

## Regular Meeting

Monday, July 21, 2025 6:00 PM

Board Room 209, 205 2nd Street South, Long Prairie, Minnesota 56347

### A. Call to Order and Pledge of Allegiance

### B. Roll Call

### C. Adoption of the Agenda

### D. Consent Agenda

#### D.1. Minutes

#### D.2. Bills

##### D.2.a. Regular Bills

##### D.2.b. Funds Transfers

##### D.2.c. Revolving Fund

##### D.2.d. P-Card Statement

#### D.3. Financial Report

#### D.4. Personnel

#### D.5. Designate 2009 GMC Van as surplus equipment for resale

#### D.6. Approve 25-26 High School Overloads

#### D.7. Approve Policies 413, 418, 501, 503, 514, 515, 516, 516.5, 524, 526, 534, 602, 707, 707, 806 (806 is not mandatory)

#### D.8. Approve LPGE Cyber Security Policy

#### D.9. Approve 25-26 Student Device Policy

### E. Reports, Correspondence and Guests

#### E.1. Student Representatives

#### E.2. Guests

#### E.3. Program Reports

##### E.3.a. Activities Report

##### E.3.b. Community Education

##### E.3.c. Technology

##### E.3.d. Business Manager

E.4. Principals

E.5. Board

E.6. Superintendent

E.6.a. Strategic Plan Discussion

F. **Board Highlight**

G. **Unfinished Business**

H. **New Business**

H.1. Donations

H.2. Approve LTFM Plan

H.3. Approve Handbooks

H.4. Approve Milk & Bread Bids

H.5. Approve HVAC Change Order - Glycol Installation

H.6. Approve Track & Turf Change Order - Removal of Organic Soils (this is already done)

H.7. Approve 2026 Resolution of Sponsorship for the Todd County Community Concern for Youth Program

H.8. Board/Staff T-Shirts - Polo

I. **Adjourn**

## **Consent Agenda Notes 7-21-2025**

**D.1 – D.3** – see attachments

**D.4** –Personnel –

- a. Hires – Hannah Kampa (ESL Teacher)
- b. Coaching – Kayla Mathews (JH Girls Basketball Coach), Jonathan Young (Assistant Boys Basketball Coach), Donovin Nuckles (Assistant Football Coach), Tyler Dreher (JH Football Coach), Joe Gaida (JH Football Coach)
- c. Resignations – Mitch Johnson (JH Football Coach), Mikayla Jasmer (Assistant Gymnastics Coach), Jonathan Young (Head Girls Basketball), Hannah Stoetzel (Paraprofessional), Sandy Wienhold (Paraprofessional), Dave Geisenhof (Elem. Lead Maintenance/Custodian)
- d. Conferences & Trainings – MASA, MDE Back to School 2025 Conference, August 5, 2025 - Superintendent Ludvigson attending

**D.5** – Designate 2009 GMC Van as surplus equipment for resale - this is the Van that was previously used to transport food to St. Marys

**D.6** – Approve 25-26 High School Overloads

- Paul Urman - Social Studies - .5
- Melanie Childrey - Social Studies - 1.0
- Meghan Peterson - Science - 1.0
- Andy Engelhardt - Science - 1.0
- Chet Hudalla - Science - .5
- Curt Gjerstad - Agriculture - .5

**D.7** – Approve Policies 413, 418, 501, 503, 514, 515, 516, 516.5, 524, 526, 534, 602, 707, 709, 806 (806 is not mandatory)

**D.8** – Approve Cyber Security Policy

**D.9** – Approve Student Device Policy

School Board Minutes  
Regular Meeting  
Monday, June 16, 2025

The Meeting of the Board of Education was called to order by Chairman Gohman at 6:00 pm, Monday, June 16, 2025 in the District Board Room 209. Board members present: Gohman, Hollenkamp, Levin, Wolf, Wright, Zahnow and Zastrow. Other members present were: Superintendent Froke, Renee Kreemer, Jen Houdek, Ashley Pesta, Jino Stoner, Audrey Morrill, Barb Graves, Patti Larson, Brad Evenson, Jody Bebault, Chris Johnson, Carissa Bitz, Beth Gustafson, Barton Rud, Tammy Cebulla, Sherri Evenson, Daniel Ludvigson, Jenny Thelen, Mitchell Ganske and Daniella Chavez with the LP Leader.

The Pledge of Allegiance was recited by all present.

It was moved by Hollenkamp and seconded by Zastrow to adopt the agenda. Motion carried unanimously.

Hearing was held for the Renewal of the Operating Levy.

It was moved by Wolf and seconded by Hollenkamp to approve the Consent Agenda with the following changes: Addition of the approval of hiring Amy Langford for High School Secretary at a Lane IV, Step 4 with 31 years of longevity. Removal of E7 approving the membership of the MREA and replacing it with the Intent to Negotiate with the principals. Motion carried unanimously.

CA-1. Regular meeting minutes May 19, 2025

CA-2. Bills

CA-2a. Prewrite checks numbered to and including 23388-23464=\$154,746.75

Checks numbered to and including 23465-23535=\$364,406.21

CA-2b. Fund Transfers:

<b>Date</b>	<b>Payment Type</b>	<b>Vendor</b>	<b>Amount</b>
5/15/2025	WX	TEACHERS RETIREMENT ACCOUNT	88707.99
5/15/2025	WX	PUBLIC EMPLOYEES RETIREMENT ASSN	41719.25
5/15/2025	WX	COMMISSIONER OF REVENUE	33845.02
5/15/2025	WX	ELECTRONIC FED TAX PAY SYSTEM	185847.08
5/15/2025	WX	AVIBEN	15.4
5/15/2025	WX	AVIBEN	3433.38
5/15/2025	WX	AVIBEN	150
5/15/2025	WX	AVIBEN	5553.78
5/15/2025	WX	AVIBEN	4443.39
5/15/2025	WX	AVIBEN	266.67
5/15/2025	WX	AVIBEN	50
5/15/2025	WX	AVIBEN	420.01
5/15/2025	WX	AVIBEN	425
5/15/2025	WX	AVIBEN	333.34
5/15/2025	WX	AVIBEN	3175.36

5/15/2025	WX	AVIBEN	333.34
5/15/2025	WX	AVIBEN	7979
5/15/2025	WX	AVIBEN	2227.46
5/15/2025	WX	AVIBEN	2060.83
5/15/2025	WX	DELTA DENTAL OF MN	4121.37
5/15/2025	WX	EYE MED VISION CARE, LLC	354.19
		BLUE CROSS BLUE SHIELD OF	
5/15/2025	WX	MINNESOTA	117992
5/31/2025	WX	AMERICAN HERITAGE NATL BANK	29
5/31/2025	WX	REVTRAK INC	971.59
5/21/2025	WX	BMO	9116.9
5/31/2025	WX	MINNESOTA NATIONAL BANK	20

CA-2c. Revolving checks numbered to and including – 5842-5865=\$1043.52

CA-2d. P-Card Statement.

CA-3. Financial Report

CA-4 Personnel

A. New Hires

- 1) Erica Ebnet - ESY Teacher
- 2) Kailee Johnson - JH Volleyball
- 3) Tori Lee - Volunteer Volleyball
- 4) Amy Langford - High School Secretary (Lane IV, Step 4 with 31 years of longevity)

The following appointments are made contingent upon adequate enrollment/participation in the program. The board retains broad discretion to discontinue programs, without notice if enrollment/participation is not adequate.

- 1) Brooke Ostendorf - Varsity Volleyball
- 2) Jonathan Young - Assistant Volleyball
- 3) Ashley Farrow - C Squad Volleyball
- 4) Diana Hegseth - JH Volleyball
- 5) Keith Kraska - Head Girls Tennis
- 6) Steve Christians - Head Cross Country
- 7) Brent Sterriker - Assistant Cross Country
- 8) Dattrick Mitchell - Varsity Football
- 9) Tanner Roske - Assistant Football
- 10) Mitch Johnson - JH Football

B. Accept the following resignations:

- 1) Shelbi Bisbee - 5th Grade Teacher
- 2) Shelbi Bisbee - Assistant Softball Coach
- 3) Callie Schleicher - JV Softball Coach

CA-5 Approve MOU for 25-26 School Year for Kelsey Paurus

CA-6 Approve Membership for MSBA

CA-7 Intent to Negotiate with the Principals

CA-8 Approve EDIAM Authorization for Daniel Ludvigson

Motion carried unanimously.

Mr. Evenson shared with the Board that 21<sup>st</sup> Century would be making a final decision in early July and we were still in the running to receive it. Summer activities are in full swing with very busy schedules.

Kelsey Paurus had given some good information on the concession stand profit from the 24-25 year. Congratulations went out to the State Track Participants and the Trap Team for a job well done.

Technology department has been busy with many projects. There was discussion between Mr. Rud and the technology department on a new policy being implemented for the 7th and 8th grade chromebooks. The number of repairs for these chromebooks has increased significantly leading to the change. The students will not be allowed to take the chromebooks home unless they are checked out.

Tammy Cebulla touched on the MN Read Act Literacy Plan and Barton Rud commented on State changes and how they are working on the schedules to implement these changes. He also gave a PBIS update.

Superintendent on Special Assignment Ludvigson presented information he put together on the Strategic Plan.

Superintendent Froke gave an enrollment update. He also updated on the HVAC project which seems to be moving along as expected. The Track and Turf project has run into a few snags along the way with the soil resulting in a change order. Superintendent Froke also gave his parting thoughts to the district stating “this has been a good experience and he has grown alot”. He wished the district good luck in the future.

Board Highlight – Compliments on all the graduations with a job well done. Special thanks to Audrey and all the helpers for keeping things running smoothly. The board extended their thanks to Mr. Froke for his time here at the district and wished him well on his future endeavors.

Jeremiah asked the board how the translation of the documents for the board agenda was coming. The board stated that they would revisit this topic and see what they were able to get out there.

The donation resolution was moved by Zastrow and seconded by Hollenkamp:

**RESOLUTION ACCEPTING DONATIONS for June 2025**

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or device of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Long Prairie Grey Eagle, ISD 2753, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Oscar Jacobson American Legion Post 417 – Little Sauk	\$550	Football
Oscar Jacobson American Legion Post 417 – Little Sauk	\$100	Prom

Oscar Jacobson American Legion Post 417 – Little Sauk	\$600	Football
Oscar Jacobson American Legion Post 417 – Little Sauk	\$250	Athletic Banquet
Shari Pung	\$150	FFA
Freedom Wash	\$500	Golf
Magnifi Financial	\$50	Golf
Long Prairie Lions Club	\$500	Web Crew – Fishing Event
Red Cross	\$1,500	Dollars for Scholars
Grey Eagle Cemetery Association	\$300	Marching Band
Flavor Shack	\$200	Track
Impact Foundation	\$2,000	Dollars for Scholars
R-Way	\$1,000	Welding
MN National Bank	\$500	Weight Room
LP Lumber	\$250	Weight Room
Long Prairie Lions Club	\$4,526.77	Trap Team
Gremler Financial Group, LLC	\$50	Stan Hortness Memorial Scholarship
Long Prairie Dairy Queen	\$100	Weight Room
Breitenfeldt Group	\$50	Weight Room
Philip’s Repairables & Collision Center	\$500	Weight Room
Charlotte Tavern	\$150	Weight Room

The vote on adoption of the Resolution was as follows:

Aye: Gohman, Hollenkamp, Levin, Wolf, Wright, Zahnow and Zastrow

Nay: 0

Absent: 0

Whereupon, said Resolution was declared duly adopted.

A motion was made by Hollenkamp and seconded by Zahnow to accept the recommendations of the Teachers for Tenure Status. Motion carried unanimously.

Preliminary Budget was presented for the 25-26 school year. A motion was made by Wolf and seconded by Zastrow to accept the Preliminary Budget for the 25-26 school year. Motion carried unanimously.

The Language Access Plan was discussed. A motion was made by Zastrow and seconded by Zahnow to approve the Language Access Plan. Motion carried unanimously.

Motion was made by Hollenkamp and seconded by Wolf to approve the Resolution to Renew the District Operating Levy. Motion carried unanimously.

EXTRACT OF MINUTES OF MEETING  
OF THE SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 2753  
(LONG PRAIRIE-GREY EAGLE PUBLIC SCHOOLS)  
TODD, MORRISON AND STEARNS COUNTIES, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 2753 (Long Prairie-Grey Eagle Public Schools), Todd, Morrison and Stearns Counties, Minnesota, was duly held in the School District on June 16, 2025, commencing at 6 o'clock p.m. The following members were present: Gohman, Hollenkamp, Levin, Wolf, Wright, Zahnow and Zastrow

and the following were absent: None

Member Hollenkamp introduced the following resolution and moved its adoption:

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

BE IT RESOLVED by the School Board (the "Board") of Independent School District No. 2753 (Long Prairie-Grey Eagle Public Schools), Todd, Morrison and Stearns Counties, Minnesota (the "District"), as follows:

1. Background. It is hereby determined that:

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

(b) At a duly called and regularly held special election on November 3, 2015, District voters approved a referendum revenue authorization for a term of 10 years, commencing with taxes payable in 2017. The additional revenue from the referendum revenue authorization has been used to finance school operations. The referendum revenue authorization is scheduled to expire after taxes payable in 2026 (the "Expiring Referendum").

(c) On June 16, 2025 the Board convened a regular meeting for the purpose, of

discussing the proposed renewal of the Expiring Referendum in accordance Subdivision 9b and allowing public testimony on the proposed renewal.

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

2. Authorization of Renewal. The Board hereby determines and declares that it is necessary and expedient for the District to renew the Expiring Referendum in the same per pupil amount as is current in the Expiring Referendum. The additional revenue from the renewed referendum revenue authorization will be used to finance school operations. The renewed referendum revenue authorization will be applicable for 10 years beginning with taxes payable 2027, unless otherwise revoked or reduced as provided by law.

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

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

The motion for the adoption of the foregoing resolution was duly seconded by Member Wolf. The vote of the Board members is recorded as follows:

The following voted in favor thereof: Gohman, Hollenkamp, Levin, Wolf, Wright, Zahnow and Zastrow

and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA )

COUNTIES OF TODD, )  
MORRISON, AND STEARNS )ss.

INDEPENDENT SCHOOL )  
DISTRICT NO. 2753 )

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No.

2753 (Long Prairie-Grey Eagle Public Schools), Todd, Morrison, and Stearns Counties, Minnesota (the “District”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the School Board of the District held on June 16, 2025, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the authorization of the renewal of an expiring referendum.

WITNESS My hand as Clerk this 16th day of June, 2025.

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Clerk of the School Board  
Independent School District No. 2753  
(Long Prairie-Grey Eagle Public Schools), Todd,  
Morrison, and Stearns Counties, Minnesota

A transaction contract between the school and Interim Superintendent Froke was presented. The school district will provide single health care coverage to Mr. Froke until June 30, 2026. A motion was made by Zahnow and seconded by Zastrow to accept this contract agreement. Motion carried unanimously.

The meeting was adjourned at 7:25 pm by Chairman Gohman.

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Lori Hollenkamp, Clerk

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23577-23614    Payment Date: 6/1/2025-7/31/2025    Period: 202512-202601    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23577	1028		ACE		Check		
			E 01	005 810 103 000 401	CUSTODIAL SUPPLIES - HS	\$269.43		
			E 01	005 810 000 000 401	CUSTODIAL SUPPLIES - ELEM	\$170.34		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9067</b>	Invoice	<b>Invoice No:</b> 9003744	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$439.77</b>	
						<b>Check Amount:</b>	<b>\$439.77</b>	
MNBK	23578	1064		ALL STAR TROPHY & AWARDS INC		Check		
			E 01	400 298 461 301 401	PLAQUES	\$90.00		
			E 01	400 298 461 301 401	SHIPPING	\$12.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9077</b>	Invoice	<b>Invoice No:</b> 11543	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$102.00</b>	
			E 01	400 298 461 301 401	FOOTBALL PLAQUE	\$15.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9078</b>	Invoice	<b>Invoice No:</b> 10016	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$15.00</b>	
						<b>Check Amount:</b>	<b>\$117.00</b>	
MNBK	23579	3126		AMAZON CAPITAL SERVICES		Check		
			E 01	005 810 000 000 401	RUBBERMAID COMMERCIAL FEMININE HYGIE	\$63.78		
<b>PO#:</b> 2398	<b>Voucher #:</b>	<b>9017</b>	Invoice	<b>Invoice No:</b> 1KC1-XWFM-D4KD	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$63.78</b>	
			B 01	131 000	B077Y62GSJ APC 1500VA Smart UPS with S	\$505.00		
			B 01	131 000	Amazon Shipping Charge	\$0.00		
<b>PO#:</b> 2396	<b>Voucher #:</b>	<b>9044</b>	Invoice	<b>Invoice No:</b> 1XC3-YLLY-XFJNJ	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$505.00</b>	
			E 01	103 203 000 000 401	B07SG1FW61 Better Office Products Two Po	\$18.99		
			E 01	103 203 000 000 401	B09QQWGGYY2 SyPen Personalized Pens Wit	\$169.99		
			E 01	103 203 000 000 401	B0B3LZDXKQ YOCOOLFUN 2 Pack Compute	\$11.99		
			E 01	103 203 000 000 401	B0CTTCLNH4 Upstreman 3.1 Cu.Ft Mini Fridg	\$198.99		
			E 01	103 203 000 000 401	Amazon Shipping Charge	\$6.99		
<b>PO#:</b> 2387	<b>Voucher #:</b>	<b>9150</b>	Invoice	<b>Invoice No:</b> 1JKX-CMFX-TNR6	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$406.95</b>	
			E 01	005 110 000 000 401	TABLE	\$41.99		
<b>PO#:</b> 2392	<b>Voucher #:</b>	<b>9149</b>	Invoice	<b>Invoice No:</b> 1MVX-WHW6-R3TJ	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$41.99</b>	
			E 01	103 203 000 000 401	B0D9M1WP59 REIBII 5-Tier Heavy Duty Adjus	\$171.90		
			E 01	103 203 000 000 401	Amazon Shipping Charge	\$39.98		
			E 01	103 203 000 000 401	Freight	(\$8.60)		
<b>PO#:</b> 2399	<b>Voucher #:</b>	<b>9048</b>	Invoice	<b>Invoice No:</b> 1H1M-LPX7-1VDR	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$203.28</b>	
						<b>Check Amount:</b>	<b>\$1,221.00</b>	
MNBK	23580	3228		BARB GRAVES		Check		
			E 01	103 640 066 316 366	MILEAGE - REUNIFICATION MEETING	\$81.20		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8979</b>	Invoice	<b>Invoice No:</b> 06232025	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$81.20</b>	
						<b>Check Amount:</b>	<b>\$81.20</b>	

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23577-23614    Payment Date: 6/1/2025-7/31/2025    Period: 202512-202601    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23581	3140		BARTON RUD		Check		
			E 01	302 640 000 316 366	MILEAGE TO MASSP CONFERENCE - BREEZY	\$204.40		
PO#:	Voucher #:	8989	Invoice	Invoice No: 06262025	7/21/2025	Paid Amt:	\$204.40	
						Check Amount:	\$204.40	
MNBK	23582	1306		CENTRAL MCGOWAN, INC		Check		
			R 01	304 301 000 628 021	AC/DC 225	\$4,356.76		
			R 01	304 301 000 628 021	SQUARE WAVE TIG 200	\$1,917.25		
			E 01	304 361 893 830 433	SQUARE WAVE TIG 200	\$1,080.75		
			E 01	304 361 893 830 433	POWER MIG 140MP	\$1,219.30		
			E 01	304 361 893 830 433	CART WELDING UNIVERSAL - 2 SHELVES	\$118.56		
			E 01	304 361 893 830 433	DELIVERY CHARGE	\$29.50		
PO#: 2391	Voucher #:	9014	Invoice	Invoice No: 0001009794	7/21/2025	Paid Amt:	\$8,722.12	
			E 01	304 361 893 830 433	CYLINDER RENTAL	\$17.75		
PO#:	Voucher #:	9158	Invoice	Invoice No: 0000389185	7/21/2025	Paid Amt:	\$17.75	
						Check Amount:	\$8,739.87	
MNBK	23583	1348		CITY OF LP		Check		
			E 01	005 810 103 000 330	SEWER/WATER - HS	\$80.93		
PO#:	Voucher #:	9060	Invoice	Invoice No: 01-00465900-00-3	7/21/2025	Paid Amt:	\$80.93	
			E 01	005 810 000 000 330	SEWER/WATER - EARLY CHILDHOOD	\$61.08		
PO#:	Voucher #:	9062	Invoice	Invoice No: 0100313800-00-4	7/21/2025	Paid Amt:	\$61.08	
			E 01	005 810 103 000 330	SEWER/WATER - TENNIS COURTS	\$2.77		
PO#:	Voucher #:	9059	Invoice	Invoice No: 01-00465500-00-5	7/21/2025	Paid Amt:	\$2.77	
			E 01	005 810 000 000 330	SEWER/WATER - TRACK AND FIELD	\$0.28		
PO#:	Voucher #:	9064	Invoice	Invoice No: 01-00160300-00-9	7/21/2025	Paid Amt:	\$0.28	
			E 01	005 810 000 000 330	SEWER/WATER - ELEM	\$75.27		
PO#:	Voucher #:	9063	Invoice	Invoice No: 01-00313500-00-3	7/21/2025	Paid Amt:	\$75.27	
			E 01	005 810 000 000 330	SEWER/WATER - BASEBALL FIELD	\$23.08		
PO#:	Voucher #:	9061	Invoice	Invoice No: 01-00313300-00-9	7/21/2025	Paid Amt:	\$23.08	
						Check Amount:	\$243.41	
MNBK	23584	3141		DANIEL LUDVIGSON		Check		
			E 01	005 020 000 000 366	MILEAGE FOR MASA MEETING & FRESHWATE	\$147.00		
PO#:	Voucher #:	9011	Invoice	Invoice No: 06272025	7/21/2025	Paid Amt:	\$147.00	
			E 01	103 640 066 316 366	MILEAGE REIMBURSEMENT - REUNIFICATION	\$105.00		
PO#:	Voucher #:	9012	Invoice	Invoice No: 06272025	7/21/2025	Paid Amt:	\$105.00	
						Check Amount:	\$252.00	

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Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23585	3374		DAVID RUDA		Check		
			E 01	400 298 413 301 401	SUPPLIES	\$9.63		
PO#:	Voucher #:	8965	Invoice	Invoice No: 06162025	7/21/2025	Paid Amt:	\$9.63	
						Check Amount:	\$9.63	
MNBK	23586	3302		DAVID WRIGHT		Check		
			B 01	230 050	LODGING FOR GIRLS HOCKEY - FEB 2025	\$958.08		
PO#:	Voucher #:	9081	Invoice	Invoice No: 06302025	7/21/2025	Paid Amt:	\$958.08	
			B 01	230 050	LODGING GIRLS HOCKEY - JAN 2025	\$1,476.88		
PO#:	Voucher #:	9082	Invoice	Invoice No: 06302025	7/21/2025	Paid Amt:	\$1,476.88	
						Check Amount:	\$2,434.96	
MNBK	23587	1536		EDUCATOR BENEFIT CONSULTANTS, LLC		Check		
			E 01	005 160 000 000 305	403(B) ADMIN & COMPLIANCE SERVICE MON	\$141.72		
PO#:	Voucher #:	9074	Invoice	Invoice No: 37879	7/21/2025	Paid Amt:	\$141.72	
						Check Amount:	\$141.72	
MNBK	23588	3644		FIELDTURF		Check		
			E 06	005 870 000 791 510	TRACK & TURF PROJECT THRU JUNE 2025	\$628,457.96		
PO#:	Voucher #:	9168	Invoice	Invoice No: 000729295	7/21/2025	Paid Amt:	\$628,457.96	
						Check Amount:	\$628,457.96	
MNBK	23589	1702		HANDYMANS INC		Check		
			E 01	005 810 000 000 401	ROYAL 110	\$249.99		
			E 01	005 810 000 000 401	ROYAL 186	\$249.99		
			E 01	005 810 000 000 401	A71 INSIDE COVER - BLACK	\$48.00		
PO#:	Voucher #:	9013	Invoice	Invoice No: 495358	7/21/2025	Paid Amt:	\$547.98	
						Check Amount:	\$547.98	
MNBK	23590	1825		ISD 709		Check		
			E 01	998 420 000 000 390	CARE & TREATMENT 9/3/24 - 3/18/25	\$20,148.03		
PO#:	Voucher #:	9175	Invoice	Invoice No: 1002400432	7/21/2025	Paid Amt:	\$20,148.03	
						Check Amount:	\$20,148.03	
MNBK	23591	3662		JOSH LUBERTS		Check		
			E 04	005 505 000 321 170	LITTLE LEAGUE HELP	\$75.00		
PO#:	Voucher #:	9083	Invoice	Invoice No: 07072025	7/21/2025	Paid Amt:	\$75.00	
						Check Amount:	\$75.00	
MNBK	23592	1984		JW PEPPER & SON INC		Check		
			E 01	102 258 000 000 430	Music from How to Train Your Dragon Hal Le	\$70.00		
			E 01	102 258 000 000 430	SHIPPING	\$19.99		
PO#:	2393	Voucher #:	9047	Invoice	Invoice No: 367597633	7/21/2025	Paid Amt:	\$89.99

