malady - K-4 SPED  
Jacob Oie - Grade 4  
~~Jay Rogetzke - Grade 6~~  
David Rue - Elem. Music  
Ryan Sinda - Success Coach  
Kelly Street - Librarian (one day a month)  
~~Anna Soupir - Grade 5~~  
Mary Wenisch - 5-8 SPED

### **PARA-PROFESSIONALS**

Tabatha Ainsworth  
Ashley Alberts  
Lisa Feltmann  
Ashley Heckson - ~~SPED/Nurse para~~  
Kim Heimerl  
~~Matt Meyer~~  
Ashley Ostlie  
Sara Ross  
~~Kim Schauer~~  
~~Tammy Serum~~  
Lauren Trittabaugh  
Janina Wall  
TBD  
TBD

### **Southwest West Central Special Education Cooperative**

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

### **Greater Minnesota Family Services**

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 - **including late work, test/quiz retakes, cell phone use, food**
7. Any special rules/policies
8. **All Parent's/Guardian's phone numbers (they fill out so you have the most updated information)**
9. **Student and Parent/Guardian signature for acknowledgement/understanding of expectations.**

## Classroom Information

The following must be posted in your classroom, in a highly visible area.

- By main classroom door: Crisis Management Protocols (building evacuation route, severe weather evacuation safe area, In an Emergency poster.
- Learning Targets - easily visible by all students
- Classroom expectations
  - Bulldog Pride classroom expectations
  - Cell phone/device policy
  - Food policy
  - Late work policy
  - Retake tests/quiz policy
  - etc.

## 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 buses.

## Conferences

Fall conferences

Thursday, October 10th and Monday, October 14th from 3:30-7:30

As of June 2024 - October 10th - Varsity Football

As of June 2024 - October 14th - JH Volleyball

Spring conferences

Thursday, February 20th and Monday, February 24th from 3:30-7:30

As of June 2024 - February 20th - nothing scheduled

As of June 2024 - February 24th - nothing scheduled

Elementary staff, if you are absent during conferences for any reason (including coaching), you are required to set up another day (3:30-7:30) where you are available for parents to schedule a time to meet with you. You must turn in the schedule to the principal.

High School staff, if you are absent during conferences for any reason (including coaching), you are required to **call** all parents of students who are receiving a grade below a C in your classes and/or have received a behavior violation from you. You must turn in the documentation of the calls to the principal.

## Committees

Teachers and staff are highly encouraged to be an active member in school committees. Meetings will be scheduled monthly on Monday, Tuesday or Wednesday mornings from 7:30-8:00. Membership of newly developed committees will be created during workshop week. If there are not enough volunteers to fill each committee, teachers will be assigned a committee)

**PBIS** (2nd and 4th Wednesdays of the month): full

**LP Outreach** (1st Monday of the month): need one elementary teacher

**SAT** (1st Friday of the month): full

**Staff Development** (Date and Time TBD): full

**Wellness/climate and culture** (Date and Time TBD): 2 Elementary and 2 High School Teachers and para

**Mentor** (1st Tuesday of the month): full - Hannah Boger, Julie Malady

**Communication and Branding** (2nd Tuesday of the month): 2 Elementary and 2 High School Teachers and para

**Technology** (Date and Time TBD): full

**Handbook** (3rd Monday of the month) - 2 Elementary and 2 High School Teachers and para

**Advisory** (3rd Tuesday of the month) - 2-3 High School Teachers

**Special Events** (1<sup>st</sup> Wednesday of the month): 2 Elementary and 2 High School Teachers and para

**SPED Team** (2<sup>nd</sup> Monday of the month): SPED Staff

## **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 3:05-4:00.

- Attendance needs to be reported to the Dean of Students.
- 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

Elementary Lunch Detention: The Minnesota Department of Education mandates that students cannot be kept from recess (few exceptions), emphasizing non-exclusionary disciplinary (NED) policies and practices. However, there may be instances when lunch detentions are used after NED practices have been attempted and no behavior change has occurred. Elementary students may be assigned lunch detention by the Dean of Students (DoS) or Principal in certain situations.

## **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. (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 8:15 am. 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><b>Staff Meeting</b> Every 1st and 3rd Thursday of the month at 7:35-8:00</p> <p><b>PLC Meetings</b> Every 2nd and 4th Thursday at 7:35-8:00 (Academic or Behavior)</p>	<p><b>Staff Meeting</b> Every 1st and 3rd Friday of the month at 7:35-8:00</p> <p><b>PLC Meetings</b> 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	Kramer	Oie	Mages	Biondo
Cline	Boger	Litzau	Helland	J. Malady
Dhoore	Hughes	Blashack	J. Smith	Gosh
Brandel		T. Bayerl	Turner	Bjork
		Harding	Rue	Nowak
			A. Smith	Meyer
			Thode	English - TBD
				Raduenz
				Wawrzyniak
				Wood

C. Bayerl and Flies member of all K-6 PLC teams

HS Academic

SPED Team

Math - Malady, Smith, Wawrzyniak	Kapping
Science - Bjork, Mages	B. Malady
English/Spanish - Smith, TBD, Wood	Wenisch
Social Studies - Nowak, Turner, Raduenz	Frank
PE, Music, Art, Tech - Gosh, Thode, Helland, Rue, Biondo, Meyer	

## **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.

### 2024-2025 Class Advisors

Grade	Class Meeting Room	Advisors
12 <sup>th</sup>	Room 122	Mike Bjork Julie Malady Danny Mages Matt Meyer (advisory only)
11 <sup>th</sup>	Room 114	Arlene Nowak Amanda Wood Wes Kapping
10 <sup>th</sup>	Room 126	Terri Helland Jenn Smith Marc Wawrzyniak
9 <sup>th</sup>	Room 120	Jon Koehler Joe Scoblic Angelica Biondo
8 <sup>th</sup>	Room 135	Christine Mattson Matt Thode Rachel Raduenz
7 <sup>th</sup>	Room 116	Ben Machemehl Amy Smith April Lee
12 <sup>th</sup>	Room 114	Arlene Nowak