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23577-23614    Payment Date: 6/1/2025-7/31/2025    Period: 202512-202601    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23592	1984		<b>JW PEPPER &amp; SON INC</b>		<b>Check</b>		
			E 01	102 258 000 000 430	Pirates of the Caribbean Hal Leonard Corpor:	\$50.00		
			E 01	102 258 000 000 430	I Want It That Way Hal Leonard Corporation	\$65.00		
<b>PO#:</b>	<b>2393</b>	<b>Voucher #:</b>	<b>9046</b>	Invoice	<b>Invoice No:</b> 367597675	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$115.00</b>
			E 01	102 259 000 000 430	La Sopa de Isabel - Replacement Check for 2:	\$49.99		
<b>PO#:</b>		<b>Voucher #:</b>	<b>9054</b>	Invoice	<b>Invoice No:</b> 367485807	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$49.99</b>
							<b>Check Amount:</b>	<b>\$254.98</b>
MNBK	23593	2002		<b>KATIE LIESER</b>		<b>Check</b>		
			E 04	005 505 078 499 401	SUMMER SCHOOL SUPPLIES	\$55.35		
<b>PO#:</b>		<b>Voucher #:</b>	<b>8986</b>	Invoice	<b>Invoice No:</b> 06252025	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$55.35</b>
							<b>Check Amount:</b>	<b>\$55.35</b>
MNBK	23594	2013		<b>KEMPS</b>		<b>Check</b>		
			E 02	005 770 000 701 495	milk	\$87.65		
<b>PO#:</b>		<b>Voucher #:</b>	<b>8907</b>	Invoice	<b>Invoice No:</b> 5815432	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$87.65</b>
			E 02	005 770 000 701 495	milk	\$456.50		
<b>PO#:</b>		<b>Voucher #:</b>	<b>8976</b>	Invoice	<b>Invoice No:</b> 5826913	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$456.50</b>
							<b>Check Amount:</b>	<b>\$544.15</b>
MNBK	23595	3533		<b>LANGUAGERS, INC</b>		<b>Check</b>		
			E 01	302 211 000 000 401	TRANSLATION & PROOFREADING TASK REQ	\$117.60		
			E 01	103 203 000 000 401	TRANSLATION & PROOFREADING TASK REQ	\$117.60		
<b>PO#:</b>		<b>Voucher #:</b>	<b>9069</b>	Invoice	<b>Invoice No:</b> 544588C9-0004	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$235.20</b>
							<b>Check Amount:</b>	<b>\$235.20</b>
MNBK	23596	2121		<b>LONG PRAIRIE FLEET SUPPLY</b>		<b>Check</b>		
			E 01	005 810 103 000 401	CUSTODIAL SUPPLIES - HS	\$366.33		
<b>PO#:</b>		<b>Voucher #:</b>	<b>9073</b>	Invoice	<b>Invoice No:</b> 47693 & 47803	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$366.33</b>
							<b>Check Amount:</b>	<b>\$366.33</b>
MNBK	23597	2124		<b>LONG PRAIRIE LEADER</b>		<b>Check</b>		
			E 01	005 010 000 000 401	BOARD MINUTES - 5/19	\$579.00		
			E 01	005 010 000 000 401	MILK AND BREAD BIDS	\$99.00		
<b>PO#:</b>		<b>Voucher #:</b>	<b>9057</b>	Invoice	<b>Invoice No:</b> 18175	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$678.00</b>
							<b>Check Amount:</b>	<b>\$678.00</b>
MNBK	23598	2126		<b>LONG PRAIRIE LUMBER</b>		<b>Check</b>		
			E 01	005 810 103 000 401	LUMBAR - HS	\$720.20		
<b>PO#:</b>		<b>Voucher #:</b>	<b>8954</b>	Invoice	<b>Invoice No:</b> 2506-165429	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$720.20</b>

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23577-23614    Payment Date: 6/1/2025-7/31/2025    Period: 202512-202601    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23598	2126		LONG PRAIRIE LUMBER		Check		
			E 01	005 810 103 000 401	GRK FIN/TRIM	\$8.56		
PO#:	Voucher #:	9019	Invoice	Invoice No: 2506-165724	7/21/2025	Paid Amt:	\$8.56	
						Check Amount:	\$728.76	
MNBK	23599	2128		LONG PRAIRIE OIL		Check		
			E 01	005 810 000 000 353	FUEL	\$259.31		
			E 01	005 810 000 000 352	UPKEEP	\$91.80		
PO#:	Voucher #:	9066	Invoice	Invoice No: MULTIPLE	7/21/2025	Paid Amt:	\$351.11	
						Check Amount:	\$351.11	
MNBK	23600	3404		MARCO		Check		
			E 01	005 170 000 000 401	STANDARD PAYMENT	\$21.25		
			E 01	005 170 000 000 401	AMENDMENT ADJUSTMENT 4/2025-6/2025	\$302.50		
PO#:	Voucher #:	9056	Invoice	Invoice No: 39558008	7/21/2025	Paid Amt:	\$323.75	
						Check Amount:	\$323.75	
MNBK	23601	2203		MARY SCHMIDT		Check		
			E 04	005 505 078 499 401	RAINBOW CLASS SUPPLIES	\$60.07		
PO#:	Voucher #:	9084	Invoice	Invoice No: 06292025	7/21/2025	Paid Amt:	\$60.07	
						Check Amount:	\$60.07	
MNBK	23602	3393		MICHAEL MANDERS		Check		
			E 01	302 640 000 316 366	MILEAGE, HOTEL, MEALS & REG - MCTM SPR	\$1,023.76		
PO#:	Voucher #:	8966	Invoice	Invoice No: 05222025	7/21/2025	Paid Amt:	\$1,023.76	
						Check Amount:	\$1,023.76	
MNBK	23603	2472		PAN-O-GOLD BAKING		Check		
			E 02	005 770 000 701 490	bread	\$55.00		
PO#:	Voucher #:	8985	Invoice	Invoice No: 10008525174002	7/21/2025	Paid Amt:	\$55.00	
						Check Amount:	\$55.00	
MNBK	23604	2502		PERFORMANCE FOODSERVICE - TWIN CITI		Check		
			E 04	005 570 501 321 401	LP Kids Foods	\$2,563.49		
PO#:	Voucher #:	8922	Invoice	Invoice No: 585221	7/21/2025	Paid Amt:	\$2,563.49	
						Check Amount:	\$2,563.49	
MNBK	23605	2595		RATWIK, ROSZAK & MALONEY, PA		Check		
			E 01	005 150 000 000 305	LEGAL FEES	\$1,347.50		
PO#:	Voucher #:	8953	Invoice	Invoice No: STATEMENT 79927	7/21/2025	Paid Amt:	\$1,347.50	
			E 01	005 150 000 000 305	LEGAL FEES	\$385.00		
PO#:	Voucher #:	9015	Invoice	Invoice No: 06302025	7/21/2025	Paid Amt:	\$385.00	
						Check Amount:	\$1,732.50	

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23577-23614    Payment Date: 6/1/2025-7/31/2025    Period: 202512-202601    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23606	2607		REGENTS OF THE UNIVERSITY OF MINNESOTA		Check		
			E 04	005 505 078 499 303	LONG PRAIRIE 4H		\$191.56	
PO#:	Voucher #:	9068	Invoice	Invoice No: 2011040947	7/21/2025	Paid Amt:	\$191.56	
						Check Amount:	\$191.56	
MNBK	23607	2624		REVOLVING FUND		Check		
			R 04	005 505 000 321 040	REVOLVING ACCT TRANSFER		\$520.00	
			E 01	005 110 000 000 401	REVOLVING ACCT TRANSFER		\$20.00	
			R 02	000 000 000 701 601	REVOLVING ACCT TRANSFER		\$1,053.32	
			E 04	005 560 069 321 401	REVOLVING ACCT TRANSFER		\$75.00	
PO#:	Voucher #:	9129	Invoice	Invoice No: 07142025	7/21/2025	Paid Amt:	\$1,668.32	
						Check Amount:	\$1,668.32	
MNBK	23608	2782		SHERRI EVENSON		Check		
			E 01	103 640 066 316 366	MILEAGE FOR REUNIFICATION MEETING, REC		\$215.60	
PO#:	Voucher #:	9023	Invoice	Invoice No: 07012025	7/21/2025	Paid Amt:	\$215.60	
						Check Amount:	\$215.60	
MNBK	23609	3442		SITELOGIQ INC - ACCOUNTS RECEIVABLES MIDWEST		Check		
			E 06	005 867 000 366 305	HVAC PROJECT - HS - MAY		\$10,512.00	
PO#:	Voucher #:	9042	Invoice	Invoice No: 16490	7/21/2025	Paid Amt:	\$10,512.00	
			E 06	005 867 000 366 305	HVAC PROJECT - HS - JUNE		\$17,166.00	
PO#:	Voucher #:	9043	Invoice	Invoice No: 16491	7/21/2025	Paid Amt:	\$17,166.00	
			E 06	005 867 000 366 305	HVAC PROJECT - MAY 2025		\$77,740.00	
PO#:	Voucher #:	9162	Invoice	Invoice No: 23451	7/21/2025	Paid Amt:	\$77,740.00	
			E 06	005 867 000 366 305	HVAC PROJECT - JUNE 2025		\$400,432.30	
PO#:	Voucher #:	9163	Invoice	Invoice No: 23451	7/21/2025	Paid Amt:	\$400,432.30	
						Check Amount:	\$505,850.30	
MNBK	23610	2814		SOURCEWELL		Check		
			E 01	103 640 066 316 366	QTR 3 BILLING FEB-APRIL 2025		\$110.00	
PO#:	Voucher #:	9045	Invoice	Invoice No: INV00004361	7/21/2025	Paid Amt:	\$110.00	
						Check Amount:	\$110.00	
MNBK	23611	2897		TAMMY CEBULLA		Check		
			E 01	103 640 066 316 366	MILEAGE - REUNIFICATION MEETING		\$37.80	
PO#:	Voucher #:	8978	Invoice	Invoice No: 06182025	7/21/2025	Paid Amt:	\$37.80	
						Check Amount:	\$37.80	
MNBK	23612	2969		T-MOBILE		Check		
			E 04	005 505 078 499 320	HOT SPOT		\$40.00	

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23577-23614    Payment Date: 6/1/2025-7/31/2025    Period: 202512-202601    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23612	2969		<b>T-MOBILE</b>		<b>Check</b>
			B 01	215 082	HOT SPOT	\$60.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>9076</b>	Invoice	<b>Invoice No:</b> 958084262	<b>7/21/2025</b>	<b>Paid Amt: \$100.00</b>
						<b>Check Amount: \$100.00</b>
MNBK	23613	3041		<b>VERIZON WIRELESS</b>		<b>Check</b>
			E 01	200 257 088 302 555	MONTHLY CHARGE	\$15.02
<b>PO#:</b>	<b>Voucher #:</b>	<b>9159</b>	Invoice	<b>Invoice No:</b> 6117493305	<b>7/21/2025</b>	<b>Paid Amt: \$15.02</b>
						<b>Check Amount: \$15.02</b>
MNBK	23614	3080		<b>WEST CENTRAL LIGHTING SUPPLY</b>		<b>Check</b>
			E 01	005 865 000 370 350	BULBS	\$1,566.00
			E 01	005 865 000 370 350	FREIGHT	\$98.95
<b>PO#:</b>	<b>Voucher #:</b>	<b>9058</b>	Invoice	<b>Invoice No:</b> 00029004	<b>7/21/2025</b>	<b>Paid Amt: \$1,664.95</b>
						<b>Check Amount: \$1,664.95</b>
<b>Report Total:</b>						<b>\$1,181,939.93</b>

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23615-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23615	1003		<b>2ND GEAR LLC</b>		<b>Check</b>		
			E 01	200 211 000 302 466	DELL 3100-2N1, C-1.1-N4020, 4GB, 32GB TOL	\$8,960.00		
			E 01	200 211 000 302 466	SHIPPING	\$308.52		
<b>PO#:</b> 2368	<b>Voucher #:</b>	<b>9170</b>	Invoice	<b>Invoice No:</b> INV498443	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$9,268.52</b>	
			E 01	200 211 000 302 465	MANAGEMENT	\$2,668.80		
<b>PO#:</b> 2368	<b>Voucher #:</b>	<b>9171</b>	Invoice	<b>Invoice No:</b> INV498595	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$2,668.80</b>	
						<b>Check Amount:</b>	<b>\$11,937.32</b>	
MNBK	23616	3126		<b>AMAZON CAPITAL SERVICES</b>		<b>Check</b>		
			E 01	005 110 000 000 401	SCOTCH THERMAL LAMINATING POUCHES	\$40.83		
			E 04	005 505 078 499 401	LEATHER OFFICE CHAIR	\$104.00		
			E 04	005 505 078 499 401	SHIPPING	\$0.00		
<b>PO#:</b> 2403	<b>Voucher #:</b>	<b>9153</b>	Invoice	<b>Invoice No:</b> IJQC-PF7X-W9JY	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$144.83</b>	
			E 01	400 298 457 301 401	B075DQQHMJ ClosetMaid 6 Cube Storage Si	\$225.16		
			E 01	400 298 457 301 401	Amazon Shipping Charge	\$0.00		
<b>PO#:</b> 2400	<b>Voucher #:</b>	<b>9055</b>	Invoice	<b>Invoice No:</b> 1QPK-JN3Q-GHH4	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$225.16</b>	
						<b>Check Amount:</b>	<b>\$369.99</b>	
MNBK	23617	1089		<b>AMY LANGFORD</b>		<b>Check</b>		
			R 01	400 296 051 000 099	SPORTS START UP MONEY	\$1,000.00		
			R 01	400 294 051 000 099	SPORTS START UP MONEY	\$1,000.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9034</b>	Invoice	<b>Invoice No:</b> 06122025	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$2,000.00</b>	
						<b>Check Amount:</b>	<b>\$2,000.00</b>	
MNBK	23618	3660		<b>ARBITERSPORTS LLC</b>		<b>Check</b>		
			E 01	400 296 051 000 401	25-26 REG. SUB, FACILITIES & ACTIVITY SCH	\$1,377.80		
			E 01	400 294 051 000 401	25-26 REG. SUB, FACILITIES & ACTIVITY SCH	\$1,377.80		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9032</b>	Invoice	<b>Invoice No:</b> INV70040	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$2,755.60</b>	
						<b>Check Amount:</b>	<b>\$2,755.60</b>	
MNBK	23619	1174		<b>BENCHMARK EDUCATION</b>		<b>Check</b>		
			E 01	101 216 000 401 401	25-26 SUBSCRIPTION RENEWAL	\$12,078.50		
<b>PO#:</b> 2372	<b>Voucher #:</b>	<b>9028</b>	Invoice	<b>Invoice No:</b> 571400	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$12,078.50</b>	
						<b>Check Amount:</b>	<b>\$12,078.50</b>	
MNBK	23620	3661		<b>Charlene Bzdok</b>		<b>Check</b>		
			E 04	005 505 000 321 170	SMOOTHIES CLASS	\$150.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9086</b>	Invoice	<b>Invoice No:</b> 2	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$150.00</b>	
						<b>Check Amount:</b>	<b>\$150.00</b>	

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23615-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23621	1404		<b>CTC</b>		<b>Check</b>		
				E 01 005 810 000 000 320	MONTHLY INTERNET	\$2,398.59		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9157</b>	Invoice	<b>Invoice No:</b> 21614248	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$2,398.59</b>	
						<b>Check Amount:</b>	<b>\$2,398.59</b>	
MNBK	23622	3141		<b>DANIEL LUDVIGSON</b>		<b>Check</b>		
				E 01 005 020 000 000 401	SUPPLIES FOR LAKE CHARLOTTE CELEBRAT	\$41.07		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9155</b>	Invoice	<b>Invoice No:</b> 07112025	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$41.07</b>	
						<b>Check Amount:</b>	<b>\$41.07</b>	
MNBK	23623	1527		<b>EDMENTUM</b>		<b>Check</b>		
				E 01 301 680 000 000 390	RENEWAL OF SOFTWARE '26	\$8,229.70		
<b>PO#:</b> 2370	<b>Voucher #:</b>	<b>9030</b>	Invoice	<b>Invoice No:</b> INV3262228	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$8,229.70</b>	
						<b>Check Amount:</b>	<b>\$8,229.70</b>	
MNBK	23624	1536		<b>EDUCATOR BENEFIT CONSULTANTS, LLC</b>		<b>Check</b>		
				E 01 005 160 000 000 305	FLEX-PLAN ADMINISTRATION	\$125.00		
				E 01 005 160 000 000 305	FLEX-HSA PLAN ADMINISTRATION	\$288.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9156</b>	Invoice	<b>Invoice No:</b> 38190	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$413.00</b>	
				E 01 005 160 000 000 305	3RD QUARTER 2025: JULY, AUGUST AND SE	\$1,044.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9075</b>	Invoice	<b>Invoice No:</b> 38123	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$1,044.00</b>	
						<b>Check Amount:</b>	<b>\$1,457.00</b>	
MNBK	23625	1552		<b>EMC INSURANCE COMPANIES</b>		<b>Check</b>		
				E 01 005 940 000 000 340	25-26 POLICY RENEWAL	\$135,439.62		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9128</b>	Invoice	<b>Invoice No:</b> 7002754475	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$135,439.62</b>	
						<b>Check Amount:</b>	<b>\$135,439.62</b>	
MNBK	23626	1725		<b>HEGGERTY.ORG</b>		<b>Check</b>		
				E 01 200 211 000 302 406	SOFTWARE 25-26 (4)	\$356.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9165</b>	Invoice	<b>Invoice No:</b> SO-250502-0168813	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$356.00</b>	
						<b>Check Amount:</b>	<b>\$356.00</b>	
MNBK	23627	3177		<b>HERITAGE EMBROIDERY &amp; DESIGN</b>		<b>Check</b>		
				E 01 400 294 053 000 401	FOOTBALL SHOULDER PADS	\$569.97		
				E 01 400 294 053 000 401	SHIPPING	\$60.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9079</b>	Invoice	<b>Invoice No:</b> 103461	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$629.97</b>	
				E 01 400 294 053 000 401	SPALDING ALPHA FOOTBALL	\$480.00		
				E 01 400 294 053 000 401	MCDAVID 5-PAD GIRDLE	\$138.00		
				E 01 400 294 053 000 401	SHIPPING	\$50.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9080</b>	Invoice	<b>Invoice No:</b> 101718	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$668.00</b>	
						<b>Check Amount:</b>	<b>\$1,297.97</b>	

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23615-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23628	1739		HILLYARD/HUTCHINSON		Check		
			E 01	005 810 000 000 401	FILTER MICRO HYGIENE SENSOR	\$126.96		
			E 01	005 810 000 000 401	SHIPPING	\$9.09		
PO#:	Voucher #:	9071	Invoice	Invoice No: 700664707	7/21/2025	Paid Amt:	\$136.05	
			E 01	005 810 000 000 401	SQUEEGEE BLADE KIT	\$113.78		
			E 01	005 810 000 000 401	SHIPPING	\$9.09		
PO#:	Voucher #:	9161	Invoice	Invoice No: 700664936	7/21/2025	Paid Amt:	\$122.87	
						Check Amount:	\$258.92	
MNBK	23629	3475		INSTRUCTIONAL EMPOWERMENT		Check		
			E 01	200 211 000 302 405	25-26 IE OBSERVATION ANNUAL LICENSE RE	\$4,728.00		
PO#: 2397	Voucher #:	9029	Invoice	Invoice No: SIN005786	7/21/2025	Paid Amt:	\$4,728.00	
						Check Amount:	\$4,728.00	
MNBK	23630	1783		INTEGRATED SYSTEMS CORPORATION		Check		
			E 01	005 110 000 000 305	Skyward Hosting Services for August 2025	\$356.00		
PO#:	Voucher #:	9049	Invoice	Invoice No: 0748139	7/21/2025	Paid Amt:	\$356.00	
						Check Amount:	\$356.00	
MNBK	23631	3668		J BROTHERS LONG PRAIRIE		Check		
			E 01	005 865 000 381 350	REMOVED TOILET FLANGE & INSTALLED NEV	\$442.54		
PO#:	Voucher #:	9072	Invoice	Invoice No: 12	7/21/2025	Paid Amt:	\$442.54	
			E 01	005 810 103 000 401	COMPRESSION COUPLINGS	\$120.00		
PO#:	Voucher #:	9130	Invoice	Invoice No: 43	7/21/2025	Paid Amt:	\$120.00	
						Check Amount:	\$562.54	
MNBK	23632	3286		JESSICA RICHTER		Check		
			E 04	005 570 501 321 490	PIZZA FOR LP KIDS	\$45.08		
PO#:	Voucher #:	9085	Invoice	Invoice No: 07092025	7/21/2025	Paid Amt:	\$45.08	
						Check Amount:	\$45.08	
MNBK	23633	2013		KEMPS		Check		
			E 02	005 770 000 701 495	milk	\$285.95		
PO#:	Voucher #:	9135	Invoice	Invoice No: 5850835	7/21/2025	Paid Amt:	\$285.95	
						Check Amount:	\$285.95	
MNBK	23634	2255		MESPA		Check		
			E 01	103 640 000 316 366	REGISTRATION FOR LEGAL SEMINAR - CEB	\$195.00		
PO#:	Voucher #:	9133	Invoice	Invoice No: 19989	7/21/2025	Paid Amt:	\$195.00	
						Check Amount:	\$195.00	
MNBK	23635	2613		REGION I		Check		
			E 01	005 110 000 000 305	ACCOUNTING SUPPORT SERVICES - QTR 1	\$2,218.98		

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23615-2147483647    Payment Date: 7/1/2025-7/31/2025    Period: 202601-202601    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23635	2613		REGION I		Check		
			E 01	005 110 000 000 305	PAYROLL SUPPORT SERVICES - QTR 1		\$2,429.25	
PO#:	Voucher #:	9172	Invoice	Invoice No: 15612	7/21/2025	Paid Amt:	\$4,648.23	
						Check Amount:	\$4,648.23	
MNBK	23636	3620		RENAISSANCE		Check		
			E 01	101 216 000 401 433	FASTFLIX ONLINE TRAINING		\$750.00	
			E 01	101 216 000 401 433	FASTBRIDGE SUBSCRIPTION		\$8,712.50	
PO#: 2280	Voucher #:	9070	Invoice	Invoice No: INV5565508	7/21/2025	Paid Amt:	\$9,462.50	
						Check Amount:	\$9,462.50	
MNBK	23637	2618		RENAISSANCE LEARNING INC		Check		
			E 01	200 211 000 302 405	FASTBRIDGE SUBSCRIPTION		\$459.00	
PO#:	Voucher #:	9164	Invoice	Invoice No: INVIE0110091	7/21/2025	Paid Amt:	\$459.00	
			E 01	200 211 000 302 405	EDUCLIMBER SOFTWARE		\$11,245.05	
PO#:	Voucher #:	9169	Invoice	Invoice No: INV5565523	7/21/2025	Paid Amt:	\$11,245.05	
						Check Amount:	\$11,704.05	
MNBK	23638	2621		RESOURCE TRAINING & SOLUTIONS		Check		
			E 01	005 865 000 352 305	25-26 MEMBERSHIP		\$1,000.00	
PO#:	Voucher #:	9031	Invoice	Invoice No: 42587	7/21/2025	Paid Amt:	\$1,000.00	
						Check Amount:	\$1,000.00	
MNBK	23639	2736		SCHOOL NURSES SUPPLY INC		Check		
			E 01	200 720 000 000 401	Ace Wrap 2" #15210		\$11.50	
			E 01	200 720 000 000 401	Ace Wrap 3" # 15211		\$15.50	
			E 01	200 720 000 000 401	Ace Wrap 4" #15212		\$3.78	
			E 01	200 720 000 000 401	A&D Ointment #18096		\$5.98	
			E 01	200 720 000 000 401	Alcohol prep pads #11205		\$6.58	
			E 01	200 720 000 000 401	baby wipes #27513		\$28.72	
			E 01	200 720 000 000 401	1x3 bandages #5436		\$125.00	
			E 01	200 720 000 000 401	2x3 bandages #8342		\$47.80	
			E 01	200 720 000 000 401	3/4 x 3 #5433		\$112.00	
			E 01	200 720 000 000 401	5/8 x 2 1/4" #5046		\$5.90	
			E 01	200 720 000 000 401	knuckle Bandages #8325		\$30.76	
			E 01	200 720 000 000 401	Fingertip bandages #8330		\$14.98	
			E 01	200 720 000 000 401	XL bandage #8250		\$21.96	
			E 01	200 720 000 000 401	Band-Aid Cleansing liquid #4459		\$35.34	
			E 01	200 720 000 000 401	AAA batteries #25106		\$21.99	
			E 01	200 720 000 000 401	AA batteries #25107		\$29.95	
			E 01	200 720 000 000 401	Biofreeze #22730		\$21.90	

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23615-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23639	2736		<b>SCHOOL NURSES SUPPLY INC</b>		<b>Check</b>
			E 01	200 720 000 000 401	Eye drops #18715	\$15.40
			E 01	200 720 000 000 401	Roll bandges #15500	\$15.78
			E 01	200 720 000 000 401	MIRACLE Nitrile Free Gloves #50216C	\$210.00
			E 01	200 720 000 000 401	3x5 Ice packs #20162	\$139.00
			E 01	200 720 000 000 401	4x6 Ice packs #20210F	\$129.00
			E 01	200 720 000 000 401	4x9 Ice packs #20230	\$105.00
			E 01	200 720 000 000 401	Warm Packs #20215	\$55.00
			E 01	200 720 000 000 401	lotion #51045	\$12.75
			E 01	200 720 000 000 401	Lysol #17820	\$152.00
			E 01	200 720 000 000 401	Lysol Spray #18385	\$59.80
			E 01	200 720 000 000 401	Nosebudd #37185	\$9.49
			E 01	200 720 000 000 401	Specula #32120	\$13.14
			E 01	200 720 000 000 401	Pen light #25342	\$33.50
			E 01	200 720 000 000 401	Peroxide #18455	\$2.58
			E 01	200 720 000 000 401	Hand sanitizer #18747	\$16.25
			E 01	200 720 000 000 401	Coban #15941	\$59.95
			E 01	200 720 000 000 401	Tongue depressor #14510	\$9.95
			E 01	200 720 000 000 401	Vaseline #18670	\$2.78
			E 01	200 720 000 000 401	paper cups #22059	\$45.10
			E 01	200 720 000 000 401	Instant Ice packs #12745	\$68.00
			E 01	200 720 000 000 401	Emesis Bag #13470	\$35.20
<b>PO#:</b> 2381	<b>Voucher #:</b>	<b>9125</b>	Invoice	<b>Invoice No:</b> INV1055546	<b>7/21/2025</b>	<b>Paid Amt: \$1,729.31</b>
						<b>Check Amount: \$1,729.31</b>
MNBK	23640	3469		<b>SCHOOL NUTRITION DIRECTORS OF MINNESOTA</b>		<b>Check</b>
			E 02	005 770 000 701 401	MEMBERSHIP FEE	\$100.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>9176</b>	Invoice	<b>Invoice No:</b> 07162025	<b>7/21/2025</b>	<b>Paid Amt: \$100.00</b>
						<b>Check Amount: \$100.00</b>
MNBK	23641	3453		<b>SECURLY, INC</b>		<b>Check</b>
			E 01	302 211 000 000 401	CONTRACT RENEWAL 7/1/125 - 6/30/28 - INV	\$10,776.67
<b>PO#:</b>	<b>Voucher #:</b>	<b>9033</b>	Invoice	<b>Invoice No:</b> 140623	<b>7/21/2025</b>	<b>Paid Amt: \$10,776.67</b>
						<b>Check Amount: \$10,776.67</b>
MNBK	23642	2769		<b>SEESAW LEARNING INC</b>		<b>Check</b>
			E 01	200 211 000 302 406	SOFTWARE SUBSCRIPTION 7/1/25 - 6/30/26	\$1,500.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>9166</b>	Invoice	<b>Invoice No:</b> 2025-12096	<b>7/21/2025</b>	<b>Paid Amt: \$1,500.00</b>
						<b>Check Amount: \$1,500.00</b>

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23615-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23643	2775		<b>SFM</b>		<b>Check</b>		
			E 01	103 203 000 000 270	WORK COMP 7/1/25-7/1/26	\$20,222.50		
			E 01	302 211 000 000 270	WORK COMP 7/1/25-7/1/26	\$20,222.50		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9065</b>	Invoice	<b>Invoice No:</b> 3636152	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$40,445.00</b>	
						<b>Check Amount:</b>	<b>\$40,445.00</b>	
MNBK	23644	2790		<b>SHRED-N-GO INC</b>		<b>Check</b>		
			E 04	005 505 078 499 401	SHRED FEE - 21ST CENTURY	\$33.33		
			E 01	005 110 000 000 401	SHRED FEE - DO	\$33.33		
			E 01	103 203 000 000 401	SHRED FEE - ELEM	\$66.64		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9160</b>	Invoice	<b>Invoice No:</b> 185331	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$133.30</b>	
						<b>Check Amount:</b>	<b>\$133.30</b>	
MNBK	23645	2922		<b>TEAM LABORATORY CHEMICAL LLC</b>		<b>Check</b>		
			E 01	005 810 000 000 401	WATER BASED GYM FINISH	\$2,025.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9173</b>	Invoice	<b>Invoice No:</b> INV0047537	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$2,025.00</b>	
			E 01	005 810 103 000 401	WATER BASED GYM FINISH - HS	\$5,400.00		
			E 01	005 810 103 000 401	FREIGHT	\$90.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9174</b>	Invoice	<b>Invoice No:</b> INV0047536	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$5,490.00</b>	
						<b>Check Amount:</b>	<b>\$7,515.00</b>	
MNBK	23646	2924		<b>TECH CHECK</b>		<b>Check</b>		
			B 01	131 000	CHARGING CARTS	\$8,080.00		
			B 01	131 000	SHIPPING	\$665.00		
<b>PO#:</b> 2390	<b>Voucher #:</b>	<b>9025</b>	Invoice	<b>Invoice No:</b> 8430C	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$8,745.00</b>	
			E 01	200 211 000 302 465	SWITCHES FOR CORE NETWORK	\$10,860.26		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9167</b>	Invoice	<b>Invoice No:</b> 8426C	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$10,860.26</b>	
			E 01	200 257 088 302 555	FIREWALL	\$4,033.58		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9024</b>	Invoice	<b>Invoice No:</b> 8464C	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$4,033.58</b>	
						<b>Check Amount:</b>	<b>\$23,638.84</b>	
MNBK	23647	3516		<b>TURNITIN</b>		<b>Check</b>		
			E 01	200 211 000 302 405	TURNITIN FEEDBACK STUDIO	\$2,432.00		
			E 01	200 211 000 302 405	TURNITIN ORIGINIALLY	\$505.00		
<b>PO#:</b> 2394	<b>Voucher #:</b>	<b>9050</b>	Invoice	<b>Invoice No:</b> IN-TII-60302	<b>7/21/2025</b>	<b>Paid Amt:</b>	<b>\$2,937.00</b>	
						<b>Check Amount:</b>	<b>\$2,937.00</b>	
MNBK	23648	3026		<b>UPPER LAKES FOODS INC</b>		<b>Check</b>		
			E 02	005 770 000 701 401	breakfast, lunch & supplies	\$76.45		
			E 02	005 770 000 701 490	breakfast, lunch & supplies	\$494.49		

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23615-2147483647    Payment Date: 7/1/2025-7/31/2025    Period: 202601-202601    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23648	3026		UPPER LAKES FOODS INC		Check
			E 02 005 770 000 705 490	breakfast, lunch & supplies		\$138.69
PO#:	Voucher #:	9177	Invoice	Invoice No: 717063-00	7/21/2025	Paid Amt: \$709.63
						Check Amount: \$709.63
MNBK	23649	3099		WIZER INC		Check
			E 01 103 640 066 316 366	25-26 WIZER BOOST		\$1,107.75
PO#:	Voucher #:	9134	Invoice	Invoice No: 0776CDE7-0005	7/21/2025	Paid Amt: \$1,107.75
						Check Amount: \$1,107.75
						Report Total: \$302,350.13

## Long Prairie-Grey Eagle Check Register by Bank and Check

Check Number: 10168-2147483647 Payment Date: 6/1/2025-7/31/2025 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	AHNB	5131	10168	Check	1	3210		AFSCME COUNCIL 65	Yes	Yes	No	06/13/2025	2,119.30
		5132	10169	Check	1	3246		American General Life	Yes	No	No	06/13/2025	260.00
		5134	10170	Check	1	3548		Gurstel Law Firm, P.C.	Yes	Yes	No	06/13/2025	1,363.81
		5133	10171	Check	1	2109		LOCAL 70 IUOE	Yes	Yes	No	06/13/2025	388.50
		5135	10172	Check	1	2413		NCPERS GROUP LIFE INS	Yes	Yes	No	06/13/2025	16.00
		5214	10173	Check	1	3271		Trustmark Voluntary Benefit Solutions,	Yes	Yes	No	06/13/2025	227.79
		5216	10174	Check	1	2169		MADISON NATIONAL LIFE INS CO	Yes	Yes	No	06/13/2025	2,806.99
		5222	10175	Check	1	3320		NORTH AMERICAN BENEFITS COMPAN	Yes	No	No	06/24/2025	562.23
		5295	10176	Check	1	3210		AFSCME COUNCIL 65	Yes	No	No	07/16/2025	636.08
		5296	10177	Check	1	3246		American General Life	Yes	No	No	07/16/2025	260.00
		5294	10178	Check	1	3548		Gurstel Law Firm, P.C.	Yes	No	No	07/16/2025	659.25
		5293	10179	Check	1	2109		LOCAL 70 IUOE	Yes	No	No	07/16/2025	463.50
		5297	10180	Check	1	2413		NCPERS GROUP LIFE INS	Yes	No	No	07/16/2025	16.00
		5292	10181	Check	1	3320		NORTH AMERICAN BENEFITS COMPAN	Yes	No	No	07/16/2025	562.23
		5299	10182	Check	1	2169		MADISON NATIONAL LIFE INS CO	Yes	No	No	07/17/2025	2,773.72
Bank Total: AHNB												\$13,115.40	
Report Total:												\$13,115.40	

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23536-23576    Payment Date: 6/1/2025-7/31/2025    Period: 202512-202601    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23536	1027		<b>ACCURATE HOME CARE</b>		<b>Check</b>		
			E 01	101 412 000 740 394	NURSING SERVICES - MAY 2025	\$5,402.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8964</b>	Invoice	<b>Invoice No:</b> 18266-15	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$5,402.00</b>	
						<b>Check Amount:</b>	<b>\$5,402.00</b>	
MNBK	23537	1059		<b>ALEXANDRIA TECHNICAL COLLEGE</b>		<b>Check</b>		
			E 04	005 505 078 499 303	Summer Scrubs Camp at Alexandria Technica	\$1,043.00		
<b>PO#:</b> 2309	<b>Voucher #:</b>	<b>8961</b>	Invoice	<b>Invoice No:</b> MULTIPLE	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$1,043.00</b>	
						<b>Check Amount:</b>	<b>\$1,043.00</b>	
MNBK	23538	3126		<b>AMAZON CAPITAL SERVICES</b>		<b>Check</b>		
			E 01	400 298 441 301 401	1098290232 Milwaukee Brewers (Inside MLB	\$35.64		
<b>PO#:</b> 2363	<b>Voucher #:</b>	<b>8952</b>	Invoice	<b>Invoice No:</b> 1RJN-YMHC-J36W	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$35.64</b>	
			E 01	102 203 000 302 530	B0D4P1T8RV TCL 75-Inch Class S5 UHD 4K	\$509.99		
			E 01	102 203 000 302 530	Amazon Shipping Charge	\$0.00		
<b>PO#:</b> 2386	<b>Voucher #:</b>	<b>8924</b>	Invoice	<b>Invoice No:</b> 1P7N-VNDW-TTGH	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$509.99</b>	
						<b>Check Amount:</b>	<b>\$545.63</b>	
MNBK	23539	1265		<b>CANON USA C/O CANON FIN SERV</b>		<b>Check</b>		
			E 01	005 170 000 000 401	COPIER LEASE AGREEMENT 6/1/25-6/30/25	\$359.65		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8955</b>	Invoice	<b>Invoice No:</b> 41207417	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$359.65</b>	
						<b>Check Amount:</b>	<b>\$359.65</b>	
MNBK	23540	1268		<b>CANS 'R' US</b>		<b>Check</b>		
			E 01	005 810 103 000 401	MONTHLY RENTAL	\$213.40		
			E 01	005 810 000 000 401	MONTHLY RENTAL	\$213.39		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8902</b>	Invoice	<b>Invoice No:</b> I1897	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$426.79</b>	
						<b>Check Amount:</b>	<b>\$426.79</b>	
MNBK	23541	1298		<b>CENTERPOINT ENERGY</b>		<b>Check</b>		
			E 01	005 810 103 000 440	FUEL FOR BUILDING - HS	\$350.84		
			E 01	005 810 000 000 440	FUEL FOR BUILDING - ELEM	\$1,874.29		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8950</b>	Invoice	<b>Invoice No:</b> 8000017092-0	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$2,225.13</b>	
						<b>Check Amount:</b>	<b>\$2,225.13</b>	
MNBK	23542	1306		<b>CENTRAL MCGOWAN, INC</b>		<b>Check</b>		
			E 01	304 361 893 830 433	CYLINDER RENTAL	\$49.35		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8909</b>	Invoice	<b>Invoice No:</b> 0000382180	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$49.35</b>	
						<b>Check Amount:</b>	<b>\$49.35</b>	
MNBK	23543	1348		<b>CITY OF LP</b>		<b>Check</b>		
			E 01	005 810 000 000 330	SEWER/WATER - BASEBALL FIELD	\$25.79		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8913</b>	Invoice	<b>Invoice No:</b> 01-00313300-00-9	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$25.79</b>	

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23536-23576    Payment Date: 6/1/2025-7/31/2025    Period: 202512-202601    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23543	1348		<b>CITY OF LP</b>		<b>Check</b>		
			E 01	005 810 000 000 330	SEWER/WATER - TRACK AND FIELD	\$60.27		
PO#:	Voucher #:	8917	Invoice	Invoice No: 01-00160300-00-9	6/25/2025	Paid Amt:	\$60.27	
			E 01	005 810 103 000 330	SEWER/WATER - HS	\$469.03		
PO#:	Voucher #:	8914	Invoice	Invoice No: 01-00465900-00-3	6/25/2025	Paid Amt:	\$469.03	
			E 01	005 810 103 000 330	SEWER/WATER - TENNIS COURTS	\$4.68		
PO#:	Voucher #:	8912	Invoice	Invoice No: 01-00465500-00-5	6/25/2025	Paid Amt:	\$4.68	
			E 01	005 810 000 000 330	SEWER/WATER - ELEM	\$108.87		
PO#:	Voucher #:	8916	Invoice	Invoice No: 01-00313500-00-3	6/25/2025	Paid Amt:	\$108.87	
			E 01	005 810 000 000 330	SEWER/WATER - EARLY CHILDHOOD CENTE	\$71.79		
PO#:	Voucher #:	8915	Invoice	Invoice No: 01-00313800-00-4	6/25/2025	Paid Amt:	\$71.79	
						<b>Check Amount:</b>	<b>\$740.43</b>	
MNBK	23544	1404		<b>CTC</b>		<b>Check</b>		
			E 01	005 810 000 000 320	MONTHLY CHARGE - INTERNET	\$2,402.02		
PO#:	Voucher #:	8925	Invoice	Invoice No: 21595917	6/25/2025	Paid Amt:	\$2,402.02	
						<b>Check Amount:</b>	<b>\$2,402.02</b>	
MNBK	23545	1440		<b>DAVID MONTBRIAND</b>		<b>Check</b>		
			E 01	400 294 071 000 305	BASEBALL OFFICIAL	\$125.00		
PO#:	Voucher #:	8963	Invoice	Invoice No: 05012025	6/25/2025	Paid Amt:	\$125.00	
						<b>Check Amount:</b>	<b>\$125.00</b>	
MNBK	23546	1488		<b>DESIGN TREE ENGINEERING</b>		<b>Check</b>		
			E 01	005 850 000 302 305	BIDDING - TURF	\$2,340.00		
			E 01	005 850 000 302 305	BIDDING - TRACK	\$1,560.00		
			E 01	005 850 000 302 305	CONSTRUCTION ADMIN- TURF	\$700.00		
			E 01	005 850 000 302 305	CONSTRUCTION ADMIN	\$470.00		
			E 01	005 850 000 302 305	ADDITIONAL SERVICES - PERMIT APPLICATIO	\$401.00		
PO#:	Voucher #:	8951	Invoice	Invoice No: 26328	6/25/2025	Paid Amt:	\$5,471.00	
						<b>Check Amount:</b>	<b>\$5,471.00</b>	
MNBK	23547	3449		<b>DOUGLAS FREIE</b>		<b>Check</b>		
			E 01	005 865 000 381 350	JET CLEAN CLOGGED SEWER PIPE - HS	\$200.00		
PO#:	Voucher #:	8908	Invoice	Invoice No: 41985	6/25/2025	Paid Amt:	\$200.00	
						<b>Check Amount:</b>	<b>\$200.00</b>	
MNBK	23548	1620		<b>FRESHWATER EDUCATION DISTRICT</b>		<b>Check</b>		
			E 01	101 400 000 000 390	CREDIT FOR JUNE 2025 NON-SPED ELIGIBLE	\$559.27		
PO#:	Voucher #:	8911	Credit	Invoice No: 20633	6/25/2025	Paid Amt:	(\$559.27)	
			E 01	200 420 000 310 390	JUNE 2025 MEMBERSHIP COST	\$3,576.41		

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23536-23576    Payment Date: 6/1/2025-7/31/2025    Period: 202512-202601    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	23548	1620		<b>FRESHWATER EDUCATION DISTRICT</b>		<b>Check</b>
			E 01	005 850 000 302 570	JUNE 2025 LEASE LEVY	\$254.99
			E 01	005 110 000 000 305	JUNE 2025 PAYROLL SERVICES	\$1,650.00
			E 01	005 110 000 000 366	JUNE 2025 BUSINESS PROFESSIONAL DEVEL	\$3.00
			E 01	200 420 000 000 390	JUNE 2025 PT, OT, PSYCH, VISION, PI DHH S	\$9,737.84
			E 01	101 412 000 740 391	JUNE 2025 ECSE PURCHASED STAFF	\$11,705.32
			E 01	101 400 000 372 396	JUNE 2025 MA SUPPORT	\$560.58
			E 01	200 740 000 374 316	JUNE 2025 STUDENT SUPPORT PERSONNEL	\$7,227.12
			E 01	200 710 000 374 316	JUNE 2025 STUDENT SUPPORT PERSONNEL	\$1,979.40
			E 01	005 810 000 000 320	JUNE 2025 WIDE AREA NETWORK	\$529.41
			E 01	005 810 000 000 320	JUNE 2025 INTERNET ACCESS	\$15.90
			E 04	005 580 000 325 390	JUNE 2025 ECFE	\$8,345.16
			E 04	005 580 000 328 391	JUNE 2025 HOME VISIT	\$149.50
			E 04	005 582 000 344 390	JUNE 2025 SCHOOL READINESS	\$13,625.00
			E 04	005 510 000 326 390	JUNE 2025 ADULT ED - PROJECT TOGETHER	\$166.66
<b>PO#:</b>	<b>Voucher #:</b>	<b>8910</b>	Invoice	<b>Invoice No:</b> 20633	<b>6/25/2025</b>	<b>Paid Amt: \$59,526.29</b>
						<b>Check Amount: \$58,967.02</b>
MNBK	23549	1661		<b>GOPHER</b>		<b>Check</b>
			E 01	400 298 457 301 401	43-506 DuraHoop Hoops 36" Set of 12	\$169.90
			E 01	400 298 457 301 401	41-590 6.3" Rainbow dodgeballs set of 6	\$189.90
			E 01	400 298 457 301 401	50-039 Gopher 9 square in the air game set	\$949.00
			E 01	400 298 457 301 401	62-531 Blue/White Volleyballs	\$449.50
			E 01	400 298 457 301 401	Freight	\$246.17
<b>PO#:</b> 2384	<b>Voucher #:</b>	<b>8959</b>	Invoice	<b>Invoice No:</b> IN449982	<b>6/25/2025</b>	<b>Paid Amt: \$2,004.47</b>
						<b>Check Amount: \$2,004.47</b>
MNBK	23550	1739		<b>HILLYARD/HUTCHINSON</b>		<b>Check</b>
			E 01	005 810 103 000 401	BRUSH AGLITE GRIT	\$404.95
			E 01	005 810 103 000 401	SHIPPING	\$3.09
<b>PO#:</b>	<b>Voucher #:</b>	<b>8972</b>	Invoice	<b>Invoice No:</b> 700659490	<b>6/25/2025</b>	<b>Paid Amt: \$408.04</b>
			E 01	005 810 000 000 401	CUSTODIAL SUPPLIES - ELEM	\$150.36
<b>PO#:</b>	<b>Voucher #:</b>	<b>8903</b>	Invoice	<b>Invoice No:</b> 605845918	<b>6/25/2025</b>	<b>Paid Amt: \$150.36</b>
						<b>Check Amount: \$558.40</b>
MNBK	23551	1783		<b>INTEGRATED SYSTEMS CORPORATION</b>		<b>Check</b>
			B 01	131 000	SHORTAGE ON CHECK 23491	\$6.00
<b>PO#:</b>	<b>Voucher #:</b>	<b>8904</b>	Invoice	<b>Invoice No:</b> 0746974	<b>6/25/2025</b>	<b>Paid Amt: \$6.00</b>
						<b>Check Amount: \$6.00</b>

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23536-23576 Payment Date: 6/1/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23552	3663		<b>KENNEDY &amp; GRAVEN SCHOOL LAW SEMINAR</b>		<b>Check</b>		
			B 01	131 000	2025 BACK TO SCHOOL LEGAL UPDATE FOF	\$135.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8958</b>	Invoice	<b>Invoice No:</b> 202564872595-9544299	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$135.00</b>	
						<b>Check Amount:</b>	<b>\$135.00</b>	
MNBK	23553	2124		<b>LONG PRAIRIE LEADER</b>		<b>Check</b>		
			E 01	005 010 000 000 401	MINUTES - SPANISH 4/21 & 4/28	\$391.50		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8960</b>	Invoice	<b>Invoice No:</b> 18139	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$391.50</b>	
						<b>Check Amount:</b>	<b>\$391.50</b>	
MNBK	23554	2482		<b>PAUL PELZER</b>		<b>Check</b>		
			E 01	400 296 075 000 305	SOFTBALL OFFICIAL	\$125.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8962</b>	Invoice	<b>Invoice No:</b> 05092025	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$125.00</b>	
						<b>Check Amount:</b>	<b>\$125.00</b>	
MNBK	23555	2733		<b>SCHOOL DATEBOOKS</b>		<b>Check</b>		
			B 01	131 000	Planners 25-26	\$874.44		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8923</b>	Invoice	<b>Invoice No:</b> S25-0307129	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$874.44</b>	
						<b>Check Amount:</b>	<b>\$874.44</b>	
MNBK	23556	2790		<b>SHRED-N-GO INC</b>		<b>Check</b>		
			E 01	005 110 000 000 401	SHRED FEE - DO	\$30.98		
			E 04	005 505 078 499 401	SHRED FEE - 21ST CENT	\$30.98		
			E 01	103 203 000 000 401	SHRED FEE - ELEM	\$61.97		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8956</b>	Invoice	<b>Invoice No:</b> 184239	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$123.93</b>	
						<b>Check Amount:</b>	<b>\$123.93</b>	
MNBK	23557	2922		<b>TEAM LABORATORY CHEMICAL LLC</b>		<b>Check</b>		
			E 01	005 810 000 000 401	EPEC STARTER	\$300.00		
			E 01	005 810 000 000 401	EPEC 6 MONTH CONTROL RELEASE	\$500.00		
			E 01	005 810 000 000 401	TRIPLE THREAT	\$290.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8969</b>	Invoice	<b>Invoice No:</b> INV0047153	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$1,090.00</b>	
			E 01	005 810 103 000 401	TRIPLE THREAT	\$2,450.00		
			E 01	005 810 103 000 401	HARDY	\$450.00		
			E 01	005 810 103 000 401	TURF PRO	\$750.00		
			E 01	005 810 103 000 401	EPEC STARTER	\$480.00		
			E 01	005 810 103 000 401	EPEC 6 MONTH CONTROL RELEASE	\$1,320.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8973</b>	Invoice	<b>Invoice No:</b> INV0047163	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$5,450.00</b>	
			E 01	005 810 000 000 401	GOLD LABEL BRILLIANT GLOSS FLOOR FINIS	\$1,170.00		
			E 01	005 810 000 000 401	FREIGHT	\$90.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8967</b>	Invoice	<b>Invoice No:</b> INV0047028	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$1,260.00</b>	

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23536-23576    Payment Date: 6/1/2025-7/31/2025    Period: 202512-202601    Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23557	2922		<b>TEAM LABORATORY CHEMICAL LLC</b>		<b>Check</b>		
				E 01 005 810 000 000 401    TRIPLE THREAT		\$885.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8968</b>	Invoice	<b>Invoice No:</b> INV0047142	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$885.00</b>	
						<b>Check Amount:</b>	<b>\$8,685.00</b>	
MNBK	23558	3489		<b>THE SCIENCE CREW</b>		<b>Check</b>		
				E 04 005 505 078 499 303    SUMMER SCHOOL PRESENTATION		\$1,395.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8977</b>	Invoice	<b>Invoice No:</b> 06262025	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$1,395.00</b>	
						<b>Check Amount:</b>	<b>\$1,395.00</b>	
MNBK	23559	2975		<b>TODD COUNTY TRANSFER STATION</b>		<b>Check</b>		
				E 01 005 810 103 000 401    GARBAGE REMOVAL		\$25.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8980</b>	Invoice	<b>Invoice No:</b> 00168888	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$25.00</b>	
						<b>Check Amount:</b>	<b>\$25.00</b>	
MNBK	23560	2994		<b>TRANE US INC</b>		<b>Check</b>		
				E 01 005 865 000 380 350    COMPRESSOR REPLACEMENT - ELEM		\$11,534.00		
<b>PO#:</b> 2369	<b>Voucher #:</b>	<b>8957</b>	Invoice	<b>Invoice No:</b> 315441706	<b>6/25/2025</b>	<b>Paid Amt:</b>	<b>\$11,534.00</b>	
						<b>Check Amount:</b>	<b>\$11,534.00</b>	
MNBK	23561	3664		<b>ANN MARIE HOLMQUIST</b>		<b>Check</b>		
				E 01 005 010 000 000 305    STAFF LUNCH		\$1,885.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9018</b>	Invoice	<b>Invoice No:</b> 06302025	<b>7/1/2025</b>	<b>Paid Amt:</b>	<b>\$1,885.00</b>	
						<b>Check Amount:</b>	<b>\$1,885.00</b>	
MNBK	23562	3665		<b>ASHLEY SAARELA</b>		<b>Check</b>		
				E 04 005 505 000 321 170    LITTLE LEAGUE HELP		\$60.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9021</b>	Invoice	<b>Invoice No:</b> 07012025	<b>7/1/2025</b>	<b>Paid Amt:</b>	<b>\$60.00</b>	
						<b>Check Amount:</b>	<b>\$60.00</b>	
MNBK	23563	1702		<b>HANDYMANS INC</b>		<b>Check</b>		
				E 01 005 810 103 000 401    4' 0-160 PSI GUAGE 1/4' MPT		\$459.96		
				E 01 005 810 103 000 401    FREIGHT CHARGES		\$31.54		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8997</b>	Invoice	<b>Invoice No:</b> 495385	<b>7/1/2025</b>	<b>Paid Amt:</b>	<b>\$491.50</b>	
						<b>Check Amount:</b>	<b>\$491.50</b>	
MNBK	23564	1764		<b>IDEAL CONSTRUCTION</b>		<b>Check</b>		
				E 06 005 870 000 000 305    HARMONY PARKING LOT PROJECT		\$67,500.00		
<b>PO#:</b> 1741	<b>Voucher #:</b>	<b>9020</b>	Invoice	<b>Invoice No:</b> 347	<b>7/1/2025</b>	<b>Paid Amt:</b>	<b>\$67,500.00</b>	
						<b>Check Amount:</b>	<b>\$67,500.00</b>	

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23536-23576 Payment Date: 6/1/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23565	2108		<b>KAITLYN BODLE</b>		<b>Check</b>		
			E 04	005 505 000 321 401	YOUTH TBALL/TOSSBALL SHIRTS	\$490.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8987</b>	Invoice	<b>Invoice No:</b> 000817	<b>7/1/2025</b>	<b>Paid Amt:</b>	<b>\$490.00</b>	
						<b>Check Amount:</b>	<b>\$490.00</b>	
MNBK	23566	3666		<b>KATYLIN SAARELA</b>		<b>Check</b>		
			E 04	005 505 000 321 170	LITTLE LEAGUE HELP	\$60.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9022</b>	Invoice	<b>Invoice No:</b> 07012025	<b>7/1/2025</b>	<b>Paid Amt:</b>	<b>\$60.00</b>	
						<b>Check Amount:</b>	<b>\$60.00</b>	
MNBK	23567	2131		<b>LONG PRAIRIE SANITARY SERVICE</b>		<b>Check</b>		
			E 01	005 810 000 000 330	GARBAGE SERVICES	\$786.91		
			E 01	005 810 103 000 330	GARBAGE SERVICES	\$786.92		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9016</b>	Invoice	<b>Invoice No:</b> 8544	<b>7/1/2025</b>	<b>Paid Amt:</b>	<b>\$1,573.83</b>	
						<b>Check Amount:</b>	<b>\$1,573.83</b>	
MNBK	23568	2402		<b>NATHE REFRIGERATION</b>		<b>Check</b>		
			E 02	005 770 000 701 350	REPLACE WALK IN COOLER DOOR & FRAME	\$3,975.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>8988</b>	Invoice	<b>Invoice No:</b> 8136	<b>7/1/2025</b>	<b>Paid Amt:</b>	<b>\$3,975.00</b>	
						<b>Check Amount:</b>	<b>\$3,975.00</b>	
MNBK	23569	2599		<b>REALITYWORKS INC.</b>		<b>Check</b>		
			R 01	304 301 000 628 021	COMMON CHILDHOOD ILLNESSES BABY	\$1,499.00		
			R 01	304 301 000 628 021	SHIPPING & HANDLING	\$42.29		
<b>PO#:</b> 2373	<b>Voucher #:</b>	<b>9010</b>	Invoice	<b>Invoice No:</b> 69649	<b>7/1/2025</b>	<b>Paid Amt:</b>	<b>\$1,541.29</b>	
						<b>Check Amount:</b>	<b>\$1,541.29</b>	
MNBK	23570	3667		<b>ANDRIA THEATRE</b>		<b>Check</b>		
			E 04	005 505 078 499 303	STP SHOW TICKETS - STUDENTS	\$840.00		
			E 04	005 505 078 499 303	STP SHOW TICKETS - ADULTS	\$105.00		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9053</b>	Invoice	<b>Invoice No:</b> 1019	<b>7/8/2025</b>	<b>Paid Amt:</b>	<b>\$945.00</b>	
						<b>Check Amount:</b>	<b>\$945.00</b>	
MNBK	23571	1249		<b>BUDGET INN LONG PRAIRIE</b>		<b>Check</b>		
			E 04	005 505 078 499 303	Storybook Theatre-motel lodging for 7 nights	\$927.22		
<b>PO#:</b> 2311	<b>Voucher #:</b>	<b>9051</b>	Invoice	<b>Invoice No:</b> 12059 & 12060	<b>7/8/2025</b>	<b>Paid Amt:</b>	<b>\$927.22</b>	
						<b>Check Amount:</b>	<b>\$927.22</b>	
MNBK	23572	2613		<b>REGION I</b>		<b>Check</b>		
			E 01	200 620 000 302 530	FY26 SERVICES	\$2,649.19		
<b>PO#:</b>	<b>Voucher #:</b>	<b>9026</b>	Invoice	<b>Invoice No:</b> 15309	<b>7/8/2025</b>	<b>Paid Amt:</b>	<b>\$2,649.19</b>	
						<b>Check Amount:</b>	<b>\$2,649.19</b>	