11 <sup>th</sup>	Room 126	Amanda Wood Wes Kapping Terri Helland Jenn Smith
10 <sup>th</sup>	Room 120	Marc Wawrzyniak Jon-Koehler TBD Joe Seoblie Matt Meyer
9 <sup>th</sup>	Room 135	Angelica Biondo Christine Mattson Matt Thode
8 <sup>th</sup>	Room 116	Rachel Raduenz Ben Machemehl Claire Turner Amy Smith April Lee
7 <sup>th</sup>		Mary Wenisch Mike Bjork Julie Malady Danny Mages

## 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 (Learning target) 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. After the 6th absence of the school year: A 5-10 minute video mini lesson by the teacher focused on the objective of the day and assigning the task for the day is required along with a detailed lesson plan. (elementary teachers - core subjects : high school teachers - all classes). It must be sent to the principal and accessible in the google classroom for your students.
- C. Seating charts with pictures
- D. Accurate class list.
- E. 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 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.

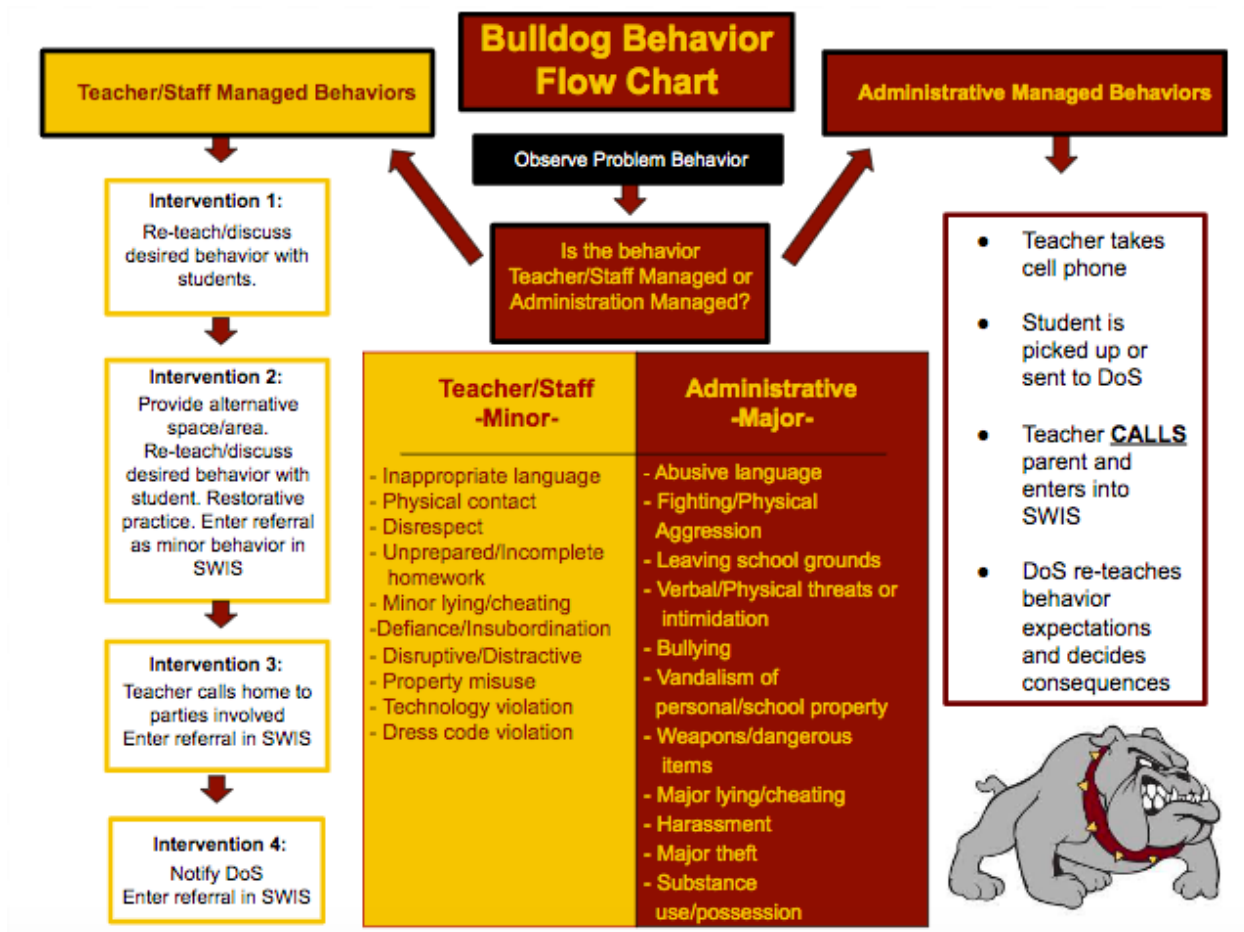
- Report to local authorities (police or social services). Please contact the principal as well to notify him/her of the report.
- Reports should include the identity of the child, the identity of the alleged offender, the nature of the abuse or neglect, and the name, address, and telephone number of 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 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** **Kim Dye** 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](mailto:mattson@lp.k12.mn.us)

## **Title IX Coordinator**

Ross Scheevel  
131 Hickory Street  
320-395-2521  
[scheevel@lp.k12.mn.us](mailto:scheevel@lp.k12.mn.us)

## **Human Rights Officer**

Dr. Melissa Radeke  
131 Hickory Street North  
320-395-2521  
[radeke@lp.k12.mn.us](mailto: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.

# Local Literacy Plan

## Lester Prairie Schools, District 424

### 2024-2025 School Year

Updated: May 31, 2024

To support every child reading at or above grade level every year, beginning in kindergarten, and to support multilingual learners and students receiving special education services in achieving their individualized reading goals in order to meet grade level proficiency, a school district or charter school must adopt a local literacy plan that describes how they are working to meet that goal. A district must update and submit the plan to the commissioner by June 15 each year [Minn. Stat.120B.12, subd. 4a \(2023\)](#).