# Long Prairie-Grey Eagle

## Detail Payment Register By Check

Check Number: 23536-23576 Payment Date: 6/1/2025-7/31/2025 Period: 202512-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
MNBK	23573	2802		SKYWARD ACCOUNTING DEPT		Check		
			E 01	200 211 000 302 505	RENEWAL 2025-2026		\$22,759.00	
PO#:	Voucher #:	9027	Invoice	Invoice No: 0000236995	7/8/2025	Paid Amt:	\$22,759.00	
						Check Amount:	\$22,759.00	
MNBK	23574	3569		THE LOCKER GUY		Check		
			E 01	005 810 000 302 530	QUOTE ON LOCKERS FOR ELEMENTARY - Q		\$53,715.00	
PO#: 2104	Voucher #:	9052	Invoice	Invoice No: 1450 & 1489	7/8/2025	Paid Amt:	\$53,715.00	
						Check Amount:	\$53,715.00	
MNBK	23575	2363		MPL		Check		
			E 01	005 810 103 000 332	ELECTRIC - HS		\$8,315.49	
			E 01	005 810 000 000 332	ELECTRIC - ELEM		\$12,199.68	
PO#:	Voucher #:	9152	Invoice	Invoice No: 7123200000	7/17/2025	Paid Amt:	\$20,515.17	
						Check Amount:	\$20,515.17	
MNBK	23576	3305		STORYBOOK THEATRE		Check		
			E 04	005 505 078 499 303	Storybook Summer Theatre fee-(\$500 deposit		\$2,250.00	
PO#: 2315	Voucher #:	9127	Invoice	Invoice No: 07122025	7/17/2025	Paid Amt:	\$2,250.00	
						Check Amount:	\$2,250.00	
<b>Report Total:</b>							<b>\$285,151.96</b>	

## Long Prairie-Grey Eagle 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		Amount
													Date		
AHNB		5123		Wire	1	2565		PUBLIC EMPLOYEES RETIREMT ASSN		No	Yes	No	06/13/2025		40,599.25
AHNB		5124		Wire	1	2918		TEACHERS RETIREMENT ACCOUNT		No	Yes	No	06/13/2025		92,464.31
AHNB		5125		Wire	1	1543		ELECTRONIC FED TAX PAY SYSTEM		No	Yes	No	06/13/2025		212,408.16
AHNB		5126		Wire	1	1372		COMMISSIONER OF REVENUE		No	Yes	No	06/13/2025		39,537.28
AHNB		5127		Wire	1	1155		AVIBEN		No	Yes	No	06/13/2025		18,549.47
AHNB		5128		Wire	1	1155		AVIBEN		No	Yes	No	06/13/2025		2,227.46
AHNB		5129		Wire	1	3279		AVIBEN		No	Yes	No	06/13/2025		2,060.83
AHNB		5130		Wire	1	1155		AVIBEN		No	Yes	No	06/13/2025		8,055.00
AHNB		5215		Wire	1	3545		BLUE CROSS BLUE SHIELD OF MINNESC		No	Yes	No	06/13/2025		117,992.00
AHNB		5217		Wire	1	1372		COMMISSIONER OF REVENUE		No	Yes	No	06/20/2025		36,317.16
AHNB		5218		Wire	1	2565		PUBLIC EMPLOYEES RETIREMT ASSN		No	Yes	No	06/20/2025		3,005.40
AHNB		5219		Wire	1	2918		TEACHERS RETIREMENT ACCOUNT		No	Yes	No	06/20/2025		149,019.61
AHNB		5220		Wire	1	1543		ELECTRONIC FED TAX PAY SYSTEM		No	Yes	No	06/20/2025		200,047.33
AHNB		5221		Wire	1	1467		DELTA DENTAL OF MN		No	Yes	No	06/13/2025		4,053.04
AHNB		5223		Wire	1	1580		EYE MED VISION CARE, LLC		No	Yes	No	06/24/2025		348.98
AHNB		5249		Wire	1	2565		PUBLIC EMPLOYEES RETIREMT ASSN		No	Yes	No	06/26/2025		1,478.30
AHNB		5250		Wire	1	2918		TEACHERS RETIREMENT ACCOUNT		No	Yes	No	06/27/2025		1,812.55
AHNB		5251		Wire	1	1372		COMMISSIONER OF REVENUE		No	Yes	No	06/27/2025		1,013.94
AHNB		5252		Wire	1	1543		ELECTRONIC FED TAX PAY SYSTEM		No	Yes	No	06/27/2025		5,701.91
AHNB		5253		Wire	1	1155		AVIBEN		No	No	No	06/26/2025		3,833.36
AHNB		5265		Wire	1	1080		AMERICAN HERITAGE NATL BANK		No	Yes	No	06/30/2025		79.00
AHNB		5266		Wire	1	2625		REVTRAK INC		No	Yes	No	06/30/2025		571.99
AHNB		5267		Wire	1	3180		EMPOWER		No	Yes	No	06/30/2025		5,807.78
AHNB		5280		Wire	1	1155		AVIBEN		No	No	No	06/30/2025		29,119.32
AHNB		5281		Wire	1	1155		AVIBEN		No	No	No	06/30/2025		7,094.00
AHNB		5282		Wire	1	1155		AVIBEN		No	No	No	06/30/2025		7,094.00
													Bank Total:	\$990,291.43	
MNBK		5263		Wire	1	1197		BMO		No	Yes	No	06/30/2025		7,757.86
MNBK		5264		Wire	1	2324		MINNESOTA NATIONAL BANK		No	Yes	No	06/30/2025		10.00
													Bank Total:	\$7,767.86	
													Report Total:	\$998,059.29	

**REVOLVING FUND**

<b>DATE</b>	<b>CHECK #</b>	<b>VENDOR</b>	<b>MEMO</b>	<b>AMOUNT</b>
06/11/2025	5866	Miriam Myrum	Community Ed	\$ 50.00
06/11/2025	5867	Mariana Acosta Ayala	Community Ed	\$ 50.00

# Statement Manager

**BMO - Mastercard, Statement Period 05/28/2025 to 06/27/2025**

Statement New	Card Account	Previous	Current	Tax Notes
Billing Account 027692	XXXX-XXXX-XXXX-7692	7,757.86	5,517.38	    
Rud Barton	XXXX-XXXX-XXXX-6780	0.00	357.74	    
Evenson Bradley	XXXX-XXXX-XXXX-3534	0.00	1,701.95	    
LUDVIGSON DANIEL	XXXX-XXXX-XXXX-7478	0.00	1,365.00	    
PAURUS KELSEY	XXXX-XXXX-XXXX-4098	0.00	375.51	    
Evenson Sherrilynn	XXXX-XXXX-XXXX-9873	0.00	1,425.69	    
Cebulla Tammy	XXXX-XXXX-XXXX-4387	0.00	291.49	    

# Statement Report

BMO - Mastercard - U.S. Dollar

05/28/2025 to 06/27/2025

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Rud Barton - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes			
05/27/2025	Caseys #1795	.	.	4.81	70.00	<a href="#">?</a>	<a href="#">📄</a>	<a href="#">✉</a>	<a href="#">i</a>
05/28/2025	Caseys #1795	.	.	19.76	287.74	<a href="#">?</a>	<a href="#">📄</a>	<a href="#">✉</a>	<a href="#">i</a>

# Statement Report

BMO - Mastercard - U.S. Dollar

05/28/2025 to 06/27/2025

Evenson Bradley - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes			
05/27/2025	Coborns	.	.	0.54	7.99	?			
06/03/2025	Coborns	.	.	0.51	7.51	?			
06/05/2025	Coborns	.	.	2.94	42.91	?			
06/09/2025	Coborns	.	.	1.76	25.73	?			
06/13/2025	Sams Club #8183	.	.	16.64	242.30	?			
06/15/2025	Jiffy.Com	.	.	.	573.31	?			
06/18/2025	Coborns	.	.	1.52	22.22	?			
06/18/2025	Long Prairie Fleet	.	.	1.56	22.73	?			
06/20/2025	All Star Trophy And Aw	.	.	18.17	255.00	?			
06/20/2025	Samsclub #8183	.	.	23.00	334.82	?			
06/25/2025	Adobe	.	.	.	4.99	?			
06/25/2025	Wm Supercenter #4253	.	.	11.33	162.44	?			

# Statement Report

BMO - Mastercard - U.S. Dollar

05/28/2025 to 06/27/2025

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LUDVIGSON DANIEL - Statement Report	Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
06/09/2025 In Minnesota Associat	.	.	93.75	1,365.00	?   

# Statement Report

BMO - Mastercard - U.S. Dollar

05/28/2025 to 06/27/2025



















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PAURUS KELSEY - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes		
05/28/2025	Dairy Queen #13298	.	.	2.54	37.01			
05/29/2025	Wm Supercenter #1633	.	.	3.61	52.50			
06/10/2025	Gofantix Mshsl (Minne	.	.	1.79	26.00			
06/10/2025	Main Street Farmer Eat	.	.	17.86	260.00			

# Statement Report

BMO - Mastercard - U.S. Dollar

05/28/2025 to 06/27/2025

Evenson Sherrilynn - Statement Report	Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
06/11/2025 Holiday Inn Express	.	.	.	281.74	?   
06/11/2025 Holiday Inn Express	.	.	.	281.74	?   
06/11/2025 Holiday Inn Express	.	.	.	281.74	?   
06/11/2025 Holiday Inn Express	.	.	.	281.74	?   
06/11/2025 Holiday Inn Express	.	.	.	281.74	?   
06/15/2025 Gannett Media Co	.	.	.	16.99	?   

# Statement Report

**BMO - Mastercard - U.S. Dollar**

05/28/2025 to 06/27/2025

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Cebulla Tammy - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes			
05/27/2025	Caseys #1795	.	.	6.73	98.00				
05/27/2025	Coborns	.	.	2.40	34.95				
05/30/2025	Physical Education Equ	.	.	.	158.54				

## Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending July 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										26AB			% YTD			Remaining										
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202601	Year To Date	% YTD	Encumbrances	+ Enc	Balance										
01	General																									
	408	SPECIAL OLYMPIC																								
R	01	400	298	408	301	099	401	408	Misc Revenue - SPECIAL OL	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)										
E	01	400	298	408	301	401	401	408	Supplies - SPECIAL OLYMPI	100.00	0.00	604.13	604%	0.00	604%	(504.13)										
B	01	401	408														400	408	SPECIAL OLYMPIC	0.00	0.00	(482.80)	0%	0.00	0%	482.80
	<b>408</b>	<b>SPECIAL OLYMPIC</b>										<b>0.00</b>	<b>0.00</b>	<b>121.33</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(121.33)</b>								
	410	ELEM DCD																								
R	01	400	298	410	301	099	401	410	Misc Revenue - ELEM DCD	(2,000.00)	0.00	0.00	0%	0.00	0%	(2,000.00)										
E	01	400	298	410	301	401	401	410	Supplies - ELEM DCD	2,000.00	0.00	0.00	0%	0.00	0%	2,000.00										
B	01	401	410														400	410	ELEM DCD	0.00	0.00	(903.43)	0%	0.00	0%	903.43
	<b>410</b>	<b>ELEM DCD</b>										<b>0.00</b>	<b>0.00</b>	<b>(903.43)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>903.43</b>								
	412	FFA																								
R	01	400	298	412	301	099	401	412	Misc Revenue - FFA	(37,500.00)	0.00	(33,402.37)	89%	0.00	89%	(4,097.63)										
E	01	400	298	412	301	401	401	412	Supplies - FFA	37,500.00	0.00	37,655.57	100%	0.00	100%	(155.57)										
B	01	401	412														400	412	FFA	0.00	0.00	1,747.93	0%	0.00	0%	(1,747.93)
	<b>412</b>	<b>FFA</b>										<b>0.00</b>	<b>0.00</b>	<b>6,001.13</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(6,001.13)</b>								
	413	TRAPSHOOTING																								
R	01	400	298	413	301	099	401	413	Misc Revenue - TRAPSHOOT	(8,000.00)	(6,926.77)	(15,758.33)	197%	0.00	197%	7,758.33										
E	01	400	298	413	301	401	401	413	Supplies - TRAPSHOOTING	8,000.00	0.00	14,922.33	187%	0.00	187%	(6,922.33)										
B	01	401	413														400	413	TRAPSHOOTING	0.00	0.00	(9,426.51)	0%	0.00	0%	9,426.51
	<b>413</b>	<b>TRAPSHOOTING</b>										<b>0.00</b>	<b>(6,926.77)</b>	<b>(10,262.51)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>10,262.51</b>								
	415	VOLLEYBALL																								
R	01	400	298	415	301	099	401	415	Misc Revenue - VOLLEYBA	(7,000.00)	0.00	0.00	0%	0.00	0%	(7,000.00)										
E	01	400	298	415	301	401	401	415	Supplies -VOLLEYBALL	7,000.00	0.00	2,671.04	38%	0.00	38%	4,328.96										
B	01	401	415														400	415	VOLLEYBALL	0.00	0.00	(5,055.96)	0%	0.00	0%	5,055.96
	<b>415</b>	<b>VOLLEYBALL</b>										<b>0.00</b>	<b>0.00</b>	<b>(2,384.92)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>2,384.92</b>								
	416	GIRLS BASKETBAL																								
R	01	400	298	416	301	099	401	416	Misc Revenue - GIRLS BASK	(100.00)	0.00	(3,365.50)	3366%	0.00	3366%	3,265.50										
E	01	400	298	416	301	401	401	416	Supplies - GIRLS BASKETB	100.00	0.00	2,581.96	2582%	0.00	2582%	(2,481.96)										
B	01	401	416														400	416	GIRLS BASKETBAL	0.00	0.00	(2,456.98)	0%	0.00	0%	2,456.98
	<b>416</b>	<b>GIRLS BASKETBAL</b>										<b>0.00</b>	<b>0.00</b>	<b>(3,240.52)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>3,240.52</b>								
	417	SECONDARY LIBRA																								
R	01	400	298	417	301	099	401	417	Misc Revenue - SECONDAR	(100.00)	0.00	(500.00)	500%	0.00	500%	400.00										
E	01	400	298	417	301	401	401	417	Supplies - SECONDARY LIBI	100.00	0.00	0.00	0%	0.00	0%	100.00										

## Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending July 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										26AB			% YTD	Remaining		
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202601	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General															
	417	SECONDARY LIBRA														
B	01	401	417				400	417	SECONDARY LIBRA	0.00	0.00	(1,383.92)	0%	0.00	0%	1,383.92
	<b>417</b>	<b>SECONDARY LIBRA</b>														
										<b>0.00</b>	<b>0.00</b>	<b>(1,883.92)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>1,883.92</b>
	418	BOYS BASKETBALL														
R	01	400	298	418	301	099	401	418	Misc Revenue - BOYS BASK	0.00	0.00	(367.52)	0%	0.00	0%	367.52
E	01	400	298	418	301	401	401	418	Supplies - BOYS BASKETB/	0.00	0.00	805.96	0%	0.00	0%	(805.96)
B	01	401	418				400	418	BOYS BASKETBALL	0.00	0.00	(438.44)	0%	0.00	0%	438.44
	<b>418</b>	<b>BOYS BASKETBALL</b>														
										<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(0.00)</b>
	429	TRACK														
R	01	400	298	429	301	099	401	429	Misc Revenue - TRACK	(5,200.00)	0.00	(200.00)	4%	0.00	4%	(5,000.00)
E	01	400	298	429	301	401	401	429	Supplies - TRACK	5,200.00	0.00	0.00	0%	0.00	0%	5,200.00
B	01	401	429				400	429	TRACK	0.00	0.00	(916.28)	0%	0.00	0%	916.28
	<b>429</b>	<b>TRACK</b>														
										<b>0.00</b>	<b>0.00</b>	<b>(1,116.28)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>1,116.28</b>
	441	ELEMENTARY LIBR														
R	01	400	298	441	301	099	401	441	Misc Revenue - ELEMENTAF	(2,000.00)	0.00	(3,527.74)	176%	0.00	176%	1,527.74
E	01	400	298	441	301	401	401	441	Supplies - ELEMENTARY LIB	2,000.00	0.00	3,657.97	183%	0.00	183%	(1,657.97)
B	01	401	441				400	441	ELEMENTARY LIBR	0.00	0.00	(813.01)	0%	0.00	0%	813.01
	<b>441</b>	<b>ELEMENTARY LIBR</b>														
										<b>0.00</b>	<b>0.00</b>	<b>(682.78)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>682.78</b>
	446	WEB/LINK CREW														
R	01	400	298	446	301	099	401	446	Misc Revenue - WEB/LINK C	0.00	0.00	(700.00)	0%	0.00	0%	700.00
E	01	400	298	446	301	401	401	446	WEB CREW	0.00	0.00	525.77	0%	0.00	0%	(525.77)
B	01	401	446				400	446	WEB/LINK CREW	0.00	0.00	(932.14)	0%	0.00	0%	932.14
	<b>446</b>	<b>WEB/LINK CREW</b>														
										<b>0.00</b>	<b>0.00</b>	<b>(1,106.37)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>1,106.37</b>
	451	CROSS COUNTRY														
R	01	400	298	451	301	099	401	451	Misc Revenue - CROSS COL	0.00	0.00	0.00	0%	0.00	0%	0.00
E	01	400	298	451	301	401	401	451	Supplies - CROSS COUNTR'	0.00	0.00	0.00	0%	0.00	0%	0.00
B	01	401	451				400	451	CROSS COUNTRY	0.00	0.00	(70.92)	0%	0.00	0%	70.92
	<b>451</b>	<b>CROSS COUNTRY</b>														
										<b>0.00</b>	<b>0.00</b>	<b>(70.92)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>70.92</b>
	452	ELEMENTARY BAND														
R	01	400	298	452	301	099	401	452	Misc Revenue - ELEMENTAF	(200.00)	0.00	(1,682.00)	841%	0.00	841%	1,482.00
E	01	400	298	452	301	401	401	452	Supplies - ELEMENTARY BA	200.00	0.00	1,010.25	505%	0.00	505%	(810.25)
B	01	401	452				400	452	ELEMENTARY BAND	0.00	0.00	(5,683.17)	0%	0.00	0%	5,683.17
	<b>452</b>	<b>ELEMENTARY BAND</b>														
										<b>0.00</b>	<b>0.00</b>	<b>(6,354.92)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>6,354.92</b>

## Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending July 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										26AB			% YTD	Remaining			
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202601	Year To Date	% YTD	Encumbrances	+ Enc	Balance	
01	General																
	454	CHOIR															
R	01	400	298	454	301	099	401	454	Misc Revenue - CHOIR	(4,500.00)	0.00	(250.00)	6%	0.00	6%	(4,250.00)	
E	01	400	298	454	301	401	401	454	Supplies - CHOIR	4,500.00	0.00	0.00	0%	0.00	0%	4,500.00	
B	01	401	454				400	454	CHOIR	0.00	0.00	250.00	0%	0.00	0%	(250.00)	
	<b>454</b>	<b>CHOIR</b>									<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>
	457	ELEMENTARY ACTI															
R	01	400	298	457	301	099	401	457	Misc Revenue - ELEMENTAF	(50,000.00)	0.00	(62,341.76)	125%	0.00	125%	12,341.76	
E	01	400	298	457	301	401	401	457	Supplies - ELEMENTARY AC	45,000.00	225.16	61,688.85	137%	472.97	138%	(17,161.82)	
B	01	401	457				400	457	ELEMENTARY ACTI	0.00	0.00	(89,652.25)	0%	0.00	0%	89,652.25	
	<b>457</b>	<b>ELEMENTARY ACTI</b>									<b>(5,000.00)</b>	<b>225.16</b>	<b>(90,305.16)</b>	<b>1806%</b>	<b>472.97</b>	<b>1797%</b>	<b>84,832.19</b>
	458	GIRLS HOCKEY															
R	01	400	298	458	301	099	401	458	Misc Local Revenue	0.00	0.00	(12,346.02)	0%	0.00	0%	12,346.02	
E	01	400	298	458	301	401	401	458	Sup/Mat Non-Instr.	0.00	0.00	667.20	0%	0.00	0%	(667.20)	
	<b>458</b>	<b>GIRLS HOCKEY</b>									<b>0.00</b>	<b>0.00</b>	<b>(11,678.82)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>11,678.82</b>
	459	GYMNASTICS															
R	01	400	298	459	301	099	401	459	Misc Revenue - GYMNASTIC	(1,000.00)	0.00	0.00	0%	0.00	0%	(1,000.00)	
E	01	400	298	459	301	401	401	459	Supplies - GYMNASTICS	1,000.00	0.00	6,583.78	658%	0.00	658%	(5,583.78)	
B	01	401	459				400	459	GYMNASTICS	0.00	0.00	(14,010.36)	0%	0.00	0%	14,010.36	
	<b>459</b>	<b>GYMNASTICS</b>									<b>0.00</b>	<b>0.00</b>	<b>(7,426.58)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>7,426.58</b>
	460	MARCHING BAND															
R	01	400	298	460	301	099	401	460	Misc Revenue - MARCHING	(25,000.00)	0.00	(32,785.70)	131%	0.00	131%	7,785.70	
E	01	400	298	460	301	401	401	460	Supplies - MARCHING BAND	25,000.00	0.00	20,510.11	82%	0.00	82%	4,489.89	
B	01	401	460				400	460	MARCHING BAND	0.00	0.00	(40,860.87)	0%	0.00	0%	40,860.87	
	<b>460</b>	<b>MARCHING BAND</b>									<b>0.00</b>	<b>0.00</b>	<b>(53,136.46)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>53,136.46</b>
	461	LETTERCLUB															
R	01	400	298	461	301	099	401	461	Misc Revenue - LETTERCLU	(28,000.00)	(446.00)	(50,863.57)	182%	0.00	182%	22,863.57	
E	01	400	298	461	301	401	401	461	Supplies - LETTERCLUB	28,000.00	0.00	28,607.53	102%	0.00	102%	(607.53)	
B	01	401	461				400	461	LETTERCLUB	0.00	0.00	(14,523.01)	0%	0.00	0%	14,523.01	
	<b>461</b>	<b>LETTERCLUB</b>									<b>0.00</b>	<b>(446.00)</b>	<b>(36,779.05)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>36,779.05</b>
	462	MINNESOTA HONOR															
R	01	400	298	462	301	099	401	462	Misc Revenue - MINNESOTA	0.00	0.00	(400.52)	0%	0.00	0%	400.52	
E	01	400	298	462	301	401	401	462	Supplies - MINNESOTA HON	0.00	0.00	601.56	0%	0.00	0%	(601.56)	
B	01	401	462				400	462	MINNESOTA HONOR	0.00	0.00	(351.03)	0%	0.00	0%	351.03	
	<b>462</b>	<b>MINNESOTA HONOR</b>									<b>0.00</b>	<b>0.00</b>	<b>(149.99)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>149.99</b>

## Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending July 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										26AB				% YTD	Remaining							
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202601	Year To Date	% YTD	Encumbrances	+ Enc	Balance						
01	General																					
	465	SECONDARY ACTIV																				
R	01	400	298	465	301	099	401	465	Misc Revenue - SECONDAR	(8,000.00)	0.00	(7,969.22)	100%	0.00	100%	(30.78)						
E	01	400	298	465	301	401	401	465	Supplies - SECONDARY AC	8,000.00	0.00	12,006.06	150%	0.00	150%	(4,006.06)						
B	01	401	465				400	465	SECONDARY ACTIV	0.00	0.00	(14,818.56)	0%	0.00	0%	14,818.56						
	<b>465</b>	<b>SECONDARY ACTIV</b>														<b>0.00</b>	<b>0.00</b>	<b>(10,781.72)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>10,781.72</b>
	467	YEARBOOK																				
R	01	400	298	467	301	099	401	467	Misc Revenue - YEARBOOK	(10,000.00)	0.00	(3,895.17)	39%	0.00	39%	(6,104.83)						
E	01	400	298	467	301	401	401	467	Supplies - YEARBOOK	10,000.00	0.00	4,209.34	42%	0.00	42%	5,790.66						
B	01	401	467				400	467	YEARBOOK	0.00	0.00	7,737.34	0%	0.00	0%	(7,737.34)						
	<b>467</b>	<b>YEARBOOK</b>														<b>0.00</b>	<b>0.00</b>	<b>8,051.51</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(8,051.51)</b>
	469	GIRLS TENNIS																				
R	01	400	298	469	301	099	401	469	Misc Revenue - GIRLS TENN	(2,000.00)	(270.00)	(795.43)	40%	0.00	40%	(1,204.57)						
E	01	400	298	469	301	401	401	469	Supplies - GIRLS TENNIS	2,000.00	0.00	0.00	0%	0.00	0%	2,000.00						
B	01	401	469				400	469	GIRLS TENNIS	0.00	0.00	(2,597.28)	0%	0.00	0%	2,597.28						
	<b>469</b>	<b>GIRLS TENNIS</b>														<b>0.00</b>	<b>(270.00)</b>	<b>(3,392.71)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>3,392.71</b>
	470	SECONDARY STUDE																				
R	01	400	298	470	301	099	401	470	Misc Revenue - SECONDAR	(7,500.00)	0.00	(2,073.64)	28%	0.00	28%	(5,426.36)						
E	01	400	298	470	301	401	401	470	Supplies - SECONDARY STL	7,500.00	0.00	1,141.94	15%	0.00	15%	6,358.06						
B	01	401	470				400	470	SECONDARY STUDE	0.00	0.00	(12,158.49)	0%	0.00	0%	12,158.49						
	<b>470</b>	<b>SECONDARY STUDE</b>														<b>0.00</b>	<b>0.00</b>	<b>(13,090.19)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>13,090.19</b>
	472	INTEREST																				
R	01	400	298	472	301	099	401	472	Misc Revenue - INTEREST	0.00	0.00	0.00	0%	0.00	0%	0.00						
B	01	401	472				400	472	INTEREST	0.00	0.00	0.00	0%	0.00	0%	0.00						
	<b>472</b>	<b>INTEREST</b>														<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>
	473	SOFTBALL																				
R	01	400	298	473	301	099	401	473	Misc Revenue - SOFTBALL	0.00	0.00	(800.00)	0%	0.00	0%	800.00						
E	01	400	298	473	301	401	401	473	Supplies - SOFTBALL	0.00	0.00	1,892.18	0%	0.00	0%	(1,892.18)						
B	01	401	473				400	473	SOFTBALL	0.00	0.00	(2,074.27)	0%	0.00	0%	2,074.27						
	<b>473</b>	<b>SOFTBALL</b>														<b>0.00</b>	<b>0.00</b>	<b>(982.09)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>982.09</b>
	474	BASEBALL																				
R	01	400	298	474	301	099	401	474	Misc Revenue - BASEBALL	(800.00)	0.00	0.00	0%	0.00	0%	(800.00)						
E	01	400	298	474	301	401	401	474	Supplies - BASEBALL	800.00	0.00	0.00	0%	0.00	0%	800.00						
B	01	401	474				400	474	BASEBALL	0.00	0.00	(0.65)	0%	0.00	0%	0.65						
	<b>474</b>	<b>BASEBALL</b>														<b>0.00</b>	<b>0.00</b>	<b>(0.65)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>0.65</b>

## Long Prairie-Grey Eagle Exp/Rev Detail - Fd, Crs Total S Period Ending July 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										26AB			% YTD	Remaining												
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202601	Year To Date	% YTD	Encumbrances	+ Enc	Balance										
01	General																									
		475	FOOTBALL																							
R	01	400	298	475	301	099	401	475	Misc Revenue - FOOTBALL	(10,000.00)	0.00	(9,599.70)	96%	0.00	96%	(400.30)										
E	01	400	298	475	301	401	401	475	Supplies - FOOTBALL	10,000.00	0.00	3,920.59	39%	0.00	39%	6,079.41										
B	01	401	475														400	475	FOOTBALL	0.00	0.00	(9,625.18)	0%	0.00	0%	9,625.18
		<b>475</b>	<b>FOOTBALL</b>													<b>0.00</b>	<b>0.00</b>	<b>(15,304.29)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>15,304.29</b>				
		490	CLASS OF 2030																							
R	01	400	298	490	301	099	401	490	CLASS OF 2030	(5,700.00)	0.00	(7,986.25)	140%	0.00	140%	2,286.25										
E	01	400	298	490	301	401	401	490	CLASS OF 2030	5,700.00	0.00	5,951.27	104%	0.00	104%	(251.27)										
B	01	401	490														400	490	CLASS OF 2030	0.00	0.00	0.00	0%	0.00	0%	0.00
		<b>490</b>	<b>CLASS OF 2030</b>													<b>0.00</b>	<b>0.00</b>	<b>(2,034.98)</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>2,034.98</b>				
		491	CLASS OF 2021																							
R	01	400	298	491	301	099	401	491	Misc Revenue - CLASS OF 2021	(10,000.00)	0.00	0.00	0%	0.00	0%	(10,000.00)										
E	01	400	298	491	301	401	401	491	Supplies - CLASS OF 2021	10,000.00	0.00	0.00	0%	0.00	0%	10,000.00										
B	01	401	491														400	491	CLASS OF 2021	0.00	0.00	0.00	0%	0.00	0%	0.00
		<b>491</b>	<b>CLASS OF 2021</b>													<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>				
		492	CLASS OF 2022																							
R	01	400	298	492	301	099	401	492	Misc Revenue - CLASS OF 2022	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)										
E	01	400	298	492	301	401	401	492	Supplies - CLASS OF 2022	0.00	0.00	0.00	0%	0.00	0%	0.00										
B	01	401	492														400	492	CLASS OF 2022	0.00	0.00	0.00	0%	0.00	0%	0.00
		<b>492</b>	<b>CLASS OF 2022</b>													<b>(100.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(100.00)</b>				
		493	CLASS OF 2023																							
R	01	400	298	493	301	099	401	493	Misc Revenue - CLASS OF 2023	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)										
E	01	400	298	493	301	401	401	493	Supplies - CLASS OF 2023	0.00	0.00	0.00	0%	0.00	0%	0.00										
B	01	401	493														400	493	CLASS OF 2023	0.00	0.00	0.00	0%	0.00	0%	0.00
		<b>493</b>	<b>CLASS OF 2023</b>													<b>(100.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(100.00)</b>				
		494	CLASS OF 2024																							
R	01	400	298	494	301	099	401	494	Misc Revenue - CLASS OF 2024	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)										
E	01	400	298	494	301	401	401	494	Supplies - CLASS OF 2024	0.00	0.00	0.00	0%	0.00	0%	0.00										
B	01	401	494														400	494	CLASS OF 2024	0.00	0.00	0.00	0%	0.00	0%	0.00
		<b>494</b>	<b>CLASS OF 2024</b>													<b>(100.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0%</b>	<b>0.00</b>	<b>0%</b>	<b>(100.00)</b>				
		495	CLASS OF 2025																							
R	01	400	298	495	301	099	401	495	Misc Revenue - CLASS OF 2025	(5,000.00)	0.00	(550.00)	11%	0.00	11%	(4,450.00)										
E	01	400	298	495	301	401	401	495	Supplies - CLASS OF 2025	0.00	0.00	806.47	0%	0.00	0%	(806.47)										

## Long Prairie-Grey Eagle

### Exp/Rev Detail - Fd, Crs Total S

#### Period Ending July 31, 2025

Sequence: Fd, Group-Sub, L, Org, Pro, Crs, Fin, O/S

										26AB			% YTD	Remaining		
L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	Annual Budget	Period 202601	Year To Date	% YTD	Encumbrances	+ Enc	Balance
01	General															
		495	CLASS OF 2025													
B	01	401	495				400	495	CLASS OF 2025	0.00	0.00	(2,658.83)	0%	0.00	0%	2,658.83
		<b>495</b>	<b>CLASS OF 2025</b>													
										<b>(5,000.00)</b>	<b>0.00</b>	<b>(2,402.36)</b>	<b>48%</b>	<b>0.00</b>	<b>48%</b>	<b>(2,597.64)</b>
		496	CLASS OF 2026													
R	01	400	298	496	301	099	401	496	Misc Revenue - CLASS OF 2	0.00	0.00	(3,167.00)	0%	0.00	0%	3,167.00
E	01	400	298	496	301	401	401	496	Supplies - CLASS OF 2026	5,000.00	0.00	5,562.77	111%	0.00	111%	(562.77)
B	01	401	496				400	496	CLASS OF 2026	0.00	0.00	(4,631.48)	0%	0.00	0%	4,631.48
		<b>496</b>	<b>CLASS OF 2026</b>													
										<b>5,000.00</b>	<b>0.00</b>	<b>(2,235.71)</b>	<b>(45%)</b>	<b>0.00</b>	<b>(45%)</b>	<b>7,235.71</b>
		497	CLASS OF 2027													
R	01	400	298	497	301	099	401	497	Misc Revenue - CLASS OF 2	0.00	0.00	(200.00)	0%	0.00	0%	200.00
E	01	400	298	497	301	401	401	497	Supplies - CLASS OF 2027	100.00	0.00	0.00	0%	0.00	0%	100.00
B	01	401	497				400	497	CLASS OF 2027	0.00	0.00	(7,847.53)	0%	0.00	0%	7,847.53
		<b>497</b>	<b>CLASS OF 2027</b>													
										<b>100.00</b>	<b>0.00</b>	<b>(8,047.53)</b>	<b>(8048%)</b>	<b>0.00</b>	<b>(8048%)</b>	<b>8,147.53</b>
		498	CLASS OF 2028													
R	01	400	298	498	301	099	401	498	Misc Revenue - CLASS OF 2	0.00	0.00	0.00	0%	0.00	0%	0.00
E	01	400	298	498	301	401	401	498	Supplies - CLASS OF 2028	100.00	0.00	0.00	0%	0.00	0%	100.00
B	01	401	498				400	498	CLASS OF 2028	0.00	0.00	(3,025.15)	0%	0.00	0%	3,025.15
		<b>498</b>	<b>CLASS OF 2028</b>													
										<b>100.00</b>	<b>0.00</b>	<b>(3,025.15)</b>	<b>(3025%)</b>	<b>0.00</b>	<b>(3025%)</b>	<b>3,125.15</b>
		499	CLASS OF 2029													
R	01	400	298	499	301	099	401	499	Misc Revenue - CLASS OF 2	0.00	0.00	(8,965.00)	0%	0.00	0%	8,965.00
E	01	400	298	499	301	401	401	499	Supplies - CLASS OF 2029	100.00	0.00	7,143.27	7143%	0.00	7143%	(7,043.27)
B	01	401	499				400	499	CLASS OF 2029	0.00	0.00	(27.50)	0%	0.00	0%	27.50
		<b>499</b>	<b>CLASS OF 2029</b>													
										<b>100.00</b>	<b>0.00</b>	<b>(1,849.23)</b>	<b>(1849%)</b>	<b>0.00</b>	<b>(1849%)</b>	<b>1,949.23</b>
<b>01</b>	<b>General</b>									<b>(5,000.00)</b>	<b>(7,417.61)</b>	<b>(276,455.27)</b>	<b>5529%</b>	<b>472.97</b>	<b>5520%</b>	<b>270,982.30</b>
<b>Report Totals:</b>										<b>(5,000.00)</b>	<b>(7,417.61)</b>	<b>(276,455.27)</b>	<b>5529%</b>	<b>472.97</b>	<b>5520%</b>	<b>270,982.30</b>

# **Long Prairie Grey Eagle Public Schools**

## **Cyber Security Policy**

### **July 2025**

#### **Introduction**

Information Technology (IT) is an integral and critical component of Long Prairie-Grey Eagle (LPGE)'s daily business and educational needs. This policy seeks to ensure that LPGE's IT resources efficiently serve the primary business/educational functions of LPGE, provide security for LPGE and users' electronic data, and comply with federal and other regulations. IT resources include hardware (computers, servers, peripherals), software (licensed applications, operating systems), network equipment (routers, firewalls, wiring), and IT personnel. The integrity of all IT resources is extremely important to the successful operation of LPGE.

All computer equipment, peripherals, and software are LPGE's property and are provided for business/educational purposes. Proper use and control of computer resources is the responsibility of all employees. Intentional or reckless violation of established policies or improper use of LPGE's computers will result in corrective action up to and including termination.

Employees should also be aware that any work completed on LPGE's computers is subject to monitoring and review, and they should not expect their communications to be private.

#### **Policy Statement**

It is the policy of LPGE Schools to use IT resources in a cost-effective manner that safeguards student and employee data and promotes accuracy, safety, information, and efficiency. The overriding goal of this policy is to comply with all federal and other regulations and to protect the integrity of the private and confidential data that resides within LPGE's technology infrastructure.

#### **Review and Acceptance**

The School Board, Technology Director, and IT staff shall review this comprehensive policy at least annually, making such revisions and amendments as deemed appropriate and indicating approval and the date thereof in the policy header.

All LPGE staff are responsible for review and acceptance of this policy annually. Appropriate communications by way of a reminder will be sent by Administration or its assignee along with instructions for acceptance.

# Acceptable Use of Information Systems

## Definitions

**Information Systems:** All electronic means used to create, store, access, transmit, and use data, information, or communications in the conduct of administrative, instructional, research, or service activities. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

**Authorized User:** An individual or automated application or process that is authorized access to the resource by the system owner, in accordance with the system owner's procedures and rules.

## Overview

Data, electronic file content, information systems, and computer systems at LPGE must be managed as valuable organization resources.

Information Technology's (IT) intentions are not to impose restrictions that are contrary to LPGE's established culture of openness, trust, and integrity. IT is committed to protecting LPGE's authorized users from illegal or damaging actions by individuals either knowingly or unknowingly.

Internet systems including, but not limited to, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and File Transfer Protocol (FTP) are the property of LPGE. These systems are to be used for school purposes in serving the interests of LPGE and of its students.

Effective security is a team effort involving the participation and support of every LPGE employee, volunteer, and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct activities accordingly.

## Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at LPGE. These rules are in place to protect the authorized user and LPGE. Inappropriate use exposes LPGE to risks including virus attacks, compromise of network systems and services, and legal issues.

## Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct LPGE business or interact with internal networks and business systems, whether owned or leased by LPGE, the employee, or a third party.

All employees, students, volunteers, contractors, consultants, subs, and other workers at LPGE, including all personnel affiliated with third parties, are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with LPGE policies and standards, local laws, and regulations.

## **Policy Detail**

### **Ownership of Electronic Files**

All electronic files created, sent, received, or stored on LPGE-owned, leased, or administered equipment or otherwise under the custody and control of LPGE are the property of LPGE.

### **Privacy**

Electronic files created, sent, received, or stored on LPGE-owned equipment, or otherwise under the custody and control of LPGE are not private and may be accessed by LPGE IT employees or administration at any time without knowledge of the user, sender, recipient, or owner. Electronic file content may also be accessed by appropriate personnel in accordance with directives from Human Resources or the Superintendent.

### **General Use and Ownership**

Authorized users are accountable for all activity that takes place under their username.

Authorized users should be aware that the data and files they create on the school's systems immediately become the property of LPGE. Because of the need to protect LPGE's network, there is no guarantee of privacy or confidentiality of any information stored on any network device belonging to LPGE.

For security and network maintenance purposes, authorized individuals within the LPGE IT Department may monitor equipment, systems, and network traffic at any time.

LPGE's IT Department reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

LPGE's IT Department reserves the right to remove any non-business-related software or files from any system. Examples of non-business related software or files include, but are not limited to; games, instant messengers, pop email, music files, image files, freeware, and shareware.

System-level and user-level passwords must comply with the Password Policy. Authorized users must not share their LPGE login ID(s), account(s), passwords, Personal Identification Numbers (PIN) or similar information or devices used for identification and authentication purposes. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

All PCs, laptops, and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less.

All users must lockdown their PCs, laptops, and workstations by locking (Windows + L) when the computer will be unattended for any amount of time.

All users are responsible for promptly reporting the theft, loss, or unauthorized disclosure of school information to their immediate supervisor and/or the IT Department.

All users must report any weaknesses in LPGE computer security and any incidents of possible misuse or violation of this agreement to their immediate supervisor and/or the IT Department.

Authorized users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses or e-mail phishing attempts.

### **Artificial Intelligence (AI) Tools Usage**

Employees may use Artificial Intelligence (AI) tools in the course of their work, provided such use complies with all applicable district policies, state and federal laws, and professional ethical standards. This includes, but is not limited to, compliance with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), the Minnesota Government Data Practices Act (MGDPA), and copyright and intellectual property laws.

Employees are responsible for ensuring that any content produced, assisted, or reviewed using AI tools meets district standards for accuracy, appropriateness, and professional quality. Use of AI tools does not absolve an employee of responsibility for the content or decisions made based on such tools. Additionally, employees must not input or expose personally identifiable student or staff information into AI systems unless explicitly authorized by the district and ensured to be compliant with relevant privacy protections.

Improper use of AI tools, including but not limited to violations of privacy, misrepresentation of work, or reliance on inaccurate or unverified outputs, may result in disciplinary action in accordance with district policy.

### **Unacceptable Use**

Users must not intentionally access, create, store, or transmit material which LPGE may deem to be offensive, indecent, or obscene.

Under no circumstances is an employee or temporary employee of LPGE authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing LPGE-owned resources.

### **System and Network Activities**

The following activities are prohibited by users, with no exceptions:

- Violations of the rights of any person or company protected by copyright, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by LPGE.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email phishing, etc.).
- **Revealing your account password to others or allowing use of your account by others. This includes subs, student teacher assistants, paraprofessionals, family and other household members when work is being done at home.**
- Using a LPGE computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- Attempting to access any data, electronic content, or programs contained on LPGE systems for which they do not have authorization, explicit consent, or implicit need for their job duties.
- **Installing any software, upgrades, updates, or patches on any computer or information system without the prior consent of LPGE IT.**
- **Installing or using non-standard shareware or freeware software without LPGE IT approval.**
- Installing, disconnecting, or moving any LPGE owned computer equipment and peripheral devices without prior consent of LPGE’s IT Department.
- **Purchasing software or hardware, for LPGE use, without prior IT compatibility review.**
- Purposely engaging in activity that may; degrade the performance of information systems; deprive an authorized LPGE user access to a LPGE resource; obtain extra resources beyond those allocated; or circumvent LPGE computer security measures.
- Downloading, installing, or running security programs or utilities that reveal passwords, private information, or exploit weaknesses in the security of a system. For example, LPGE users must not run spyware, adware, password cracking programs, packet sniffers, port scanners, or any other non- approved programs on LPGE information systems. The LPGE IT Department is the only department authorized to perform these actions.
- Circumventing user authentication or security of any computer, network, or account.
- Interfering with, or denying service to, any user other than the employee’s computer (for example, denial of service attack).

Access to the Internet at home, from a LPGE-owned computer, must adhere to all the same policies that apply to use from within LPGE facilities. Authorized users must not allow family members or other non-authorized users to access LPGE computer systems.

LPGE information systems or hardware must not be used for personal benefit. Examples include but not limited to: Selling products or merchandise, promoting non school related fundraising activities.

## **User Passwords**

Passwords for LPGE network access must be implemented according to the following guidelines:

- Passwords must adhere to a minimum length of 10 characters
- Passwords must contain a combination of alpha, numeric, and special characters, where the computing system permits (!@#\$%^&\* \_+=?/~';',<>|).
- Passphrases are also encouraged. This could be as easy as using a sentence as your password.
- Passwords must not be easily tied back to the account owner such as: username, social security number, nickname, relative's names, birth date, etc.
- Passwords must not be dictionary words or acronyms
- Password changes may be required periodically.

## **Multi Factor Authentication**

LPGE IT department requires Multi Factor Authentication on Google Apps (i.e. Email, Drive etc.)

Employees will have two options to use for Multi Factor Authentication. (only need one of these)

- Personal Cell Phone Text Message
- Classroom Phone Number voice codes

Other district owned Software will be required to have Multi Factor Authentication as the software permits. (This is not available from Skyward at this time)

## **LPGE Wi-Fi Network**

LPGE IT department will provide access to its secure wifi network on LPGE owned devices only. LPGE also provides Guest Internet access to personal devices. This is a password protected network. The password will be posted in each building for Guest access. LPGE is not responsible for any damage to personal devices when using the Guest network. LPGE reserves the right to remove the Guest network or block access to users who are using the guest access in violation of policy.

## **Review and Acceptance**

Each employee must complete a cyber security training program each school year or upon employment. This online training will be assigned and managed by the IT department. Training and assessment must be completed two weeks after the first workshop day. Failure to complete this training may result in the blocking of access to LPGE IT equipment.

Employees will be expected to complete training exercises throughout the year. These could include interactive games, phishing tests, and more.

If an employee fails two exercises they will be required to repeat the cybersecurity training within one week of notification from the IT team. Building level administration will be informed of the repeat training.

All LPGE staff are responsible for the review and acceptance of this policy. Acceptable use upon starting work at LPGE. New employee onboarding and training shall include this Policy at a minimum, and in addition to all other applicable training and orientation material, and instructions for acceptance shall be provided at that time. Signed acceptance will be received and retained by Information Technology management.

\_\_\_\_\_ Date: \_\_\_\_\_  
LPGE Staff Member

# **Long Prairie-Grey Eagle K-12 Public School**

## **Student Device Policy, Procedures, and Information**

### **2025-2026**

*The Student Device will be your device for the life of the Student Device and it is your responsibility to take care of the device.*

#### **1) RECEIVING YOUR Student Device & Student Device CHECK-IN**

This section goes over the procedures and rules for receiving your Student Device

##### 1.1 Receiving your Student Device

Student Devices will be distributed at the beginning of each school year during open house for students in 7th-12th grade.

K-6 students will receive their Student Device in their classrooms. These Student Devices will be for their use during the school day. Classroom Chromebooks are not to be taken home. If a student needs to complete homework, the student will get a request from the teacher and will check out a Student Device from the Media Center and return it the following morning. The students will abide by the Policies set forth in the Device Policy, Procedures, and Information Packet.

##### 1.2 Policy and Procedures Document

Students and Parents of K-12th grade must return Student Pledge documents signed by both the parent/guardian and the student. Pay any fees from the previous school year by September 30th. 7-12 Grade must show proof of a school-issued Charger if one was not handed in at the end of the previous school year. Failure to do this will result in the loss of your Chromebook and Google Account on October 1.

##### 1.3 Withdrawals and End of Year Check In

1.3.1 Individual school Student Devices must be returned at the end of each year. Students who withdraw for any reason or are expelled must return their individual school Student Device and charger on the date of termination.

1.3.2 The Student Device is LPGE school property. If a student fails to return the Student Device at the end of the school year or upon termination of enrollment at LPGE, it will be considered theft and that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Student Device.

#### **2) TAKING CARE OF YOUR Student Device**

Students are responsible for the general care of the Student Device they have been issued by the school. Student Devices that are broken or fail to work properly must be taken to the Secondary School Media Center for an evaluation of the equipment. If school staff sees that a Student Device is damaged, the student can not refuse repair.

## 2.1 General Precautions

2.1.1 The District will provide one charger; if the charger is damaged or lost, the student will be responsible for replacement. **Students must buy chargers from the school at the cost of \$20.00.**

2.1.2 Student Devices must remain free of any writing, drawing, stickers, or labels that are not the property of LPGE.

2.1.3 Student Devices must never be left in an unlocked locker or unlocked car.

2.1.4 Students are responsible for keeping their Student Device battery charged for school each day.

## 2.2 Student Device

2.2.1 The Student Devices can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Never close the Student Device with anything sitting on the keyboard as this may damage the screen, even papers.

2.2.2 Do not put unnecessary pressure on the top of the Student Device.

2.2.3 Do not place anything near the Student Device that could put pressure on the screen.

2.2.4 Keep your Student Device clean by using a soft damp cloth.

2.2.5 Always carry your Student Device with the lid closed.

2.2.6 Keep food and drink away from your Student Device.

2.2.7 Never leave your Student Device in the cold as it could break the screen.

## **3) USING YOUR Student Device AT SCHOOL**

Student Devices are intended for use at school each day. Students should bring their Student Device to all classes, unless specifically instructed not to do so by their teacher. Student Devices are not to be borrowed/loaned out to other students.

### 3.1 Student Devices Left at Home

If students leave their Student Device at home, they are responsible for getting the coursework completed as if their Student Device were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their Student Device at home, the student will be subject to appropriate disciplinary action. The Media Center will not issue a replacement device for the day. Teachers will have a Student Device in their room, but it is limited.

### 3.2 Charging Your Student Device's Battery

Student Devices should be charged to full capacity each day before they are brought to school. Chargers should be left at home.

### 3.4 Home Internet Access

Students are allowed to set up additional wireless networks on their Student Devices. This will be necessary to use web-based services outside of the school setting.

### 3.5 Student owned Student Devices or Laptops College classes

**Only students enrolled in college classes** are allowed to use their own personal Student Device or laptop at school. However, it is their responsibility to acquire all required apps even if a cost is involved.

### 3.6 Chromebook Cases:

**School-issued devices will not be permitted to have the use of a personal case. Students who put a case on school-issued devices will be asked to remove them. Cases provided by the school shall not be taken off/ removed for any reason from the device.**

**Decorations, papers, pictures, or stickers are not to be placed inside the case. Breakage will result in a \$30.00 replacement fee.**

## **4) ACCEPTABLE USE**

The use of the LPGE #2753 School District's technology resources are a privilege, not a right. The privilege of using the technology resources provided by LPGE #2753 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in LPGE #2753. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Students and parents are put on notice that videos of school employees and/or other students shall not be taken or uploaded to the Internet and/or social media without the express consent of everyone in the video. Prohibited sites include (but not limited to) Youtube, X, Facebook, Instagram, Snapchat, Vimeo, etc.

Only "apps" that are approved by the District shall be allowed on the Student Device. Any unapproved "app" shall be deemed to be a violation of the acceptable use policy of the district and therefore will subject the student to the school discipline policy. The Student Device is a tool for educational use and is not to be used as a toy.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

### 4.1 Parent/Guardian Responsibilities

4.1.1 Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for Student Device use outside of the school day.

4.1.2 Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network's capabilities.

4.1.3 LPGE will also be able to regulate the legally purchased content purchased through Chrome Store that can be put on the device.

#### 4.2 School Responsibilities are to:

- 4.2.1 Provide Internet and email access to its students at school.
- 4.2.2 Provide Internet filtering at school.
- 4.2.3 Provide cloud data storage. (These will be treated similar to school lockers. LPGE #2753 reserves the right to review, monitor, and restrict information stored on or transmitted via LPGE owned equipment and to investigate inappropriate use of resources.)
- 4.2.4 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

#### 4.3 Students responsible for:

- 4.3.1 Using Student Devices in a responsible and ethical manner.
- 4.3.2 Obeying general school rules concerning behavior and communication that applies to Student Device/computer use.
- 4.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.
- 4.3.4 Helping LPGE #2753 protect our computer system/device by contacting an administrator about any security problems they may encounter.
- 4.3.5 Monitoring all activity on their account.
- 4.3.6 Securing their Student Device after they are done working to protect their work and information.
- 4.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

#### 4.4 Student Activities Strictly Prohibited:

- 4.4.1 Illegal installation or transmission of copyrighted materials.
- 4.4.2 Any action that violates existing LPGE school policy or public law.
- 4.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.
- 4.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.
- 4.4.5 Changing Student Device settings in an effort to circumvent the filtering system.
- 4.4.6 Downloading inappropriate apps.
- 4.4.7 Spamming-Sending inappropriate emails.
- 4.4.8 Gaining access to other student's accounts, files, and/or data.
- 4.4.9 Vandalism to your Student Device or another student's Student Device. To include but not limited to removing keys, drawing/painting on Student Device, stickers, taking apart and general abuse.**
- 4.4.10 Students must not remove inventory markings applied by the school including Student ID tag or barcodes.

#### 4.5 Student Discipline:

If a student violates any part of the above policy, board policy, or LPGE handbook policy, the student may be subject to the following disciplinary steps:

- 4.5.1 Students will check-in/check-out their Student Device from the Media Center. This may include restriction of the device to only work in school.

4.5.2 Loss of Student Device while still being required to complete coursework.

4.5.3 Disciplinary/Legal action as deemed appropriate.

## **5) PROTECTING & STORING YOUR Student Device**

### 5.1 Student Device Identification:

Student Devices will be labeled in the manner specified by the school. Student Devices can be identified based on serial number and LPGE identification number. Students are not permitted to add stickers, personal pictures/drawings, or other papers to the Student Device or the inside of the case.

### 5.2 Storing Your Student Device:

When students are not using their Student Devices, they should be stored in a secured area. If a student needs a secure place to store their Student Device, they may check it in for storage at the media center.. Student Devices should not be stored in a student's vehicle at school or at home.

### 5.3 Student Devices Left in Unsupervised Areas:

Under no circumstance should Student Devices be left in unsupervised areas. The commons, gyms, and locker rooms are areas that are not supervised. If a Student Device is found in an unsupervised area, it will be taken to the office or media center. A student may have disciplinary consequences if their Student Device is found unattended.