Our district's Local Literacy Plan for the 2024-25 school year has been approved by our School Board and is posted on our website.

#### **Minnesota READ Act Goal**

The goal of the READ Act is to have every Minnesota child reading at or above grade level every year, beginning in kindergarten, and to support multilingual learners and students receiving special education services in achieving their individualized reading goals [Minn. Stat. 120B.12 \(2023\)](#).

#### **District's Literacy Goals for 2024-25 School Year**

Lester Prairie will focus on enhancing the implementation of evidence-based literacy instruction during the 2024-25 school year. Professional development will be offered for K-3 educators, special education staff providing reading instruction, and reading intervention educators. In addition, we will evaluate our Tier 1 curriculum and intervention resources to ensure alignment with evidence-based practices. Guidance provided by the Minnesota Department of Education will be continuously reviewed and incorporated to guide us toward full implementation of evidence-based literacy instruction.

#### **Universal and Dyslexia Screening**

Lester Prairie is utilizing FastBridge as our universal and dyslexia screeners. In kindergarten and first grade, we are using the earlyReading assessment. EarlyReading is an assessment of essential early reading skills including concepts of print, phonemic awareness, phonics and fluency. In first, second, and third grade we are utilizing the CBMreading assessment. CBMreading is an assessment of print concepts, phonological awareness, phonics and word recognition, and fluency. Data will be collected in the fall and spring.

In grades 4-12, we are waiting for further guidance from the Minnesota Department of Education to determine an appropriate screening measure for students who do not demonstrate mastery of foundational reading skills.

#### **Parent Notification and Involvement**

Measures of proficiency and progress are shared with parents and guardians at conferences in the fall and winter. Our district will utilize the parent letter in FastBridge to provide information about progress to parents

and guardians. Information will be shared with parents on strategies that can be used at home to support their child's growth in reading.

### **Core Reading Instruction and Curricula in Grades K-5**

Lester Prairie is currently waiting for further guidance from the Minnesota Department of Education on approved core reading curricula to best meet the needs of our students. Our core reading instruction is based on the Minnesota Department of Education Standards.

### **Core ELA Instruction and Curricula in Grades 6-12**

Lester Prairie is currently waiting for further guidance from the Minnesota Department of Education on approved core ELA curricula to consider. Our core ELA instruction is based on the Minnesota Department of Education Standards.

### **Data and Decision Making for Literacy Interventions**

Lester Prairie has implemented and continuously strives to improve the implementation of the Minnesota Multi-Tiered Systems of Support (MnMTSS) Framework. The district analyzes student outcomes and needs to design and deliver ongoing evidence-based instruction and interventions. Targeted instruction is guided by various data and assessments. The district monitors student progress and evaluates the fidelity of its programs. Continuous improvements will be informed by relevant guidance from the READ Act.

### **Professional Development Plan**

Districts are required to provide access to an approved READ Act-funded professional development program for educators in two phases.

Phase 1 - Lester Prairie educators will receive access to Minnesota Department of Education approved training during the 2024-25 school year. K-3 educators, special education staff providing reading instruction, and reading intervention educators will participate in LETRS (Language Essentials for Teachers of Reading and Spelling) through Lexia. Our district is awaiting further guidance from the Minnesota Department of Education on approved training programs for instructional support staff.

Phase 2 - Our district has two Phase 2 educators set to receive Minnesota Department of Education approved training during the 2025-26 school year.

### **Action Planning for Continuous Improvement**

Lester Prairie has prioritized the implementation of evidence-based literacy instruction in grades K-3 during the 2024-25 school year and will maintain this focus into grades 4-12 through the 2025-26 and 2026-27 school years. The district is committed to ongoing professional development in reading and supporting grade levels in adopting and implementing evidence-based literacy practices. As part of its continuous improvement efforts, the district is evaluating Tier I literacy curricula used in grades K-12, as well as intervention resources, and following guidance from the Minnesota Department of Education to determine the next steps. In addition, Lester Prairie will enhance their MnMTSS Framework to ensure success for all students.

**PURCHASE OF SERVICE CONTRACT AGREEMENT BETWEEN**

**LESTER PRAIRIE SCHOOLS ISD # 424**

**AND**

**GREATER MINNESOTA FAMILY SERVICES**

**for**

***SCHOOL FAMILY MENTAL HEALTH (SFMH) SERVICES***

**JULY 1, 2024 TO JUNE 30, 2025**

This Agreement is entered into by and between Lester Prairie Schools ISD # 424, 131 Hickory Street North, Lester Prairie, MN 55354, (hereafter District) and Greater Minnesota Family Services, 2320 East Highway 12, Willmar, MN 56201, (hereafter Contractor).

**RECITALS**

WHEREAS, the Contractor is an organization approved under Minnesota Department of Human Services (DHS) MS 245i.20 as a certified mental health clinic, and C.T.S.S. (Children's Therapeutic Support Services) provider;

WHEREAS the District, wishes to purchase the services of the Contractor for Mental Health Services and Supports to Students, and Indirect/Consultative Support to teachers and administrative staff for clients and general mental health information to the District when requested;

WHEREAS, there are funds available for the purchase of these services;

NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the District and the Contractor agree as follows:

**TERM AND COST OF THE AGREEMENT**

This contract shall be in effect from July 1, 2024 to June 30, 2025 by all parties, or from commencement of services hereunder. All of the agreed upon services are available to the District at the same rate with or without the service being included in an individual educational plan.

**PRIMARY FUNDING SOURCE FROM MEDICAL ASSISTANCE PLANS:** Medical Assistance (MA) and Prepaid Medical Assistance Programs (PMAP) and other insurances are the primary source of funding for this 0.5 FTE position, serving children who are Medical Assistance eligible, fully enrolled in a State of Minnesota MA plan, and meet diagnostic criteria of Medical Assistance for reimbursement. These services are:

1. Individual (at times Family, for critical care cases) direct service
2. Individual and Family Crisis Calls
3. Small Group Sessions

4. Travel to clients' homes/foster homes/crisis centers (at times for critical care cases)
5. Diagnostic and Treatment Planning services required by Medical Assistance and DHS.