## **6) REPAIRING OR REPLACING YOUR Student Device / COST OF REPAIRS**

LPGE #2753 recognizes that there is a need to protect the investment by both the District and the Student/Parent. *The District shall make available an insurance plan to 7-12 families for the cost of \$40 per device per year payable in advance of the student receiving the device. The District shall make available an insurance plan for K-6 families for the cost of \$15.00 per device per year payable in advance of the student using the device. This plan will **help** cover accidental damage to the device (but not the charger or case); while this policy is not mandatory, it is highly recommended. The plan is subject to the terms and conditions contained elsewhere in this policy, and we have set the following guidelines in place.*

### 6.1 Student Device Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. **Students with paid insurance will be required to pay a \$15 copay for the first claim, \$30 copay for the second claim, \$55 for each additional claim within a school year.** A claim consists of repair or replacement of one item. There may be more than one claim per incident. When damage does occur the student will be given a replacement to use and may be limited to In School Only.

Cost of Repairs **without insurance or for Deliberate damage** will be determined by Tech Department, but not to exceed the following:

Full Student Device: \$370

Screen \$80

Keyboard \$100

Motherboard \$190

Replacement cost for accessories not included with insurance:

Case \$30

Charger \$20

6.1.1 If the Student Device is returned damaged the student will be charged appropriate repair costs when returning the device. Documentation of damages is done in the Media Center. A letter will be sent home describing the damage and the fee attached. The school will also contact parents through Parent Square, phone calls, and emails.

6.1.2 **Loss of Student Device with insurance would result in a \$100 fee** plus the \$30.00 replacement fee for the case.

6.1.3 Copay or fees must be paid within 10 (ten) days once device is sent in for repairs. The Internet will be restricted to use in school only on the Chromebook until the fees are paid in full.

#### 6.2 Personal Home or Homeowners coverage

***If parents choose to not purchase the insurance plan from the school, they are encouraged to carry their own personal insurance to protect the Student Device in cases of theft, loss, or accidental damage.*** Parents may wish to consult with their insurance agent for details about their coverage of the Student Device. Parents who choose not to carry insurance on the device will be responsible for any and all costs of repair or replacement.

### **7) SCHOOL RIGHTS:**

#### 7.1 Privacy Rights

The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all LPGE #2753 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all LPGE #2753 technology. LPGE #2753 may randomly check student devices on a weekly basis to inspect for damage or inappropriate use of the Student Device.

#### 7.2 Appropriate Use

LPGE #2753 reserves the right to define inappropriate use of technology.

## **8) Web account Student Under 18 Parent consent form:**

8.1 In order for Long Prairie Grey Eagle Schools to continue to be able to provide your student with the most effective web based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Long Prairie Grey Eagle Schools utilizes several computer software applications and web based services, operated not by Long Prairie Grey Eagle Schools but by third parties. These include Google, Schoology, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits Long Prairie Grey Eagle Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site advisor.

This form will constitute consent for Long Prairie Grey Eagle Schools to provide personal identifying information for your child consisting of first name, email address and username to the following web operators: Google, Schoology, and to the operators of any additional web based educational programs and services which Long Prairie Grey Eagle Schools may add during the upcoming academic year.

***Please be advised that without the receipt of this signed form, your son or daughter will not be allowed to have access to the school's devices or internet, thus preventing them from doing a significant amount of their school work. This will require the student to have access to the internet and a device outside of the school day in which to complete these requirements. This will also cause your son or daughter to take a zero on some electronic based assignments or assessments that need to be completed on the internet during the school day. The only exception to this is when students need to take the MCAs, which is a computer based state assessment.***

**By making the payment you are agreeing to the Student Device Policy and the Student Under 18 Consent Form.**

**Parents may choose to fill out an Application for Educational Benefits to receive a coupon to wave the entire cost insurance. Currently \$40/year (7-12) \$15/year (K-6)**

## **9) Use of Artificial Intelligence (AI) Tools**

Students may use Artificial Intelligence (AI) tools (such as chatbots, writing assistants, or image generators) for school-related work only when allowed by a teacher and in a way that supports learning—not replacing it.

All use of AI tools must follow district technology policies and comply with state and federal laws, including those that protect student privacy and intellectual property (such as FERPA and copyright laws).

Students are expected to complete their own work and demonstrate their own understanding. Using AI tools to copy, generate, or submit work that is not your own—without permission or proper citation—may be considered academic dishonesty.

If you are ever unsure whether a tool or use is appropriate, ask your teacher before using it. Misuse of AI tools may result in loss of technology privileges or other disciplinary actions.

Our goal is to use technology in ways that enhance learning, encourage critical thinking, and prepare students for the future—while maintaining honesty, responsibility, and academic integrity.

# LPGE Network/Internet Acceptable Use Policy

Revised July 2025

Students use the Internet to participate in various learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet educational and personal information needs.

Because the Internet is a fluid environment, the information that will be available to students is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purchase, availability, and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the "User Agreement and Parent Permission Form" to the school.

**Network Acceptable Use Policy:** Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Network users agree to be responsible. They will protect their individual accounts by declining to share their passwords. They accept responsibility for the content of the messages they post - in their real names - and recognize access is a privilege, not a right. Access requires responsibility. Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files on district servers will always be private. Messages relating to or in support of illegal activities may be reported to legal authorities. Within reason, freedom of speech and access to information will be honored. During school, teachers guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, cellphones, movies, etc.

**Ethical:** They do not interfere with others' work or with the performance of the network by attempting to "hack" passwords, gain entry to closed areas of the network, or knowingly or inadvertently introducing computer viruses. Users will not send or display sexually explicit, obscene, pornographic, lewd, or other inappropriate messages or pictures. If access to these areas is gained accidentally, the user will exit immediately and contact the Technology Department.

**Efficient:** They recognize that the network is a shared resource, respect time limits and bandwidth limits (downloading large files will slow down the entire network), and learn to use tools that allow them to work offline.

**Network Etiquette:** They learn that the network is a social community with accepted standards of behavior. These standards include:

- Being polite. Do not get abusive in your messages with others
- Use appropriate language. Do not swear, use vulgarities, or inappropriate language. Illegal activities are strictly forbidden
- Do not reveal your personal address or the phone numbers of students or colleagues. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

**Legal:** They respect copyright and will not use the network resources to promote illegal activities.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Technology Director. Do not demonstrate the problem to other users. Attempts to log on to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**Sanctions:** Sanctions may be applied in cases of inappropriate use of the network. Violators of this policy will be held liable for any and all damages done to the equipment or software resources, and may result in the following:

1. Loss of access.
2. Additional disciplinary action may be determined at the building level, consistent with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies will be involved. District #2753 reserves all rights to any material stored in its file servers and has the right to remove any material that is inappropriate or objectionable. The primary use of the district's network is for school-related, educational purposes and communications.

Independent School District #2753 makes no warranties of any kind, whether expressed or implied, for the service it is providing. ISD #2753 will not be responsible for any damages a student, parent, or guardian suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or a student, parent, or guardian error, or omission. Use of any information obtained via the Internet is at the student, parent, or guardian's own risk. ISD #2753 denies any responsibility for the accuracy or quality of information obtained.

## **25-26 LPGE Student Pledge for Student Device Use**

1. I will take good care of my Student Device and never leave it unattended.
2. I will know where my Student Device is at all times and never loan it out to others.
3. I will charge my Student Device battery daily at home.
4. I will keep food and beverages away from my Student Device since they may cause damage to the device.
5. I will not disassemble any part of my Student Device or attempt any repairs.
6. I will use my Student Device in ways that are appropriate, meet LPGE expectations, and are educational in nature.
7. I will not place decorations (such as stickers, markers, etc.) on the Student Device. I will not deface the serial number on my Student Device.
8. I understand that my Student Device and its contents are subject to inspection at any time without notice and remains the property of LPGE #2753.
9. I will follow the policies outlined in the Handbook while at school, as well as outside the school day.
10. I will report theft, vandalism, or accidental damage to the media center.
11. I will be responsible for all damage to or loss of the Student Device.
12. If there is deliberate damage, I may be held responsible for the cost of damages, to be determined by the Tech Department, not to exceed the full replacement cost of the device.
13. I agree to return the Student Device in good working condition.
14. I will not take or utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner

### **Internet Acceptable Use policy**

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

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**I agree to the stipulations set forth in the Student Device Policy, Procedures, and Information.**

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

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By signing this I agree to the 'Under 18 Parent Consent Form' as listed in the Student Device Policy. (8)



**July 21, 2025**  
**Activities Board Report**

\*\* I will not be in attendance due to a prior family engagement. \*\*

**Activity Fundraising 2025-26**

- **Phone-a-Thon**
  - Kick Off: Wednesday, Sept. 3, 2025
    - **3:15pm: Coaches**
    - **3:30pm: Students**
  - Power Phone-a-Thon: Wednesday, Sept. 10
    - **3:30pm**
  - End Date: Friday, Sept. 19, 2025
- **Donkey Basketball**
  - Projected Date of November 22, 2025
- **Timberwolves:**
  - Educational Day → will bring our SALT team to that—Date: TBD
  - Timberwolves Experience Day → Date: TBD
    - Youth Showcase + Fan Tunnel + Courtside Kids
      - **Youth Showcase:** a team could play for 7 minutes pre-game and half time of game
      - **Youth Tunnel:** fans stand out for starting line ups
      - **Courtside Kids:** Waiting to hear details on this.
    - **How does LPGE Benefit?**
      - LPGE Community members purchase tickets for the 200 level seating.
      - A portion of the ticket will be donated back to our Activities Department.
        - **Example:** \$20 Ticket
          - **LPGE Receives** \$5.
- **Community Nights:**
  - Come together for Community Night! Support our Activities Department and enjoy an exciting home basketball game! It will be the perfect evening to connect with others and show your support for our school district!
    - December 18, 2025 → Girls Basketball vs. Upsala

- January 23, 2026 → Boys Basketball vs. Osakis
- More Details to Come!

**Activity Fees for 2025-26**

- Grades 6-8:
  - 1<sup>st</sup> Sport: \$30
  - 2<sup>nd</sup> Sport: \$30
  - 3<sup>rd</sup> Sport: \$15
  - (\$75 Maximum)
- Grades 9-12:
  - 1<sup>st</sup> Sport: \$60
  - 2<sup>nd</sup> Sport: \$60
  - 3<sup>rd</sup> Sport: \$30
  - \$150 Maximum
- Family Maximum: \$300 / Year
- \$25 Participation Fee for:
  - MS/HS Summer Band Lessons
  - Jazz Band (if offered)
  - One Act Play
  - Knowledge Bowl
- Band, Choir, One Act Play, Knowledge Bowl should sign the MSHSL Forms within registration process.

**Track & Turf Delays:**

- Will touch base with Dunnick Construction at the end of the week to see where things are at. Once I get specific dates where the field and/or track are not available I will start making scheduling changes to schedules.

**Arbiter Registration:**

- Arbiter Sports has bought out rSchool, which was the state's platform for Activities/Athletics.
- Registration will be completely new this year.
  - Amy and I have gone through training; however, it is still a learning curve, and there will be bumps and bruises along the way.
- Families will need to make new registration accounts.
  - There has been social media and parent square messages about this sent out.
- The District Facility Calendar was also purchased by Arbiter Sports. We are unaware of any significant changes within that system at the moment.

**Coaches Resignation:**

- Jonathan Young → Head Girls Basketball
- Mikayla Jasmer → Assistant Gymnastics

**Coaching Recommendations:**

- JH Girls Basketball: Kayla Mathews
- Assistant Football: Donovan Nuckles
- Junior High Football: Tyler Dreher
- Junior High Football: Joe Gaida
- Assistant Boys Basketball: Jonathan Young

**Open Coaching Positions:**

- Head Girls Basketball
  - 2 Applicants—Will start interviews once Fall Sports have started.
- Assistant Gymnastics
- Assistant Softball x2
  - 2 Applicants—will start interviews one Fall Sports have started
- JH Baseball

**Fall Sports Start Dates:**

- August 4, 2025
  - All Activities Meeting @ 6:00pm
- August 11, 2025:
  - 9-12 Football @ 8:00am
  - 9-12 Volleyball @ 8:00am
  - 7-12 Cross Country @ 8:30am
  - 7-12 Tennis @ 6:00pm
  - 7-12 Soccer @ TBD
- August 25, 2025:
  - Junior High Volleyball @ 3:30pm
  - Junior High Football@ 3:30pm

### Community Education

- Our LPGE Community Education Summer Recreation and Enrichment programs continue to thrive and were once again a great success. Participation has been excellent in almost all of the summer activities. The positive feedback from families has been overwhelming, with many parents expressing appreciation for the range and quality of programming offered. A special thank you goes out to our dedicated instructors and coaches who generously share their time, expertise, and enthusiasm with our students. Their efforts are key to the success of these programs.
- I'd like to highlight the success of this summer's production of *Rapunzel*, presented by the Storybook Theater Company. The week-long theater experience took place July 7–12 and included over 30 students in grades 2–10. Participants had a fantastic time learning the many aspects of theater production—from rehearsals to stage presence—while building teamwork and confidence. The Storybook Theater Company did an outstanding job transforming the Elementary Gym into a lively theater space, creating an engaging environment for both performers and audience members. The program concluded with two well-attended performances, drawing more than 190 audience members. It was a wonderful opportunity for students to explore the performing arts and showcase their talents to the community.
- Another program that has been highly successful is our Community Education Youth Soccer program is in full swing and has seen strong participation this year, with 115 students enrolled from kindergarten through sixth grade. The program continues to be a positive and engaging outlet for youth in our community to build skills, stay active, and enjoy teamwork through the sport of soccer. We are pleased to share that Josiah Tonder is leading the program again this summer and is doing an outstanding job as the program instructor. Josiah brings great energy, knowledge of the game, and a positive approach that resonates with both students and families. His ability to connect with participants of all ages and skill levels has contributed greatly to the success and growth of the program. The youth soccer sessions focus not only on athletic development and soccer fundamentals but also emphasize sportsmanship, cooperation, and fun. We are grateful for the continued support of families and the community in making this program such a success.

### 21CCLC

- Unfortunately, the Minnesota Department of Education has not yet received authorization for funding from the U.S. Department of Education. As a result, the future of the 21st Century Community Learning Centers (21st CCLC) Grant Program remains uncertain. As of last Friday, no official guidance has been provided regarding funding allocations for the 2025–2026 school year, putting all 21st CCLC programming at risk. What we do know is that current funding will support programs through the end of August. Until then, all scheduled programs will continue to operate as planned.
- Thunder Summer Academy (TSA) is currently in session and has outstanding enrollment. This summer, 170+ students registered for the program, with a daily average attendance between 135 and 145 students. The program runs Monday through Thursday, from 7:30 a.m. to 12:30 p.m. for three weeks in June and July. This year's TSA continues to emphasize core academic areas,



- including reading, math, and science, while also incorporating daily social-emotional learning time to support student well-being. In addition to academic instruction, TSA provides students with engaging, real-world learning opportunities. On June 26, students explored the science of sound and vibration during a hands-on presentation by The Science Crew, a Minnesota-based organization that brings interactive science programming aligned with state standards to schools across the region. We are also excited to offer two enriching field trips:
  - On Wednesday, July 16, students will attend a performance of *Moana Jr.*, a Disney musical, in Alexandria.
  - On Thursday, July 31, TSA will conclude with a trip to the Como Park Zoo and Conservatory. This trip is serving as a culminating activity for our science focus on animal habitats and behavior around the world.

Thunder Summer Academy continues to offer students a dynamic blend of academic growth and engaging enrichment experiences, making summer learning both meaningful and fun.

### **Federal Programs**

- Throughout May and June, I was working on preparing and submitting the Title Grant Application and Budget for the 2025–2026 school year. The application, which was due by June 30, includes two main components: a detailed narrative and a comprehensive budget. The narrative outlines our district's achievement goals and the programs we plan to implement to support student success. These goals were developed based on student achievement data, parent input, and a thorough needs assessment. The budget aligns with the narrative, ensuring that all planned expenditures directly support our identified programming goals. I'm pleased to report that the full application has been submitted and approved for the 2025–2026 school year. This funding will play a critical role in continuing to support the academic and engagement needs of our students. The actual funding of the 2025-2026 ESEA Title grants has been a rollercoaster ride with Title II, III, and IV still not having fully defined funding targets.

# LPGE Technology Board Report

## July 21st, 2025

Update for July

Never a slow time in the Technology department. Here is what's been happening:

I've been working on updating the Cyber Security Policy and Student Device Policy. You will see those attached for the board to approve this meeting. We made a few minor changes to the device policy. We upped the fees and parts costs for repairs. Also, we have made a change that if a student intentionally destroys a Chromebook, it will not be covered by the Insurance policy and they will be responsible for repairs.

Electronic Protection Services is in the middle of installing our new door security system. The doors and keyfobs were down for a couple of days last week. This did create a challenge for everyone since they were used to having the doors automatically open and lock on a schedule. Also, not many people have physical keys anymore. We did manage the problem. This really shows the importance of having a working technology system and how much it affects people even on a non school day.

With the new door system and new electronic key fobs, I've been working with Mr. Ludvigson and Ms. Evenson on a new procedure document for keys. Since we are starting from scratch, we thought this would be a good time to look at changing how we do things and who has access to what. This is all about keeping students and staff safe.

Skyler has gone through all the old teacher computers. He has them ready to go back into the classroom to use as a dedicated Interactive Display computer. Teachers will love having an extra device when teaching.

I've also been working on Erate. This is the time of year that we turn in all our communication bills to receive money back from our Internet and Fiber connections. We should be receiving over \$10,000 in return. We also received some good news about Category two Erate funding. LPGE will receive and allocate \$207 per student to use in the 2026 school year. We are currently meeting with vendors to learn about all the new network equipment available to us. It's been almost 10 years since we have replaced our network equipment. This is the main system of the district. Without a working network, everything would come to a halt. We are cautiously optimistic that we will receive this money as it's coming from Federal Funds.

Mitchell Ganske  
LPGE Technology Director

## **JULY 2025 - FROM THE BUSINESS OFFICE:**

Mr. Ludvigson and I had a Zoom meeting with Jim Groetsch and Matt Tourville from the Ehlers investment team on July 3<sup>rd</sup> to discuss the investment earnings on our various accounts. Mr. Groetsch gave us good news and let us know that that all three of our bond issuances have had a rate of return that is greater than the rate we borrowed at.

The average rate of return on the combined bond issuances ranged from 1.05% to 1.43% gains over the length of the bond terms. One of the notes I jotted down as we talked with Ehlers was that one of our accounts has realized an approximate gain of \$70,000, which can then be utilized for any other projects that come up under the same category as the original investment.

Another topic I would like to touch on is an area of security and specifically reunification of students in the event of an emergency evacuation. LPGE was fortunate enough to bring 13 staff to Sourcewell on June 17<sup>th</sup> and 18<sup>th</sup> to be trained in a program called *I love u guys*. This program is similar to a system we've trained on in the past called ALICE, but incorporates methods and verbiage more suited to a K-12 School District. One of the first things our staff and students will see when they come back to school is laminated placards in English and Spanish by each interior door that indicate what to do in case of an emergency. I have included an example with this write up. These notices will be helpful not just for our teachers, staff and students, but also for any other folks that may be in our buildings. Our goal is to use an inservice day in the 2025-2026 school year to discuss, train, and implement protocols for emergencies, and also what to do in the event that we may need to run a reunification scenario. You will be invited to observe, and by all means, ask questions in the meantime.

On July 15<sup>th</sup> and 16<sup>th</sup> last week, the District Office team spent the days working on preliminary audit items with Creative Planning-BerganKDV, our auditors for FY 25. Some items we were able to get a jump start on were Food Service, 21<sup>st</sup> Century and bank/cash statements. We were also able to get some housekeeping type areas completed such as our list of board members and staff, along with their titles, and lists of P-card (BMO) holders, etc.

**FUN FACT:** There are 100 separate items on our audit list that we need to upload and fulfill before our audit begins on October 6, 2025. Stop in sometime and take a look at the items the auditors examine during each year's audit.

As always, please call or stop in if you have any questions for me or any of the other folks in the District Office. We enjoy your visits.

*Sherri Evenson*

# IN AN EMERGENCY TAKE ACTION



## **HOLD!** In your room or area. Clear the halls.

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock the door  
Account for students and adults  
Do business as usual



## **SECURE!** Get inside. Lock outside doors.

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN!** Locks, lights, out of sight.

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE!** (A location may be specified)

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER!** Hazard and safety strategy.

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

# EN CASO DE EMERGENCIA TOMEN MEDIDAS



## HOLD! (¡ESPEREN!)

En su salón o área. Despejen los pasillos.

### ESTUDIANTES

Permanezcan en el área hasta que se indique que la situación se ha resuelto  
Continúen con la actividad rutinaria

### ADULTOS

Cierren la puerta y echen la llave  
Cuenten a los estudiantes y a los adultos  
Continúen con la actividad rutinaria



## SECURE! (¡PROTEJAN!)

Vayan adentro. Echen llave a las puertas exteriores.

### ESTUDIANTES

Regresen adentro  
Continúen con la actividad rutinaria

### ADULTOS

Lleven a todas las personas adentro  
Echen llave a las puertas exteriores  
Mantengan la alerta sobre lo que ocurre en su entorno  
Cuenten a los estudiantes y a los adultos  
Continúen con la actividad rutinaria



## LOCKDOWN! (¡CIERRE DE EMERGENCIA!)

Echen llave, apaguen las luces, escóndanse.

### ESTUDIANTES

Desplácense a un lugar donde no se les vea  
Guarden silencio  
No abran la puerta.

### ADULTOS

Lleven a las personas en los pasillos a dependencias interiores si es posible hacerlo de forma segura  
Echen llave a las puertas interiores  
Apaguen las luces  
Desplácense a un lugar donde no se les vea  
Guarden silencio  
No abran la puerta  
Prepárense para evadirse o defenderse



## EVACUATE! (¡EVACUEN!)

(Es posible que se especifique un lugar determinado)

### ESTUDIANTES

Dejen sus cosas donde estén si se les pide que lo hagan  
Llévense sus teléfonos  
Seguir instrucciones

### ADULTOS

Dirijan la evacuación a un lugar determinado  
Cuenten a los estudiantes y a los adultos  
Avisen si entre los estudiantes o los adultos falta alguien, hay personas de más o hay heridos



## SHELTER! (¡BUSCAR RESGUARDO!)

Riesgo y estrategia de seguridad

### ESTUDIANTES

Estrategias adecuadas de seguridad y para situaciones de riesgo

### ADULTOS

Dirijan la estrategia de seguridad  
Cuenten a los estudiantes y a los adultos  
Avisen si entre los estudiantes o los adultos falta alguien, hay personas de más o hay heridos

### Riesgo

Tornado  
Terremoto  
Materiales peligrosos  
Tsunami

### Estrategia de seguridad

Evacúen a un área resguardada  
Agáchense, cúbranse y agárrense  
Sellen el salón  
Diríjense a terreno elevado

# Long Prairie-Grey Eagle Principals' Report

**July 2025**

## **One District**

1. This summer has been filled with building projects, administrative and leadership meetings, reconnecting and common goals of putting our students and staff first. We are looking forward to a great 2025-2026 School Year.

## **Elementary School**

1. Handbooks
  - a. The [Staff Handbook](#) and the [Parent-Student Handbooks](#) are revised and ready for the board review and approval. Handbook change documents are also linked below.
  - b. Elementary Handbook Change Documents
    - i. [Elementary Staff Handbook Change Document](#)
    - ii. [Elementary Parent-Student Handbook Change Document](#)
2. Elementary Schedule
  - a. The elementary schedule is (mostly) complete. There will be a few minor adjustments as hiring is completed yet this summer. You will notice a few double or class and a half sections for physical education, art and music. Those teachers were consulted and their input helped to make this schedule work best for our students.
    - i. [Elementary Schedule](#)
3. Staffing
  - a. Currently, at the elementary school, we are looking to hire a teacher for ESL, first grade, fifth grade ELA and a paraprofessional. We are getting some good applications coming in for these positions.
  - b. I am pleased to announce that Taylor Psyck has asked to move to 5th grade math. She and the 6th grade math teacher, Kristi Gaida, will be

sharing resources in order to make an even more robust math program for our upper elementary students.

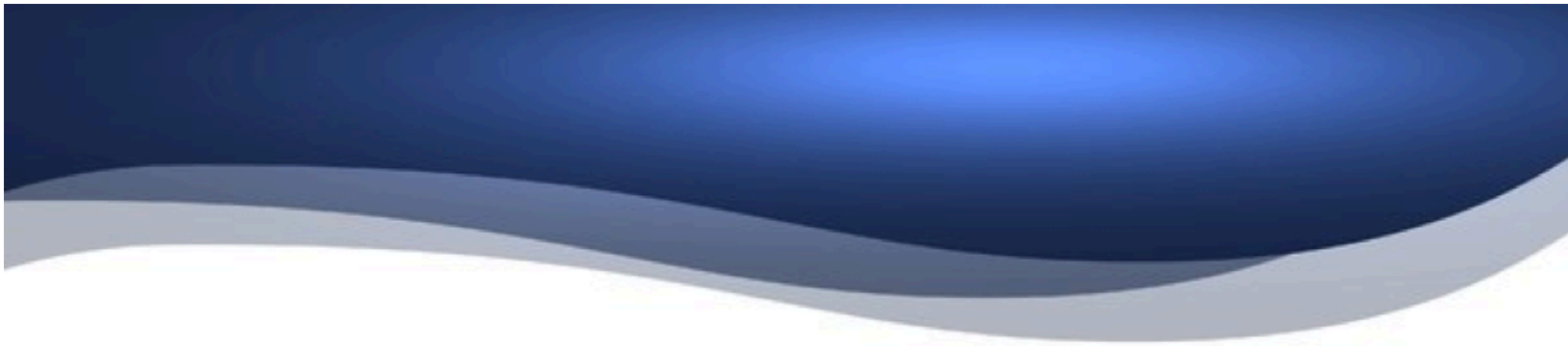
## **Secondary School**

### 1. Handbooks

- a. I have included both secondary handbooks, staff and students, for this month's board meeting. There are a number of updates, specifically, I am including the specific board policies that are referenced for the student handbook. This will provide more information, clarity and overall transparency as to how and why we have policies in each of these areas.
- b. Referencing the student handbook specifically, I have provided you a specific breakdown of each of the specific changes as opposed to requiring you to go through the entire handbook. This should make it easier to work with but can also be cross referenced to the handbook itself, which is included. I did not do this for the staff handbook as it is much shorter in length and most of the changes are routine from year to year.
- c. [Handbook Review](#)
- d. [Student Handbook](#)
- e. [Staff Handbook](#)

### 2. Credit Recovery

- a. Credit Recovery was offered to secondary students during the first three weeks of June. This is a three week window operating Monday through Thursday, 7:45 - 11:45.
- b. With student conversations and letters to parents, we struggle with obtaining a strong attendance for the class in the summer. It does however serve as a vehicle of opportunity for students to pull themselves back on track in order to qualify to graduate with their cohort. This year, eighty five students were identified and invited to participate in credit recovery. It should be noted that we limited the credit recovery class to the 9th - 12th grade as state requirements for high school mandate that students fulfill 46 credits to qualify for graduation.
- c. Here is the attendance:
  - i. Week 1 - Average 20 students
  - ii. Week 2 - Average 15 students

- 
- iii. Week 3 - Average 6 students
  - d. Takeaways:
    - i. 13 students have made up their credits with a total of 36 credits completed.
    - ii. We also started a week later this year due to construction at the secondary school.
    - iii. Parents were contacted again as a reminder if their child had failed to show up after the first week.
    - iv. We will continue to look for ways to improve attendance as we have seen our graduation rates directly related to the opportunity that this programming provides.
- 
- 3. 2025 - 2026 Secondary School - Planning
    - a. At the August board meeting, I will be bringing to you the goals and layout for what I will be working on this coming school year. I feel we have a strong base and we are headed in the right direction. Much of it will be building on this base, however, there are some new ideas and programming that I would like to focus on as it would be the next step in our growth at the secondary building.

## **Long Prairie-Grey Eagle Superintendent Goals**

(Oct. 2025 – June 2026)

07/11/2025

MSBA Handbook: <https://mnmsba.org/wp-content/uploads/2022/10/SuptEvalResourceGuide10-2022.pdf>

**GOAL :** Advancement of the strategic initiative and goals outlined in the key priorities. Alignment of school planning and directional focus.



**Focus Standard:** Governance Team

- 1.a Roles and Responsibilities
- 1.b Goals and/or Strategic Plan
- 1.c Policy Implementation
- 1.d. Information for Decision-Making
- 1.e School Board Inquiries and Development

**FOCUS ELEMENT:** 1.b Goals and/or Strategic Plan

*Actions undertaken to accomplish Sources of evidence for Element:*

1. Work with administrative team and school board to update the Strategic Plan
  - a. Get a baseline of data with the available information
  - b. Update goals – remove, add, or modify
  - c. Communicate updates to stakeholders
  - d. Identify new baselines (data) to collect and develop a plan for measuring project towards strategic initiatives
2. Align the Comprehensive Achievement and Civic Readiness plan, the 10-year facility plans, and other district documents with the Long-Range Plan
3. Create fiscal, staffing, and other relevant recommendations based on the Long-Range Plan and budget projections

Sources of evidence for Element:

- a. EduClimber data – academics, attendance, discipline
- b. Long Range Plan Document
- c. Fiscal recommendations to the board after completion of the long-range plan
- d. World's Best Workforce and other documents

**How the Board can support the Superintendent in this area (Board Goals)**

- Participate in the Long-Range revision process
- Encourage community, staff, and student participation
- Make recommendations for advancing strategic initiatives
- Provide input based on the recommendations for a Long-Range plan
- Look for alignment in plans after the creation of a Long-Range Plan

**GOAL:** Development of long-range fiscal projections and maintenance of a healthy fund balance. A healthy fund balance is defined as 20% or more of the operational budget.

**Focus Standard:** School District Finances

- 2.a Budget Development and Maintenance
- 2.b Financial Statements
- 2.c Financial Controls
- 2.d Bond and Levy Campaigns
- 2.e Asset Protection

**FOCUS ELEMENT:** Budget Development and Maintenance

*Actions undertaken to accomplish Sources of evidence for Element:*

1. Prepare ADM (enrollment) projections for the next five years
2. Work with the business manager to prepare revenue and expense projections for 26-27,
3. Work with business manager to revise the 25-26 budget
4. Successfully complete the 24-25 Audit
5. Make cost containment recommendations based on analysis of budget situation and forecast
6. Collect data on the impact of those cost containment recommendations.
7. Work with the business manager to create a Standard of Effort Report

Sources of evidence for Element:

- a. Budget
- b. Budget Recommendations
- c. Standard of Effort Report
- d. 24-25 Audit
- e. ADM Projections

**How the Board can support the Superintendent in this area (Board Goals)**

- Read all budget information shared, participate in budget discussions
- Treat and talk about budget decisions as a superintendent and school board decision
- Ask questions about concerns you have

**GOAL :** Alignment of school level and department level goals with the strategic plan.

**Focus Standard:** Teaching and Learning

- 6.a Staff Development
- 6.b School Improvement
- 6.c Curriculum and Instruction
- 6.d Professional Knowledge of Teaching and Learning
- 6.e Culture of Cooperation

**FOCUS ELEMENT:** School Improvement

*Actions undertaken to accomplish Sources of evidence for Element:*

1. Align building level plans with the strategic plan
2. Align department level plans with the strategic plan
3. Work with the Professional Development committee to develop a long-range goal focused plan for staff development.

Sources of evidence for Element:

1. Professional Development plan
2. Professional development survey
3. Attendance rates
4. Staff attendance rates
5. Achievement Scores

**How the Board can support the Superintendent in this area (Board Goals)**

- Support the superintendent's decisions
- Bring issues directly to the superintendent to collaboratively problem solve solutions
- Do not bypass the superintendent in the chain of command and involve him in all school governance decisions.

**Standards and Elements identified for the 25-26 School Year:**

**STANDARD 1:** Governance Team

- 1.a Roles and Responsibilities
- 1.b Goals and/or Strategic Plan**
- 1.c Policy Implementation
- 1.d. Information for Decision-Making
- 1.e School Board Inquiries and Development

**STANDARD 2:** School District Finances

- 2.a Budget Development and Maintenance**
- 2.b Financial Statements
- 2.c Financial Controls
- 2.d Bond and Levy Campaigns
- 2.e Asset Protection

**STANDARD 6: Teaching and Learning**

6.a Staff Development

**6.b School Improvement**

6.c Curriculum and Instruction

6.d Professional Knowledge of Teaching and Learning

6.e Culture of Cooperation



**Timeline for superintendent review process:**

[09/2025] – approve the goals and performance review plan

[01/2026] – provide mid-year report and feedback on progress

[06/2026] – conduct year-end (summative) evaluation



# Long Prairie-Grey Eagle Schools

A Small School with Big  
Opportunities for Each and  
Every Student!

## Superintendent's Report 07/21/2025

### Facilities & Building Updates

1. **HVAC Project:** The HVAC project remains on schedule overall. Due to a delayed order, one air handler will now be installed next summer. A sprinkler incident occurred recently, but cleanup was prompt, and no damage was reported. We expect the office and library areas to be reopened for cleaning within the next few weeks.
2. **Track, Field & Turf Project:** Weather delays have pushed the project back by approximately one month. As of now, the track will be unusable for events from **August 18–29** and **September 2–17** to allow for the required 30-day curing period. Game schedules are being adjusted accordingly. Football may have some additional accessibility due to not needing the full field like Soccer will for games during that time.
3. **Harmony Parking Lot:** Repaving and striping have been completed. We are conducting final checks on drainage to ensure long-term effectiveness.
4. **Highway 287 Crosswalk Light:** While not a district-led project, MN DOT is installing a pedestrian crosswalk light near the school. The district is covering 50% of the cost. This will enhance safety for students and families.
5. **Elementary Security System:** Security systems at the elementary entrance have been updated. New key FOBs have been issued and are functioning as expected.
6. **Elementary Lockers:** New lockers have been installed. Staff have expressed appreciation for the upgrade, citing improved functionality and aesthetics.
- 7.

### Superintendent Evaluation

I spoke with the Executive Committee regarding possible models for superintendent evaluation. Attached to the board book MSBA-aligned sample document showing what board-approved goal setting might look like in practice.

#### [MSBA Evaluation Resource Guide \(Oct. 2022\)](#)

- The model emphasizes focused goal setting, progress monitoring, and the use of a simplified rubric.
- This approach mirrors what was previously discussed in 2022 and is similar in structure to the principal evaluation model under the district's Comprehensive Achievement and Civic Readiness Plan (formerly World's Best Workforce). This similarity is in the breakdown of the complicated rubric into areas of focus, producing higher quality feedback.
- Establishing specific goals does not preclude broader board feedback; it simply brings clarity and structure to the formal evaluation process.



# Long Prairie-Grey Eagle Schools

A Small School with Big  
Opportunities for Each and  
Every Student!

## Back-to-School In-Service

1. **Keynote Speaker:** We've secured **Thad Shunkwiler** to speak on the topic "*Remember Your Why.*" His message will reinforce our strategic priorities and support staff cohesion as we start the school year.
2. **Strategic Plan Review:** Staff will receive updates on our district strategic plan, along with key announcements and operational changes.
3. **Paraprofessional Training:** Paraprofessionals will again attend regional training in Staples. Past feedback from both paraprofessionals and teachers has been consistently positive.

## Strategic Planning

1. We are analyzing performance data to assess progress on current goals.
2. The administrative team will review the plan for necessary adjustments, additions, and long-term alignment.

## Budget & Federal Funding

1. **Title Funding Delays:** Distribution of federal Title funds is currently delayed. While our fund balance remains strong, continued delays could challenge short-term planning. We are monitoring this closely.
2. **E-Rate:** Following a recent legal ruling, E-Rate funding is secure for now. Initial projections suggest an increase, though some uncertainties remain at the federal level.
3. **Title Funding Outlook:** We expect a reduction of approximately \$50,000–\$100,000 in Title funding for the 2025–2026 school year. Carryover funds from the previous year will help offset the shortfall. At this time, we anticipate allocating Title funds primarily for staffing.
4. **21st Century Grant:** We are still awaiting word on 21st Century funding. Communications from federal agencies have been delayed.
  - If funding is not awarded soon, we will need to develop contingency plans, particularly regarding after-school activity busing, which is currently supported by 21st Century funds.

If you have any questions, please feel free to call me at 357-3605 or email me at [dludvigson@lpge.k12.mn.us](mailto:dludvigson@lpge.k12.mn.us).

Daniel Ludvigson, the Superintendent of Long Prairie-Grey Eagle Public School



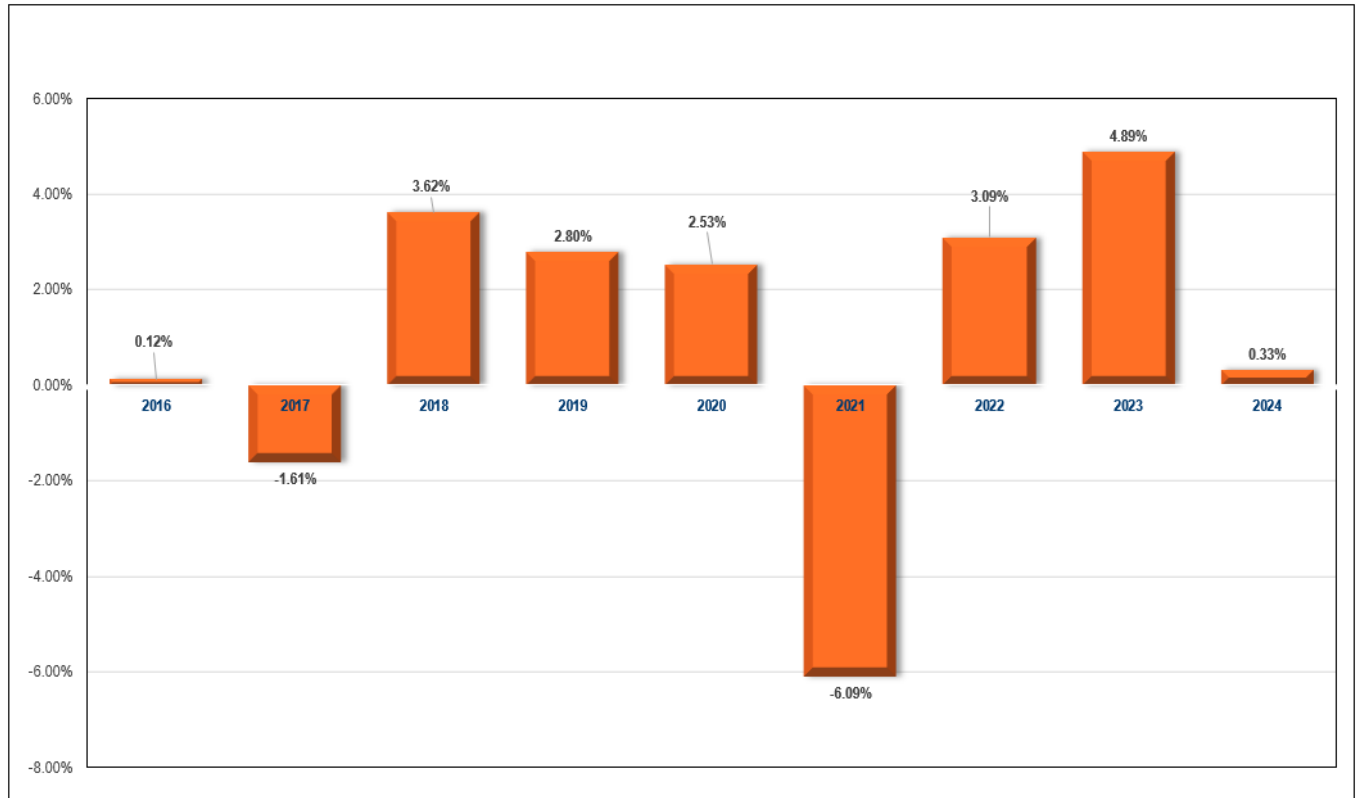
## Long Prairie-Grey Eagle Public School District

Projection Based on 4 Year Weighted Average

Year	EC	PKG	HCP-K	REG-K	1	2	3	4	5	EC to Gr 5	6	7	8	Gr 6-8	9	10	11	12	Gr 9-12	Total
2020-21	11	0	13	49	63	72	74	62	71	416	71	83	76	231	71	73	69	61	273	920
2021-22	12	0	16	55	63	70	74	69	60	418	75	84	85	243	80	72	74	62	287	949
2022-23	15	0	14	56	73	67	73	76	73	447	63	89	85	237	85	79	77	70	311	995
2023-24	19	0	0	63	70	69	68	74	79	443	72	81	91	244	85	77	75	76	312	998
2024-25	20	0	0	70	60	71	71	74	73	439	78	83	84	245	94	82	71	66	314	998
2025-26	19	0	0	64	69	61	73	73	76	434	74	94	85	253	86	90	80	66	322	1,009
2026-27	19	0	0	67	63	70	62	75	75	432	77	89	96	261	87	82	88	75	331	1,024
2027-28	21	0	0	73	66	64	72	65	76	438	75	92	91	258	98	83	80	82	343	1,038
2028-29	22	0	0	75	72	67	66	74	66	442	77	90	94	261	93	94	81	74	342	1,045
2029-30	22	0	0	76	74	73	69	68	75	458	66	93	93	252	96	89	91	75	351	1,060
2030-31	22	0	0	77	74	75	75	71	70	465	76	79	95	251	94	92	86	85	358	1,074

## Long Prairie-Grey Eagle Public School District

ECSE-12 Percent Change from Prior Year - Historical

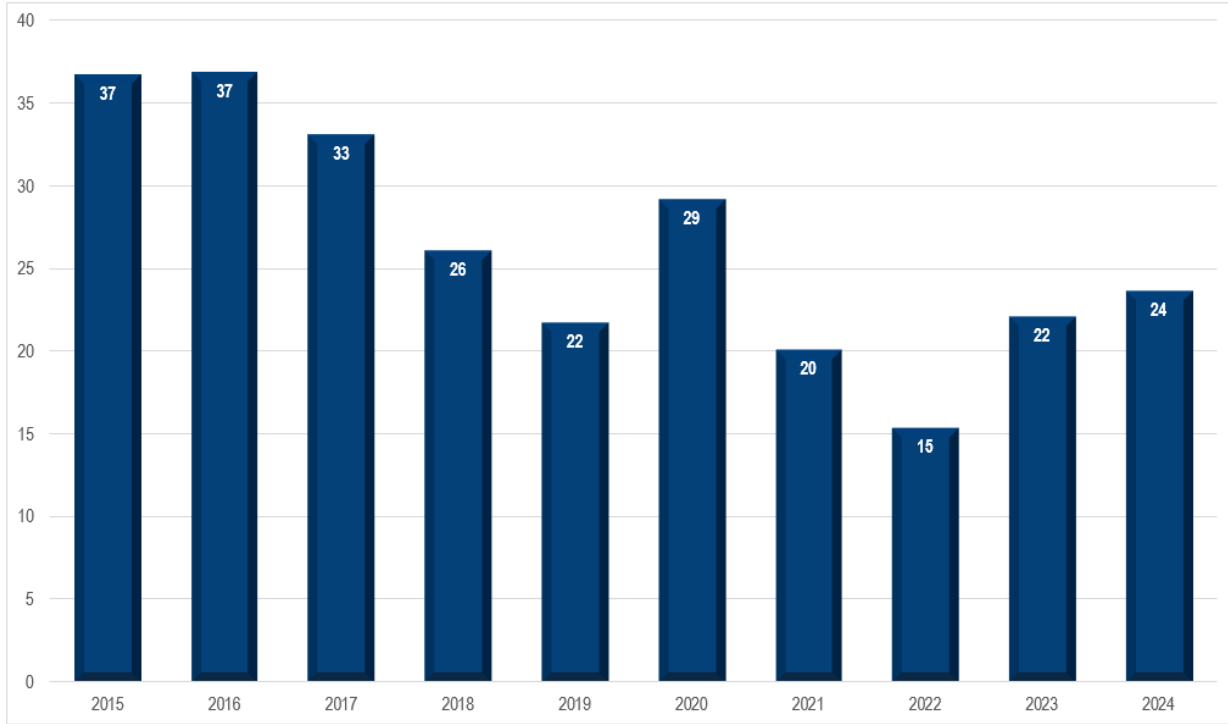




## Long Prairie-Grey Eagle Public School District

Students Tuitioned Out to Another School District

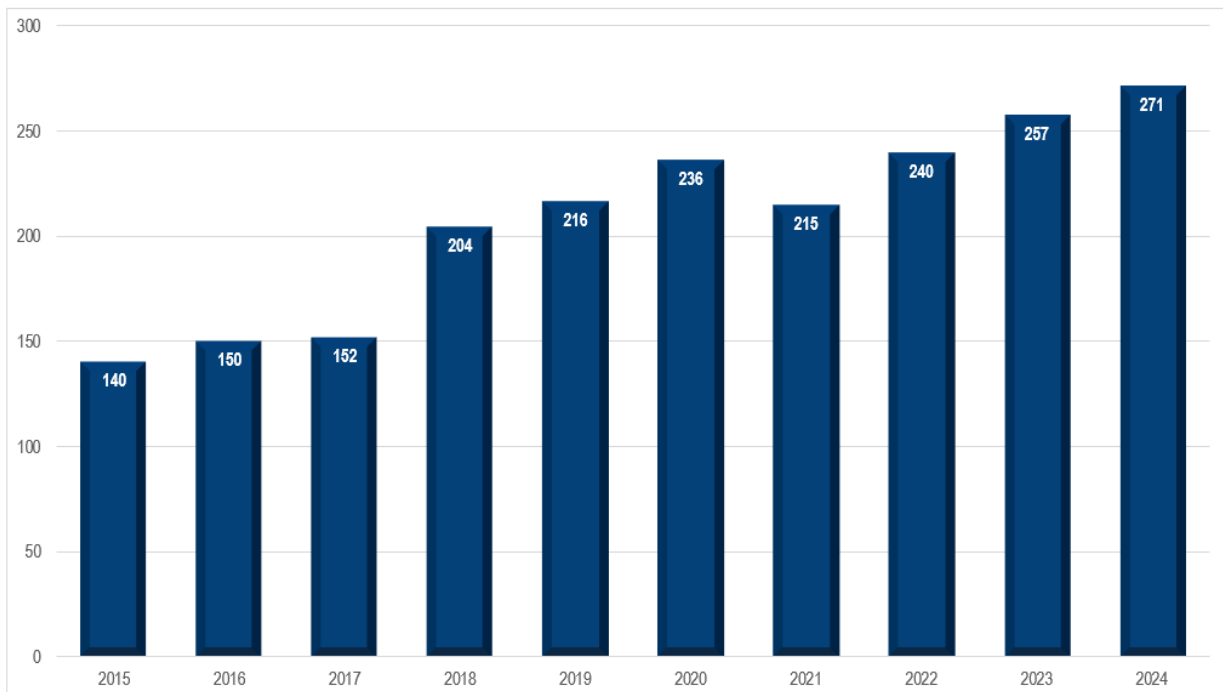
10 Year Student Enrollment Trend



## Long Prairie-Grey Eagle Public School District

LEP Student Enrollment - Funded

10 Year Student Enrollment Trend



## Board Minute – Logic Fallacies Involving Irrelevant Information

As a board member or leader, you will hear many arguments. Some will try to convince you of one thing or another, while others will attempt to discredit an idea. At times, you may find yourself making arguments to support a position.

It's important to recognize what makes an argument strong. Understanding logical fallacies—common errors in reasoning—can help you identify weak arguments and strengthen your own. Logical fallacies generally fall into two categories:

- **Formal fallacies** – These occur when there is a flaw in the logical structure of an argument.
- **Informal fallacies** – These occur when the content or context of an argument is flawed, often introducing irrelevant or misleading information.

For this article, we will focus on informal fallacies that introduce irrelevant information into a discussion.

### 1. **Ad Hominem (Personal Attack)**

Attacking a person's character instead of addressing their argument is known as an *ad hominem* fallacy. This often happens when someone tries to discredit an idea by focusing on irrelevant personal details.

- Example: "That staff member's complaint isn't valid because they're always negative."
- Why it's a fallacy: The complaint should be evaluated based on its merits, not the individual's personality.

### 2. **Appeal to Hypocrisy (Tu Quoque)**

Dismissing an argument by pointing out inconsistency or hypocrisy, rather than addressing the argument itself, is an *appeal to hypocrisy*.

- Example: "The district promotes healthy eating, but teachers drink soda, so their message is meaningless."
- Why it's a fallacy: The argument about healthy eating should be judged independently of whether teachers personally follow it.

### 3. **Appeal to Authority**

Relying solely on an authority figure's opinion, rather than evidence, is an *appeal to authority* fallacy.

- Example: "A superintendent said that the teacher is a problem, so it must be true."
- Why it's a fallacy: Authority alone doesn't prove a claim—evidence and reasoning do.

### 4. **Appeal to Ignorance**

Claiming something is true simply because it has not been proven false (or vice versa) is an *appeal to ignorance*.

- Example: "The coach must be a bad employee because they haven't found another job."
- Why it's a fallacy: Lack of evidence does not prove guilt or incompetence.

### 5. **Straw Man Argument**

Exaggerating or misrepresenting an argument to make it easier to attack is a *straw man* fallacy.

- Example: "You just want to spend all of the district's money on staff raises." (When the actual argument is advocating for competitive salaries.)
  - Why it's a fallacy: It distorts the argument, making it easier to reject.
6. **Bandwagon Fallacy (Appeal to Popularity)**  
Assuming something is true just because many people believe it is an example of the *bandwagon fallacy*.
- Example: "Everyone thinks the coach is terrible, so it must be true."
  - Why it's a fallacy: Popular opinion is not a substitute for evidence.
7. **Appeal to Emotion**  
Using emotions to persuade, rather than logic and evidence, is an *appeal to emotion* fallacy.
- Example: "If you really care about the kids, you'll vote for this policy."
  - Why it's a fallacy: Emotions can be important, but they shouldn't replace logical reasoning and evidence.
8. **Red Herring**  
The most obvious inclusion on this list is introducing irrelevant information to distract from the main issue. This is referred to as a *red herring* fallacy.
- Example: A student caught misbehaving on the playground says, "But another student got away with something worse!"
  - Why it's a fallacy: The original issue is sidetracked, avoiding accountability.

Irrelevant information can be introduced into discussions in many ways—sometimes intentionally, when an argument lacks strong reasoning. Sometimes this is done unintentionally, as a natural response to defending a position. Recognizing these logical fallacies can help you assess arguments more critically and ensure that discussions remain focused on the real issues at hand.

A common psychological tendency that plays into this is confirmation bias—the tendency to favor information that supports our preexisting beliefs while dismissing opposing viewpoints. Research has shown that when people's deeply held beliefs are challenged, their brains activate regions associated with pain and discomfort. This applies to both your patrons and yourself, making it crucial to remain aware of biases that could cloud logical decision-making.

Addressing logical fallacies in a discussion requires tact. Directly calling out a flawed argument can make people defensive, shutting down productive conversation. Instead, asking clarifying questions can encourage reflection and deeper thought.

For example, if someone says, "*A prominent author believes suspension is an effective way to correct student behavior,*" a useful response could be, "*What evidence does the author provide to support that claim?*" This shifts the conversation from confrontation to curiosity, allowing for a more thoughtful discussion.

As a board member or leader, understanding these common pitfalls can help you critically evaluate arguments, recognize when irrelevant information is influencing a discussion, and refine your own reasoning. By fostering logical, well-supported discussions, you contribute to more informed and effective decision-making that stays focused on what is best for students.

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

### RESOLUTION ACCEPTING DONATIONS for July 2025

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education."; and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Long Prairie Grey Eagle, ISD 2753, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Long Prairie Chamber	\$225	Soccer
Long Prairie Chamber	\$350	Letter Club
Pleasure Land RV	\$100	Weight Room Fundraiser
Long Prairie Tarp Inc.	\$500	Weight Room Fundraiser
Fleet Supply of Long Prairie	\$250	Weight Room Fundraiser
The Trailer Center	\$500	Weight Room Fundraiser
Home Town Abstract & Title, LLC	\$150	Weight Room Fundraiser
East-West Realty of Long Prairie	\$150	Weight Room Fundraiser
Blue Sky Mechanical, LLC	\$250	Weight Room Fundraiser
CHS Inc.	\$500	Weight Room Fundraiser
Shady's Midway Inc.	\$250	Weight Room Fundraiser
Nevil's Hardware	\$100	Weight Room Fundraiser
Long Prairie Sanitation, Inc.	\$500	Weight Room Fundraiser
Long Prairie Packing Co.	\$650	Weight Room Fundraiser
Ace Hardware	\$124.50	Weight Room Fundraiser
Ace Hardware	\$124.50	Hockey
Prairie Centre Hockey Assn	\$1,500	Girls Hockey
David and Lynell Blanchard	\$2000	Dollars for Scholars – Scholarship in Memory of Erin
Advantage 1 Insurance	\$300	Golf Sponsorship
Casey's Retail Company	\$250	Secondary
Kenneth Holst	\$500	Weight Room Fundraiser

Coborn's	\$500	Weight Room Fundraiser
Magnifi Financial	\$500	Weight Room Fundraiser
Vanguard Insurance Services	\$250	Weight Room Fundraiser
Chris' Country Store- Grey Eagle	\$25	Weight Room Fundraiser

The vote on adoption of the Resolution was as follows:

Aye:

Nay: \_\_\_\_

Absent: \_\_\_\_

Whereupon, said Resolution was declared duly adopted.

By: \_\_\_\_\_  
Chair

By: \_\_\_\_\_  
Clerk

# Long Prairie – Grey Eagle Secondary School



**School Handbook**

# 2025-2026

2025 - 2026

## LONG PRAIRIE-GREY EAGLE SCHOOL MISSION STATEMENT

The mission of the Long Prairie-Grey Eagle School District, as an innovative progressive leader in education, is to ensure that every student is a confident, responsible global citizen with a passion for learning. This will be accomplished through: state of the art facilities, dynamic positive relationships, rigorous engaging curriculum, in partnership with parents and the community.