**SECONDARY FUNDING SOURCE FROM THE DISTRICT:**

1. For Non-Enrolled children in a MA/PMAP program.
2. For Non-Reimbursable MA/PMAP services. These are essential school-based services, often called 'Wraparound' or indirect care supports for children, that are not recognized by Medical Assistance but are critical for a whole person approach to Mental Health recovery: classroom observations, teacher/staff consultations, parent contact, IEP collaboration and meetings with District staff, case opening (up to 3 hours maximum per new case for opening documentation, signatures, client rights, testing and *required* DHS screens: 1. CBCL—Child Behavior Check List. 2. CASII—Child and Adolescent Service Intensity Instrument for CTSS services, and Inservice/staff trainings for the District.
3. The District agrees to reimburse the Contractor for non-eligible Medical Assistance Clients and Wraparound Client Services *Not to Exceed* \$11,940.00 annually for this half of position. The funding amount will not be charged if the mental health professional are not in place (recruiting period, or a staff person leaves the position), or this amount will be prorated accordingly in the event the position is filled by less than 0.5 FTE. Payment for services shall be made directly to the Contractor on a quarterly basis of \$2985.00 and billed by the Contractor to the District each quarter.

Availability of Funds of the District: If payment under this Agreement is dependent upon the availability of federal, state, District or other funds and such funds are reduced or terminated, this Agreement may be renegotiated or terminated at the sole discretion of the District. In the event of termination, Contractor shall be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. Time is an essential element of this Contract. If the Contractor fails for any reason, excepting delays caused by uncontrollable circumstances to complete installation of all items before the Contract completion date as set forth in Section 2, it is hereby agreed that the District shall have the right to deduct liquidated damages from any money or monies due or coming due to the Contractor. Any monies deducted are not to be construed as a penalty, but as liquidated damages to compensate for the additional cost and inconvenience incurred by the District. Contractor certifies that payment for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of services and, if the services are being purchased from another public agency, the cost reasonably assignable to such services. For final payment, Contractor shall comply with all requirements contained in Minnesota Statute. §290.92 regarding the withholding of taxes and wages. Contractor shall submit documentation of compliance with its claim for final payment. A certificate by the Minnesota State Commissioner of Revenue will satisfy this requirement (Form IC-134). Contractor is not entitled to final payment until such documentation is submitted.

**AMOUNT OF SERVICES PROVIDED:** This contract will be filled by 0.5 F.T.E. staff (staff continue services throughout summer months). All the contractor's staff positions are qualified to access Medical Assistance/PMAP (Prepaid Medical Assistance Programs) or other insurances for direct client services for Medical Assistance eligible children. The Contractor's positions are: 'Counselor' (job title at GMFS)-aka-Mental Health Practitioner (per DHS language) under the

direct supervision of a Therapist; Or, ‘Licensure Candidate’ (per DHS language with a Master’s degree) under the direct supervision of a Therapist; Or, ‘Therapist’ (job title at GMFS)-aka- Qualified Mental Health Professional (per DHS language).

RATE LISTING REQUIRED BY THE DEPARTMENT OF HUMAN SERVICES (DHS) FOR GMFS’S DIRECT MENTAL HEALTH SERVICES:

- A. Individual direct service. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour
- B. Individual and Family Crisis Calls. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour
- C. Small Group Sessions. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour
- D. Travel to clients’ homes/foster homes/crisis centers. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour
- E. Diagnostic and Treatment Planning services required by Medical Assistance and DHS. Licensure Candidate/Therapist \$101.56 per hour

RATE LISTING REQUIRED BY THE DEPARTMENT OF HUMAN SERVICES (DHS) FOR ‘WRAPAROUND’ DISTRICT SERVICES NOT COVERED BY MEDICAL ASSISTANCE:

- A. Individual Educational Plan Team Meetings for child receiving services. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour
- B. Classroom Observations, Teacher/staff consultation and meetings, parent contact. . Formal and Informal Consultation and Team Meetings. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour
- C. Case opening (up to 3 hours maximum per new case for opening documentation, signatures, client rights, testing and *required* DHS screens: 1. CBCL—Child Behavior Check List. 2. CASII—Child and Adolescent Service Intensity Instrument for CTSS services. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour.
- D. Staff Training and Inservice. Counselor \$71.92 per hour. Licensure Candidate/Therapist \$101.56 per hour.
- E. Day Treatment: The rate for day treatment services provided as part of a student’s Individual Education Plan is \$87.36 per hour.

**1. BONDS**

If required and contemporaneous with the execution of this Agreement, Contractor agrees to provide payment and performance bond for the District pursuant to Minnesota Statute §§375.21 & 574.26 and in equal to or greater than the Contract amount. Said bonds shall guarantee the faithful performance of all obligations required of Contractor under terms of this Contract, including payment of labor and material.

**2. INDEPENDENT CONTRACTOR**

- A. Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the County. No tenure or any rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available Contractor's employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.
- B. Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or other, will be made from the payments due Contractor and it is Contractor's sole obligation to comply with all federal and state tax laws.
- C. Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified in this Agreement.
- D. Contractor is responsible for hiring sufficient workers to perform the services required by this Agreement and withholding taxes and paying all other employment tax obligation on their behalf.
- E. The Contractor is solely responsible for supervision, control and direction of the Contract personnel utilized to provide the services under this agreement.

### **3. INDEMNIFICATION AND INSURANCE**

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any negligent act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement.

It is understood and agreed that the District's and the Contractor's liability shall be limited by the provisions of Minnesota Statute § 466 and/or other applicable law.

Contractor further agrees that in order to protect itself as well as the District under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force liability insurance The following minimum limits apply:

- \$4,000,000 Aggregate
- \$1,000,000 Personal Injury and Advertising Injury
- \$1,000,000 Each Occurrence
- \$ 100,000 Fire Damage Limit
- \$ 5,000 Medical Expense

The policy should be written on an “occurrence” basis and not a “claims-made” basis.

- B. Automobile Liability Insurance including owned, non-owned, and hired vehicles in an amount not less than \$1,000,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident.
- C. Professional Liability Insurance (when required) the following minimum limits apply:
  - \$3,000,000 Aggregate
  - \$1,000,000 per claim
- D. Excess Umbrella Liability Policy will be additionally required if any of the above policies have lower limits than stated.
- E. Worker’s Compensation Insurance.

#### **4. DATA PRIVACY/DATA OWNERSHIP**

- A. Data Practices.

All data collected, created, received, maintained, or disseminated in any form, for any purposes by the activities of Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules promulgated pursuant to Chapter 13. The person responsible for release of all data under this Agreement shall be the Director of Special Education of the District employee identified in provision 10.

- B. Health Insurance Portability and Accountability Act (HIPAA – 45 C.F.R. §§160,162,164)

If under this Agreement the exchange of Protected Health Information in any form is anticipated the Contractor shall comply with all regulatory obligations including signing any required agreements (e.g., Business Associate Agreement). Such Agreements shall be attached to and incorporated into this Agreement.

- C. Release.

No educational data may be released by the Contractor to a third party without the express consent of the District’s representative as indicated below – this includes any media relations.

- D. Ownership.

Ownership of all data prepared for or by the District whether having commercial value or not shall remain with the District. Any reports, studies, photographs, negatives or other documents or any other form of data prepares by the Contractor in the performance of its obligations under this contract shall be the exclusive property of the District, and all such material or data shall be remitted to the District by the Contractor upon completion, termination or cancellation of this contract. The Contractor shall not use, allow, or cause to have such materials used for any purpose other than performance of the Contractor’s obligations under this contract without the prior written consent of the District.

## **5. RECORDS: AVAILABILITY AND RETENTION**

Pursuant to Minnesota Statute §16C.05, subd. 5, the Contractor agrees that the District, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, et., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement. Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement. Any educational data may be retained for a longer period, as the District may determine in accordance with applicable law and policy.

## **6. MERGER AND MODIFICATION**

- A. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are presumed to be incorporated or attached and are deemed to be part of this Agreement. Where the incorporated terms differ with the terms of this Agreement, the terms of this Agreement shall control.
- B. Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

## **7. DEFAULT AND CANCELLATION**

- A. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Provider's default is excused by the District, the District may, upon written notice to the Contractor's representative listed herein, cancel this Agreement in its entirety as indicated in (10 B.) below.
- B. This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.
- C. Unless Contractor's default is excused under the terms of this Contract the District may recover from Contractor such damages as it may sustained by reason of additional administrative costs, expenses of re-awarding the contract and other damages sustained by the District by reason of delay, price changes, loss of other contracts, loss of income, inability of the District to fulfill other contracts, loss of other benefits of this Contract and any other damages directly or consequently arising out of this Contract or failure to perform the same by Contractor.
- D. The District and the Contractor agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable efforts to mitigate its effects.

## **8. SUBCONTRACTING AND ASSIGNMENT**

- A. Contractor shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the District and subject to such conditions and provisions as the District may deem necessary. The Contractor shall be responsible for the performance of all Subcontracts. Any agreement between the Contractor and any subcontractor shall obligate the subcontractor with the general terms of this Contract.
- B. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other Parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors.

## **9. NONDISCRIMINATION**

During the performance of this Agreement, the Contractor agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

## **10. HEALTH AND SAFETY**

The Contractor shall be solely responsible for the health and safety of its employees and subcontractor's employees in connection with the services performed in accordance with this Agreement. The Contractor shall ensure that all employees, including those of all subcontractors, have received training required to properly and safely perform services outlined in this Agreement. Such training is to include, but not be limited to, all applicable sections of the State and Federal Occupation, Safety and Health Administration (OSHA) laws, Superfund Amendments and Reauthorization Act (SARA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), Uniform fire Code and/or any other applicable health and safety regulations. Upon the request of the District, the Contractor shall provide copies of any licenses and/or training records for Contractor and/or Contractor's employees or subcontractor's employees who perform services pursuant to this Agreement.

## **11. NONWAIVER, SEVERABILITY & APPLICABLE LAWS**

- A. Nonwaiver.  
Nothing in this Agreement shall constitute a waiver by the District of any statute of limitations or exceptions on liability. If the District does not enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- B. Severability.

If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.

C. **Applicable Laws.**

The Laws of the State of Minnesota shall apply to this Agreement. The Contractor shall abide by all Federal, State, or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Contractor is responsible.

**12. SECTION HEADINGS**

The section headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

**13. THIRD PARTIES**

This Agreement does not create any rights, claims or benefits inuring to any person that is not a party hereto nor create or establish any third party beneficiary.

**14. CONFLICT OF INTEREST**

Contractor agrees that it will not contract for or accept employment for the performance of any work or services with any individual, business, partnership, corporation, government, governmental unit or any other organization that would create a conflict of interest in the performance of its obligations under this Contract.

District and Contractor, having signed this Agreement and pursuant to the proper District and Contractor officials having signed this Agreement, the parties hereto agree to be bound by the provisions herein and attached.

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Greater Minnesota Family Services/Date  
George Dubie, CEO

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ISD # 424/Date  
Dr. Melissa Radeke, Superintendent

An Equal Opportunity/Affirmative Action Employer

Lester Prairie Public School, ISD #424  
Budget Comparison

	6/20/2022	3/16/2023	6/22/2023	5/20/2024	6/22/2024
<b>Revenues</b>					
1	<u>Preliminary Budget</u> 5,534,316.00	<u>Revised Budget</u> 5,618,484.91	<u>Preliminary Budget</u> 5,849,925.00	<u>Revised Budget</u> 5,957,900.00	<u>Preliminary Budget</u> 5,680,186.80
2	267,992.73	261,300.00	208,909.00	354,358.00	351,650.00
4	182,228.00	187,946.00	207,104.00	194,017.00	174,487.00
6	0.00	0.00	0.00	0.00	0.00
7	0.00	0.00	1,225,523.00	1,225,523.00	1,201,060.00
<b>Total</b>	5,984,536.73	6,067,730.91	7,491,461.00	7,731,798.00	7,407,383.80
<b>Expenditures</b>					
1	<u>Preliminary Budget</u> 5,405,185.69	<u>Revised Budget</u> 5,550,472.13	<u>Preliminary Budget</u> 5,975,042.50	<u>Revised Budget</u> 5,817,577.00	<u>Preliminary Budget</u> 5,941,146.15
2	294,461.47	310,518.47	301,491.46	284,942.00	298,317.00
4	233,505.42	213,298.14	205,633.84	211,762.00	186,243.38
6	0.00	0.00	0.00	0.00	0.00
7	0.00	0.00	1,167,631.00	1,167,631.00	1,350,231.26
<b>Total</b>	5,933,152.58	6,074,288.74	7,649,798.80	7,481,912.00	7,775,937.79
					Includes New Remaining Authority GO Bond pymt.
<b>TOTALS</b>					
Revenues	<u>Preliminary Budget</u> 5,984,536.73	<u>Revised Budget</u> 6,067,730.91	<u>Preliminary Budget</u> 7,491,461.00	<u>Revised Budget</u> 7,731,798.00	<u>Preliminary Budget</u> 7,407,383.80
Expenditures	5,933,152.58	6,074,288.74	7,649,798.80	7,481,912.00	7,775,937.79
	51,384.15	-6,557.83	-158,337.80	249,886.00	-368,553.99
<b>GENERAL FUND</b>					
Fund 1	<u>Preliminary Budget</u> 5,534,316.00	<u>Revised Budget</u> 5,618,484.91	<u>Preliminary Budget</u> 5,849,925.00	<u>Revised Budget</u> 5,957,900.00	<u>Preliminary Budget</u> 5,680,186.80
Revenues	5,534,316.00	5,618,484.91	5,849,925.00	5,957,900.00	5,680,186.80
Expenditures	5,405,185.69	5,550,472.13	5,975,042.50	5,817,577.00	5,941,146.15
	129,130.31	68,012.78	-125,117.50	140,323.00	-260,959.35
<b>FOOD SERVICE</b>					
Fund 2	<u>Preliminary Budget</u> 267,992.73	<u>Revised Budget</u> 261,300.00	<u>Preliminary Budget</u> 208,909.00	<u>Revised Budget</u> 354,358.00	<u>Preliminary Budget</u> 351,650.00
Revenues	267,992.73	261,300.00	208,909.00	354,358.00	351,650.00
Expenditures	294,461.47	310,518.47	301,491.46	284,942.00	298,317.00
	-26,468.74	-49,218.47	-92,582.46	69,416.00	53,333.00
<b>COMM SERVICE</b>					
Fund 4	<u>Preliminary Budget</u> 182,228.00	<u>Revised Budget</u> 187,946.00	<u>Preliminary Budget</u> 207,104.00	<u>Revised Budget</u> 194,017.00	<u>Preliminary Budget</u> 174,487.00
Revenues	182,228.00	187,946.00	207,104.00	194,017.00	174,487.00
Expenditures	233,505.42	213,298.14	205,633.84	211,762.00	186,243.38
	-51,277.42	-25,352.14	1,470.16	-17,745.00	-11,756.38
<b>DEBT SERVICE</b>					
Fund 6 & 7	<u>Preliminary Budget</u> 1,125,316.00	<u>Revised Budget</u> 1,125,316.00	<u>Preliminary Budget</u> 1,225,523.00	<u>Revised Budget</u> 1,225,523.00	<u>Preliminary Budget</u> 1,201,060.00
Revenues	1,125,316.00	1,125,316.00	1,225,523.00	1,225,523.00	1,201,060.00
Expenditures	1,160,330.00	1,184,504.00	1,167,631.00	1,167,631.00	1,350,231.26
	-35,014.00	-59,188.00	57,892.00	57,892.00	-149,171.26

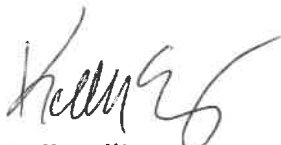
June 7, 2024

Lester Prairie Schools  
Dr. Melissa Radeke

I will be retiring from Lester Prairie Schools with my last day being Tuesday, June 25, 2024.

I have worked for Lester Prairie Schools for almost 17 years. I will miss the staff that I have had the pleasure of working with and students that I have had the opportunity to coach and get to know through school activities. It was a hard decision but I feel it is time for me to retire and move on.

Sincerely,

A handwritten signature in black ink, appearing to read "Kelly Elling", with a stylized flourish at the end.

Kelly Elling



## LESTER PRAIRIE PUBLIC SCHOOL

School District #424  
131 Hickory Street North  
Lester Prairie, MN 55354  
PHONE (320) 395-2521 FAX (320) 395-4204



**Dr. Melissa Radeke**  
radeke@lp.k12.mn.us  
*Superintendent*

**Mr. Michael Lee**  
lee@lp.k12.mn.us  
*K-12 Principal*

To Whom It May Concern:

I am writing to resign from my position as a 7-12 ELA teacher at Lester Prairie School district effective immediately. Over the course of the past five years, I have come to think of LP as my second home. This has been a difficult decision to make, and I leave you all with the best wishes for the future and knowing that the district is a huge asset to our wonderful community.

I would like to personally thank Mr. Michael Lee for hiring me and giving me the opportunity and tutelage necessary to become a better teacher. I have truly enjoyed working with and for him and have gained an immense amount of both knowledge and perspective on what makes an excellent teacher and leader from Mr. Lee.

I would also love to acknowledge the wonderful staff at LP for everything they have taught me about the community and the selfless and tireless work they have dedicated to our students (including my own daughter). The school is incredibly fortunate to have such a truly devoted and amazing staff. I was lucky to work with so many wonderful, thoughtful, and experienced staff and educators. From the first moment I showed up to interview five years ago and was greeted by Kathy to the wonderful conversations I have had with other teachers, LP has been an incredible place to work.

Finally, I would like to thank all of the students at Lester Prairie for their dedication to knowledge and their perseverance. We have phenomenal students who make LPHS what it is. Thank you for my time here at LP. You all made it a great five years.

Sincerely,

*Jonathan Koehler*

Jonathan Koehler

Monday, June 3, 2024

Ross Scheevel  
Lester Prairie Schools  
131 Hickory St N  
Lester Prairie, MN 55354

Please accept my resignation as Head softball coach. I have enjoyed coaching for the last 15 years. I wish the school and the softball team the best of luck in the coming years.

Sincerely,



Kelly Elling

June 7, 2024

Lester Prairie Schools  
Dr. Melissa Radeke

I will be retiring from Lester Prairie Schools with my last day being Tuesday, June 25, 2024.

I have worked for Lester Prairie Schools for almost 17 years. I will miss the staff that I have had the pleasure of working with and students that I have had the opportunity to coach and get to know through school activities. It was a hard decision but I feel it is time for me to retire and move on.

Sincerely,



Kelly Elling

Maria Willkom  
822 Ramsey Ave.  
Carver, MN 55315

5/17/2024

To Whom It May Concern,

Please find enclosed in this letter my formal resignation from the Assistant Cross Country Coach position at Lester Prairie High School. My resignation is effective at the end of the 23-24 school year.

This was a very difficult decision, as I have thoroughly enjoyed the opportunity to work with the Cross Country team and coaching staff. Unfortunately, due to the growing demands of my professional job and family, I am no longer able to perform the duties that are required of the Assistant Cross Country Coach position. I am grateful to have been apart of a great team and community during my time, as I have learned so much from so many wonderful people.

Thank you again for the opportunity, and I wish the Cross Country team and school nothing but the best for the future.

Go Bulldogs!

Respectfully,

Maria Willkom

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**  
**2024-2025**

DATE: 5/10/2024


The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the \_\_\_\_ day of \_\_\_\_\_, 2024, enters into this agreement with **Matt Herrmann** for the following extra curricular assignment:

Jr High Football Coach BA-1 (5% @ 41,866.00)

For this assignment you will be paid a total of \$2,093.00. **\*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:

  
Coach's Signature

5-22-24  
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 \_\_\_\_\_, 2024. 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**  
**2024-2025**

DATE: 6/11/24


The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the 13 day of June, 2024, enters into this agreement with **Emma Blashack** for the following extra curricular assignment:

Jr. High Volleyball Coach BA-0 (5 % @ \$40,941.00)

For this assignment you will be paid a total of \$2,047.00. **\*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:

  
Coach's Signature

6/13/24  
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 \_\_\_\_\_, 2024. 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)

***CONTRACT FOR PAYROLL CLERK/ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE/ELECTION CLERK JUDGE AND ADMINISTRATIVE SECRETARY***

**BUSINESS OFFICIAL CONTRACT**

**ARTICLE I - PURPOSE**

This Contract is entered into between Independent School District No.424, Lester Prairie Schools, Minnesota, hereinafter referred to as the School District, and **Kimberly Dye**, hereinafter referred to as the Business Official, who agrees to perform the duties of the Business Official of the School District.

**ARTICLE II - DURATION, EXPIRATION, TERMINATION DURING THE TERM, MUTUAL CONSENT, AND CONTINGENCY**

**Section 1. Duration:** This Contract is for a term of 1 years commencing on **July 1, 2024** and ending on **June 30, 2025**. It shall remain in full force and effect unless modified by mutual consent of the School Board and the Business Official or unless terminated as provided in this Contract.

**Section 2. Expiration:** This Contract shall expire at the end of the term specified in Section 1. above. At the conclusion of its term, neither party shall have any further claim against the other, and the School District's employment of the Business Official shall cease, unless a subsequent Contract is entered into by the parties. In the event the parties fail to enter into a subsequent contract, the Business Official's employment shall continue on a month-to-month basis until the School Board either enters into a subsequent Contract with the Business Official or until the School Board provides thirty (30) calendar days of written notice of the termination of the Business Official's employment.

**Section 3. Termination During the Term:** The Business Official's employment may be terminated during the term of this Contract only for cause as defined in M.S. 122A.40, Subd. 9. and Subd. 13., but, except for purposes of describing grounds for discharge, the provisions of M.S. 122A.40 shall not be applicable. If the School Board proposes to terminate the Business Official during the term of this Contract for cause as described in M.S. 122A.40, Subd. 9. or Subd. 13., it shall notify the Business Official, in writing, of the proposed grounds for termination. If the Business Official fails to request a hearing as provided in this section within a ten (10)-day calendar period, he/she shall be deemed to have acquiesced to the School Board's proposed action, and the proposed action shall become final on such date as determined by the School Board, and the Business Official shall have no further claim or recourse.

**Section 4. Mutual Consent:** This Contract may be terminated at any time by mutual consent of the School Board and the Business Official.

**Section 5. Contingency:** If this Contract is a subsequent Contract entered into prior to the completion of an existing Contract, this subsequent Contract is contingent upon the Business Official completing the terms of the existing Contract.

**ARTICLE III - DUTIES**

The Business Official shall serve as the PAYROLL CLERK/ACCOUNTS RECEIVABLE/ACCOUNTS PAYABLE/ELECTION CLERK JUDGE AND ADMINISTRATIVE SECRETARY of the School District and shall serve under the direction of the Superintendent. The Business Official shall perform all duties incident to the position of Business Official and such other duties as may be prescribed by the Superintendent and School Board from time to time. The Business Official shall abide by the policies, regulations, rules, and procedures established by the School Board and the Commissioner of the Department of Education and shall abide by all Minnesota laws relating to the operation of the School District.

#### **ARTICLE IV - DUTY YEAR AND LEAVES OF ABSENCE**

Section 1. Basic Work Year: The Business Official's duty year shall be for the entire twelve (12)-month Contract year, and the Business Official shall perform duties on those legal holidays on which the School Board is authorized to conduct school if the School Board so determines. The Business Official shall be on duty during any emergency, natural or unnatural, unless otherwise excused in accordance with School Board administrative policy.

Section 2. Vacation: The Business Official shall earn fifteen (15) working days of annual paid vacation each Contract year, days to be approved by the Superintendent.

Section 3. Holidays: The Business Official shall be entitled to eleven (11) paid holidays as designated by the School Board each Contract year - Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Day, President's Day, Memorial Day, Good Friday, and Juneteenth.

Section 4. Sick Leave: The Business Official shall earn paid sick leave at the rate of fifteen (15) day(s) each working month, and earned sick leave may accumulate to a maximum of forty-five (45) days.

Section 5. Jury Service: The Business Official who serves on jury duty shall be granted the day or days necessary as stipulated by the court to discharge this responsibility without any salary deduction or loss of basic leave allowance. The compensation received for jury duty service shall be remitted to the School District.

Section 6. Military Leave: Military leave shall be granted pursuant to applicable law.

#### **ARTICLE V - INSURANCE**

Section 1. Health and Hospitalization and Dental Insurance: If the Business Official selects single health insurance coverage, the School District shall contribute \$757.50 per month toward the premium cost if qualified and enrolled in the School District's group health and hospitalization plan. If the Business Official selects family health insurance coverage, the School District shall contribute \$757.50 plus \$500 per month toward the premium cost if qualified and enrolled in the School District's group health and hospitalization plan. Any additional cost of the premium shall be borne by the Business Official and paid by payroll deduction.

The School District shall also provide the Business Official with full single dental insurance coverage under the School District's group dental insurance plan.

Section 2. Life Insurance: The School District shall provide \$40,000 Life AD&D Insurance, payable to the Business Official.

Section 3. Long-Term Disability Insurance: The School District shall provide long-term disability insurance for the Business Official under the School District's group long-term disability insurance plan.

#### **ARTICLE VI - OTHER BENEFITS**

Section 1. Tax-Sheltered Annuities: The Business Official is eligible to participate in a tax-sheltered annuity plan through payroll deduction established pursuant to Section 403(b) of the Internal Revenue Code of 1986, M.S. 123B.02, Subd. 15., School District policy, and as otherwise provided by law. **\$1200** District match.

Section 2. Conferences and Meetings: The School District shall pay all legally valid expenses and

fees for the Business Official's attendance at professional conferences and meetings with other educational agencies when such attendance is required, directed, or permitted by the School Board. The Business Official shall periodically report to the Superintendent relative to all meetings and conferences attended. The Business Official shall file itemized expense statements to be processed and approved as provided by School Board policy and law.

Section 3. Elections: The Business Official shall be paid \$300 for each election.

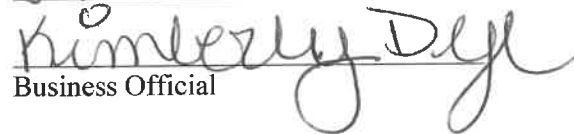
**ARTICLE VII - SALARY**

The Business Official shall be paid an annual salary of **\$54,000** for the 2024-25 contract year.

**ARTICLE VIII - OTHER PROVISIONS**

Section 1. Outside Activities: While the Business Official shall devote full time and due diligence to the affairs and the activities of the School District, he/she may also serve as a consultant to other school districts or educational agencies, lecture, engage in writing and speaking activities, and engage in other activities if, as solely determined by the Superintendent, such activities do not impede the Business Official's ability to perform the duties of the Business Official's position. However, the Business Official may not engage in other employment, consultant service, or other activity for which a salary, fee, or honorarium is paid without the prior approval of the Superintendent.

IN WITNESS WHEREOF, I have subscribed  
my signature this 13 day of  
June, 2024.

  
Business Official

IN WITNESS WHEREOF, we have subscribed  
our signatures this \_\_\_\_ day of  
\_\_\_\_\_, 2024.

\_\_\_\_\_  
School Board Chair

\_\_\_\_\_  
School Board Clerk





# Lester Prairie Schools

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

Phone: 320-395-2521  
Fax: 320-395-4202  
Website: [www.lp.k12.mn.us/](http://www.lp.k12.mn.us/)

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June 13, 2024

To: Lester Prairie School Board Members – Chairperson Corbey Hentges

From: Melissa Radeke, Superintendent of Schools

Re: Notice of Retirement and Request to Negotiate a Return-to-Work Agreement

Dear Chair Hentges,

Please accept this letter as official notification of my intent to retire effective June 30<sup>th</sup>, 2024. I am also respectfully requesting the opportunity to negotiate a Return-to-Work agreement with the School District to continue my tenure as Superintendent. Minnesota Statute requires that there be one day of separation of employment prior to the opportunity to enter into a Return-to-Work agreement. Minnesota Statute also requires that no official Return-to-Work agreement be in place prior to this day of separation. According to these requirements, I would be eligible to enter into a Return-to-Work agreement on July 2<sup>nd</sup>, 2024, if the School District desires.

To be clear, I am not ready to end my tenure as the Superintendent of Lester Prairie Schools. During my tenure, I feel I have had a positive impact on the students, staff, and community. As a believer in continuous improvement, I feel that there is still much to do to continue to move Lester Prairie Schools in a positive direction and build on the excellence that our School District is known for. The decision to begin my retirement and return to work is simply based on an opportunity provided by recent legislation that will provide additional benefits for my family going forward.

I want to thank you and the rest of the Board members for your consideration of this request. I look forward to continuing my tenure as Superintendent and the opportunity to lead this amazing school community.

Respectfully,

A handwritten signature in blue ink that reads "Melissa Radeke". The signature is fluid and cursive.

Melissa Radeke  
Superintendent of Schools