This handbook and its contents were approved by the School Board. This handbook may be changed or amended during the school year. Changes will be posted **online following approval of the School Board**. If you have any questions about a provision, contact the principal.

## 2025-2026 SCHOOL CALENDAR

August	25-28	Teacher In-service Day-No School
	27	K-12 Open House
	29	No School
September	1	Labor Day- No School
	2	First Student Day (Kindergarten “A”- 12 <sup>th</sup> grade)
	3	First Student Day (Kindergarten “B”)
	4	Second Day for all Kindergarten Sections
October	1	Midterm 1 <sup>st</sup> Quarter
	16-17	Education Minnesota- No School
	31	End of 1 <sup>st</sup> Quarter (42)
November	3	No School-Staff Day
	6	K-12 Parent-Teacher Conferences
	13	K-12 Parent-Teacher Conferences
	27-28	Thanksgiving Break-No School
December	5	Midterm 2 <sup>nd</sup> Quarter
	23	1:00 Dismissal
	24-31	Winter Break-No School
January	1-2	Winter Break - No School
	5	Classes Resume
	16	End of Second Quarter (44)
	19	No School-Staff Day
February	16	No School- President’s Day / Staff Day
	18	Midterm 3 <sup>rd</sup> Quarter
March	5	K-12 Parent-Teacher Conferences
	20	End of Third Quarter
	23	No School- Staff Day
April	3-6	No School
	24	Midterm – 4 <sup>th</sup> Quarter
May	22	Graduation 7:00 pm

25	Memorial Day- No School
29	End of 4 <sup>th</sup> Quarter – Last Day of School – 2 Hr. Early Out (46)

## TABLE OF CONTENTS

<b>Part 1: Information</b>	<b>Page</b>
Arrival and Dismissal Hours	6
Audio and Video Recording Policy	7
Building Hours/Church Night	7
Bulletin	7
Cafeteria	7
Calendar	7
Care of Building and Equipment	7
Class Assignments	7
Complaints	7
Counseling Department	8
Dances/Activities	8
Directory Information	8
Distribution of Non-School Material on School Premises	8
E-Learning Policy	8-10
Eighteen-Year Old Students	10
Employment Background Checks	10
Equal Access to School Facilities	11
Equipment	11
Extended School Year Opportunities	11
Extra- Curricular Activities/Organizations	11-12
Fees	12
Food in the Classrooms	12
Fund Raising Activities	13
Gifts to Employees	13
Graduation Ceremony	13
IEP Billing	13
Interviews of Students by Outside Agencies	13
Library and Media Center	13
Lockers	13-15
Lunches	15
Media Center	15-16
Messages to Students	16
Non-Discrimination	16
Notice of Violent Behavior by Students	16
Off-Campus Passes	17
Parent / Teacher Conferences	17
Parent Right to Know	17
Parent Volunteers	17
Parking on School District Property / Driving	17-19
PBIS	19
Physical Education Excuses	19

Pledge of Allegiance	19
Projects	20
Schedule Changes	20
School Activities	20
School Closing Procedures	20
Searches	21-22
Student Printing	22
Student Publication and Materials	22
School Sponsored Student Media	22-23
Student Records	23
Student Recording Policy	23
Student Surveys	23
Telephone Calls	23
Testing Information	23
Transportation of Public-School Students	24
Textbooks	24
Valedictorian and Salutatorian Recognition	24
Vehicles on Campus	25
Withdrawal	25
Yearbook	25

**Part II: Academics**

Artificial Intelligence- Use of Tools	25
Alternative Educational Opportunities	25
Cheating and Plagiarism	25-26
Class Rank / Academic Standing	26
Credit Recovery	26-27
Early Graduation	27
Eligibility	27-28
Extended School Year Opportunities	28
Field Trips	28
4 for 2 Program	28
Grades	28
Graduation Requirements	29-30
Graduation Ceremony	31
Homework	31
Honor Roll	31
Honor Students	31
Incompletes	31
Minnesota Honor Society	31-32
Parent / Teacher Conferences	32
Parents Right to Know	32
Post- Secondary Enrollment Option	32-33
Promotion and Retention	33
7 <sup>th</sup> / 8 <sup>th</sup> Grade Retention Policy	33
Repeating a Course	34
Report Cards	34

**Part III: Rules and Discipline**

Attendance	34-36
Auditorium Rules	36-37
Bullying Prohibition	37-49
Buses- Conduct	49-50
Cellphones and Other Electronic Communication Devices	51
Cheating and Plagiarism	51
Chromebook Policy	51-58
Cyberbullying	58-59
Detention	59
Discipline Plan	59-61
Dress and Appearance	62
Dress Code Policy	62-63
Drug-Free School and Workplace	63
Harassment and Violence Prohibition	63-71
Hazing Prohibition	71-76
Internet Acceptable Use	76-77
Internet Policy	77
Photography	77
Rules for In-School Suspension	77
Student Activity Participation Rule	79
Student Support Center	78
Study Halls	80
Tobacco Free Schools	78
Tobacco-Alcohol-Unauthorized Drugs	78-80
Vandalism	80
Weapons Prohibition	80-81

#### **Part IV: Health and Safety**

Accidents	81
Asbestos Management Plan	82
Crisis Management	82
Fire Drills, Lockdown Drills and Tornado Alerts	82
Fire Extinguishers and Alarms	82
Health Information	82-86
Medications at School During the School Day	87
Overdose Emergency Kit	87
Suicide Prevention Information	87
Pesticide Application Note	88
Safety	88
Visitors in the District Buildings	88-89
Statewide Assessments: Participation Guide	90

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## Welcome to Long Prairie-Grey Eagle High School

As a member of our education community, you are a part of a special group. It is our hope that your experience here will be a positive one. It is our belief that by maximizing your involvement in our school's educational program and activities, you will make your time with us productive and fulfilling. We will do all that we can to make this time a positive one that you can reflect on for many years to come.

Long Prairie-Grey Eagle boasts a strong tradition as a school with high standards and expectations. As a student here, you should remember that you represent not only yourself but also your families, your school, and the community of Long Prairie and Grey Eagle.

During this school year, you will be challenged to set high standards for yourself. We are here to help you meet your goals.

Welcome to an outstanding association of students and teachers working together to reach their potential.

## **PART I- INFORMATION**

### **ARRIVAL AND DISMISSAL HOURS**

The school day hours are 8:15 to 3:10. The building will be opened one half hour before school and one-half hour after school on school days, including access to classroom hallways and lockers. The doors may be open beyond these hours due to scheduling, but that will not be guaranteed. Students are not to be on campus beyond this time without a valid reason- which includes school sanctioned sports and activities.

Student pickup and drop-off points are located in front of the school.

### **AUDIO AND VIDEO RECORDING POLICY**

The creation of audio and/or video recordings in an educational setting is governed by applicable federal and state privacy laws, including the **Family Educational Rights and Privacy Act (FERPA)** and the **Minnesota Government Data Practices Act (MGDPA)**. Recordings, including Artificial Intelligence,

tools made on school property or during school-related activities, may constitute **educational records** and are subject to all related policies, ethical standards, and handbook guidelines.

### **District Oversight and Enforcement**

The **school district reserves the right to prohibit or limit recording activity** that disrupts instruction, infringes on the rights of others, or violates law or district policy.

The **district may review, retain, or require deletion** of recordings made on school property or at school events when such recordings relate to:

- o **A disciplinary matter**
- o **A criminal investigation**
- o **A violation of district policy**

Recordings determined to be educational records will be subject to FERPA and applicable state data privacy laws.

### **BUILDING HOURS/CHURCH NIGHT**

Teachers are available before and after school to help students. Students in the building after 4:00 p.m. must be under the direct supervision of a District employee. Students may not leave the school grounds once they have arrived at school. The academic wing and shop wing of the building close at 4:00.

Athletes please remember to bring everything needed for the next day to practice.

Wednesday has been designated as church night. Activities involving students are not to be scheduled on this night after 6:00 p.m.

All students are required to use the main West entrance doors when entering the school building. All other doors will remain locked and are to be used as exit doors only.

### **BULLETIN**

Students are not permitted to submit notices for the morning bulletin unless such announcements have been approved by the faculty sponsor. Notices must be submitted by 7:15 am or they will be posted the following day.

### **CAFETERIA**

The cafeteria provides a nutritious, well-balanced diet, with both breakfast and lunch provided free of cost to each student. Students are to eat their noon meals in the cafeteria. Students will be issued a 4-digit pin number to enter on a key pad for lunch and ala-carte.

Lunch periods are closed, meaning students are to remain in the COMMONS during the 35-minute noon period. Students are not allowed outside of the building during the noon lunch period. Violators will be assigned detention or suspension.

Students who cut in front of others in the lunch line will receive school discipline. Lunch room supervisors will be responsible to turn names of line cutters into the office.

Any student who engages in a food fight will subject themselves to serious disciplinary consequences which could include suspension or expulsion from school.

1. Maximum of 8 per table

2. 9<sup>th</sup> through 12<sup>th</sup> grade eat first and the 7<sup>th</sup> and 8<sup>th</sup> grade sit at their tables until they are dismissed by table.
3. All doors are shut but not locked, including the media center.
4. No one leaves the lunch room without permission from the supervisor.
5. All tables will be cleaned up at the end of lunch. No trays or trash left.

Violators will be sent to the office and will receive detention or suspension.

## **CALENDAR**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the appendix to this handbook and on the school district's website at <https://www.lpge.org>

## **CARE OF BUILDING AND EQUIPMENT:**

Your parents and all taxpayers are legally required to pay taxes that build and maintain the public-school system. Therefore, the care of buildings and equipment is the responsibility of every student. For those students who do not assume the proper respect and care of school property, it is pointed out that the willful or deliberate damage to or defacement of school property is a most serious violation. Any student violating this regulation will be subject to suspension, the cost of damages, and the loss of school privileges. Parents and police will become involved.

**Students are not allowed food or drink, other than water, in the classrooms and hallways.**

## **CLASS ASSIGNMENTS**

This will be made available to students as soon as it has been finalized in the administrative office.

## **COMPLAINTS**

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

## **COUNSELING DEPARTMENT**

The primary purpose of the counselor in the school counseling department is to help students help themselves. Students who are confronted with problems of a personal, educational, or career nature should feel free at all times to use the services of the counseling office and the counselor. The following list includes some of the areas in which the student might seek the services of this department.

1. To discuss personal problems and seek a solution.
2. To help with the selection of school subjects and plan a program of study.
3. To obtain information pertaining to colleges, vocational schools, Armed Forces or employment opportunities.

4. To make application for college entrance examination.
5. To obtain information on scholarships and loans for post high school education.
6. To obtain help in the interpretation of standardized test results.

Students are encouraged to check out educational and vocational materials from the counseling office. Materials should be returned in order to make them available for others.

## **DANCES/ACTIVITIES**

1. School dances/activities are permitted with the following guidelines - not more than one dance/activity night per month. Dance/activity nights are to be over by 10:30 p.m. on school nights and 11:30 p.m. on non-school nights. Prom and post prom are excluded from the above policy. All dances will be scheduled to take place in the Commons.
2. Class or organization sponsored activities must be approved by the administration.
3. 7th & 8th grade students may not attend senior high dances/activity nights. 9-12 grade students may not attend junior high dances/activity nights.
4. Student behavior expectations at dances follow the same high expectations that the District has for students during the school day. Inappropriate behavior will not be tolerated. Students exhibiting behavior deemed inappropriate by dance chaperones will be asked to leave. Further consequences may include:
  - Exclusion from future dances
  - Detention
  - Suspension

## **DIRECTORY INFORMATION (School Board Policy 515)**

Independent School District 2753 will designate the following personally identifiable information contained in the student's education record as "directory information" and will disclose that information without prior written consent. Directory information includes: 1) the student's name; 2) the names of the student's parents; 3) the student's address; 4) the student's date and place of birth; 5) the student's grade level completed; 6) the student's extra-curricular participation; 7) the student's achievement awards or honors; 8) the student's weight and height if a member of an athletic team; 9) the student's photograph if available; 10) the student's dates of attendance; 11) the school or school district attended before he/she was enrolled in the local public school.

## **DISTRIBUTION OF NON-SCHOOL MATERIALS ON SCHOOL PREMISES**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non-school Sponsored Materials on School Premises by Students and Employees" policy.

## **E-LEARNING POLICY**

The Long Prairie Grey Eagle School will be adopting an alternative learning day in the event of a school closure. Beginning the 2022-2023 school year, students will continue their daily academic schedule as usual from outside of the school setting if an eLearning day is implemented. Families will be notified via the Instant Alert System as well as the information will be posted on the district website, Facebook page, and broadcast media entities that the closure of school will be an "e-Learning Day. Note: The 3rd canceled school day of the academic year will be the first E-Learning Day.

It is important to note that due to internet connectivity/bandwidth issues that not all teachers will be able to have live sessions; students/parents will be informed at the start of the year if their teacher has limited access.

The district will share information from the National Weather Service so that staff and students are aware of potential weather-related issues in advance. Therefore, teachers and students should be forewarned for the potential of an upcoming e-learning day and will be expected to be prepared accordingly. Unfortunately, some school closures take place due to alternative circumstances and an e-learning day may be scheduled with less forewarning.

**Purpose:** The rationale for E-Learning days are to sustain the educational process for the students of Long Prairie Grey Eagle. Additionally, doing so will allow for the district and faculty to maintain curriculum goals and skills. E-Learning can be used up to five times (days) during the year and will be counted as instructional days. Lastly, adopting the plan will either eliminate or decrease the need for make-up days at the end of the school year.

**Plan:** It will be the teacher's responsibility to follow the Minnesota Department of Education's program plan for e-Learning days and the plan established by the LPGE School.

As stated by MDE Statute 120A.414 the plan must include:

- Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.
- Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student's Individualized Education Program (IEP)/504 plans.
- Notification to parents and students of the plan at the beginning of the school year and, upon implementation, at least two hours' notice prior to the normal school start time that students are to follow the e-Learning day plan.

**In the event of an e-Learning day, LPGE faculty will:**

1. Assignments will be posted to Schoology or See-Saw no later than 10:00 a.m.
2. Be available for communication via Google Meets, telephone, email, and/or Schoology or See-Saw messaging between 10:00 am and 3:00 pm. Faculty will have voicemail from school linked to their email. Staff will be expected to respond to student questions within 30 minutes of the question being posed.
3. Allow students up to three (3) days to make-up work administered on an e-Learning day. The "three (3) days" consists of the e-learning day and the two (2) days following the e-learning day.

**The intent of e-learning is to continue what is currently being taught in the classroom.**

1. Therefore, a teacher may need to have a live Google meeting or post a recorded lesson in some instances.

2. On the other hand, if students were expected to take a test in class on a specific day that becomes an e-learning day, students might be asked to take an exam rather than partake in a lesson.
3. If students were to be conducting research in class on a particular day that becomes an e-learning day, students may be asked to conduct research from home.
4. If students were scheduled to watch a video or participate in a web-based activity on a particular day that becomes an e-learning day, students may be asked to view the video or engage in the web-based activity from home.
5. If students were supposed to progress through a project during a particular day that becomes an e-learning day, students may be expected to continue to work toward completion of that project during the e-learning day.

Other examples of high-quality e-Learning include:

- a. Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.
- b. Leverage digital tools students are using as part of their regular instruction (i.e. Schoology or See-Saw, Google Docs, apps).

## **EIGHTEEN - YEAR OLD STUDENTS**

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

## **EMPLOYMENT BACKGROUND CHECKS**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are 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.

## **EQUAL ACCESS TO SCHOOL FACILITIES**

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during noninstructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will

not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

## **EQUIPMENT**

Equipment borrowed for plays, meetings and programs must be returned immediately after its use. Permission from the office must be granted prior to use of equipment from another department or classroom, or arrangements made with the classroom teacher.

## **EXTENDED SCHOOL YEAR OPPORTUNITIES**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the IEP case manager.

## **EXTRA CURRICULAR ACTIVITIES/ORGANIZATIONS (School Board Policy I7):**

Students are encouraged to participate in extracurricular activities and join organizations. Generally, the student who participates in these activities does better work in the classroom. A student must be in attendance periods 1-7 on the day of the activity in order to participate as a team member. Exceptions to this policy may be made only with the principal's approval. All organizations have a faculty advisor and meet for social and business purposes only with the advisor's approval. All money belonging to any organization must be deposited in the Student Activity Account.

In order to participate in athletic or other co-curricular activities, the following usage rate is assessed:

1. Junior High (Grades 7-8) athletics - \$30.00/sport or \$75.00/3sports
2. Grades 9-12 \$60.00/sport or \$150.00/3 sports.
3. MAXIMUM PER FAMILY \$300.00
4. \$25.00 fee for each: MS/HS Summer band/lessons, Jazz band, Carolers/Jazz choir, Knowledge bowl, One Act play (this fee applies toward family max).
5. Band uniform cleaning and repair will be the student's responsibility (annual fee).
6. Band lesson books must be paid for by the student.
7. Students using school owned instruments will be charged according to the use and age of the instrument.

## **SPECTATOR CONDUCT AT HOME EVENTS**

Students should remain in the gym unless using bathrooms or buying concessions.

- a. Students are not allowed in classroom areas.
  1. Coats and materials should be removed from gym lockers before 4:00 p.m.
  2. All locker rooms are off-limits unless returning from an away game
- b. No smoking or vaping on the school grounds.
- c. Non-participants are not allowed on the playing court.
- d. Good sportsmanship should be demonstrated by all spectators before, during and after the game. Spectators may be removed from the game by administration or law enforcement if there is any inappropriate language, harassment of players or referees or any disruption to the game itself.

## **FEES**

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

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the school principal, Mr. Rud.

## **FOOD IN THE CLASSROOMS**

Students are not allowed food or drink, other than water, in the classrooms and hallways. Any deviation to this policy is through administration and staff authority.

Outside food and drink are not allowed on campus during the hours school is in session. The only exception to this will be students who pack their own lunch for their scheduled lunch in the cafeteria. Food designated as part of the student's lunch needs to be in a separate container and left in the locker until the student's designated lunch time.

## **FUNDRAISING**

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the building principal. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school-related activities will not be allowed during the school day. The form for fundraising activities may be found in the school office.

## **GIFTS TO EMPLOYEES**

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

## **GRADUATION CEREMONY**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

## **IEP BILLING:**

The district considers names and birthdates of students eligible for special education as directory information and will share the information with DHS (Minnesota Department of Human Services) to determine which students are currently enrolled in a Minnesota Health Care Program. If a parent/guardian does not wish for directory information to be shared, you may opt out by contacting the district office at 320-732-2194.

## **INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy or by parental approval.

## **LIBRARY AND MEDIA CENTER**

The library/media center is open as school is in session but may be closed at different times. Please refer to Mrs. Terwey for library and media center hours. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

## **LOCKERS**

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

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

notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Students are responsible for the care of their lockers. Any mechanical or structural failure should be reported to the office immediately. Students who kick or abuse lockers will receive a consequence commensurate with the level of abuse. **Papering of your locker and any advertising on the outside of your locker is prohibited- exception will be for those items directed by coaches or school administration. Violation of this rule will result in being assigned 45 minutes detention.** Pop / liquids may be stored in a locker if they are kept in a lunch bag for use during the lunch period in the commons. Students who violate the above policy will be assigned detention. Repeat offenders could lose their locker privileges.

### **Locker Assignments**

Students will be assigned to a locker in the Fall.

### **Care of Lockers**

Students are responsible for the care of their lockers. Any mechanical or structural failure should be reported to the office immediately. Students who kick or abuse lockers will receive a consequence commensurate with the level of abuse. Papering of your locker and any advertising on the outside of your locker is prohibited- exception will be for those items directed by coaches or school administration.

### **LOCKER RESPONSIBILITY**

Lockers are provided for all students and are issued without charge or deposit. The school accepts no responsibility for anything stored in lockers. Suggestion: Do not leave significant amounts of money in school lockers.

### **PHYSICAL EDUCATION- LOCKER ROOMS**

Physical education locker rooms are off limits to students during class time. Exceptions:  
a. Students who have a pass from a teacher to the locker room may use these facilities.  
b. Students who are scheduled into a physical education class and have permission from their physical education teacher may use the locker room.

Due to the increase in vandalism and theft in the locker room we are now requiring students to purchase a lock for \$5.00 from the school that will be recorded and registered in the physical education department for use for athletics and physical education students. ***Items stolen from unlocked lockers are the responsibility of the student.***

Due to the increase in vandalism and theft in the locker room, a student will receive their first lock FREE OF CHARGE from the school that will be recorded and registered in the physical education department for use for athletics and physical education students. If the first lock is lost or missing, the student will be fined \$5 for each additional lock.

**Items stolen from unlocked lockers are the responsibility of the student. Items that are stolen from the locker room are the responsibility of the student. The physical education department and school are not liable.**

**Note of advice to all students:** Don't leave large amounts of money or valuables in your lockers. If you have to bring money or valuable possessions to physical ed. class, ask your physical education teacher to hold them for you during physical education class.

## **LUNCHESES**

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

### **LUNCHROOM SCHEDULES**

#### Regular Schedule

1<sup>st</sup> Lunch: 11:12- 11:42

2<sup>nd</sup> Lunch: 12:04- 12:34

#### Activity Schedule

1<sup>st</sup> Lunch: 11:27- 11:57

2<sup>nd</sup> Lunch: 12:11- 12:41

#### Late Schedule

1<sup>st</sup> Lunch: 11:25- 11:55

2<sup>nd</sup> Lunch: 12:09- 12:39

#### Early Out

1<sup>st</sup> Lunch: 11:24- 11:54

2<sup>nd</sup> Lunch: 12:03- 12:33

### **LUNCHROOM/CAFETERIA**

Lunch is to be eaten in designated areas only. Lunch times vary by individual student's schedule. Students will be notified of their assigned lunch time on the first day of school per their individual class schedule. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

### **MEDIA CENTER:**

All students must present a pass to the Media Center Specialist upon entering. The media center is available for research and leisure reading and college coursework. Computer users are not allowed to access "chat rooms". All internet use must be school appropriate.

### **MEDIA CENTER POLICY:**

- 1) 2-week checkout period
- 2) Limit of 3 books
- 3) Students will be notified of overdue books prior to the end of each quarter by posting on the media center door.
- 4) If the book is not returned by the end of the semester, the student will be charged a late fee or its replacement cost.

- 5) If materials are not returned and fines not paid, students may not receive their Chromebook at the beginning of the next school year.
- 6) Students will pay the replacement costs for any lost or damaged materials
- 7) Unacceptable behavior will result in the student being referred to the office.
8. No food or drink, other than water, in the Media Center is allowed, unless prior arrangements have been made.

## **MESSAGES TO STUDENTS**

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited.

## **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 Superintendent Dan Ludvigson - 205 2<sup>nd</sup> St. S, Long Prairie, MN, 320-732-2194 - as the district's human rights officer to handle inquiries regarding nondiscrimination.

### **TITLE IX SEX NON-DISCRIMINATION POLICY**

**It is the policy of LPGE not to discriminate on the basis of sex in its educational program activities or employment policies, as required by Title IX of the 1972 Educational Amendments. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.**

**Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator.**

**The school district's Title IX Coordinator is: Mr. Rud**

**Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.**

**See also Policy #522 Title IX Sex Non-discrimination Policy, Grievance Procedure. A copy of the policy can be obtained in the principal's office.**

## **NOTICE OF VIOLENT BEHAVIOR BY STUDENTS**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **OFF-CAMPUS PASSES:**

Off-campus passes must be obtained before school from the attendance secretary **before 8:15 am**. Students are not allowed to leave school without a pass. Students leaving without a pass will be considered truant and face consequences for truancy. If you return to school during the day, sign in at the office and obtain an admit slip to class.

## **PARENT / TEACHER CONFERENCES**

Parent and teacher conferences will be held twice a year, once in the fall and once in the spring. Parents will be notified of the pending conferences by electronic means and social media. For more information, contact the building principal.

## **PARENT RIGHT TO KNOW**

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

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

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

## **PARENT VOLUNTEERS**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the building principal, Mr. Rud. To volunteer in the school building or classroom, parents/guardians should contact Barton Rud-Principal. Parents/guardians who visit the school should sign in at the front desk along with pre-arrangement with the classroom teacher needs to occur before entering the classroom. For more information, contact the building principal, Mr. Rud.

## **PARKING ON SCHOOL DISTRICT PROPERTY / DRIVING:**

Parking a motor vehicle on school property

Any student driving during the school day without authorization from the Principal's Office is subject to detention or suspension. Students are not allowed to drive on the fire/emergency access road that circles the school building without authorization from the Principal's Office.

Parking Lot Access: Please use the designated entry (southwest end of parking lot) and the designated exit (Northwest end of the parking lot).

Students who wish to go to the parking lot during school hours (8:15 a.m. to 3:07 p.m.) are allowed for emergency reasons and will need to complete the "sign out form" and be escorted by office staff, as available. The student must sign back into the building on the "Sign out form" when they return. Failure to complete the above process will result in a thirty-minute detention assignment. Students who park in the Visitor's Parking area or designated Parent Pickup section of the parking lot without permission will be assigned 45 minutes of detention. Students are required to park within designated vehicle lines in the lot. Students who violate this requirement will be assigned 45 minutes of detention.

## **STUDENTS**

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only
- Students are not permitted to use motor vehicles during the school day in any school district locations unless permission has been granted to the student by the school office.
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

**Students are not to be parking in back of the school as this is reserved for staff parking.**

**Students are not allowed to park in the guest parking area in the front of the school.**

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy (*Appendix 5*).

## **VISITORS**

Visitors are permitted to park in designated school district visitor parking areas.

Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

## **RECKLESS DRIVING**

The following consequences will be enforced for reckless driving, driving without consideration for the road conditions, leaving the parking lot from the entrance, or speed in excess of 15 MPH:

1. Dependent of severity and circumstance: Six days of assigned parking in the Northwest corner of the parking lot, detention or suspension.
2. Loss of parking lot privileges for 10 days. Dependent of severity and circumstance: Twelve days of assigned parking in the Northwest corner of the parking lot, detention or suspension.
3. Dependent of severity and circumstance: Eighteen days of assigned parking in the Northwest corner of the parking lot, detention or suspension.
4. Loss of parking lot privileges for the remainder of the school year. Student will not be allowed to park in the lot.

Note: The above consequences are not necessarily consecutive.

## **PBIS**

The staff has implemented PBIS (Positive Behavioral Intervention Supports) into the daily routine for all staff and students at Long Prairie – Grey Eagle Secondary School. PBIS helps the staff to choose and organize behavioral interventions in order to enhance the academic and behavioral outcomes of students. Students will be exposed to this process at different points throughout the year to include a classroom matrix developed by each teacher for the classroom, the code of conduct that is distributed to each student to outline expectations while attending LPGE Secondary and while in class within each classroom.

## **PHYSICAL EDUCATION EXCUSES**

Excuses to exclude participation in physical education activities must be a signed note by the parents. If longer than two days, a doctor's statement of the student's health must be filed with the nurse and on record in the office indicating the student's limited activity.

### **120B.026 PHYSICAL EDUCATION; EXCLUSION FROM CLASS; RECESS**

A student may be excused from a physical education class if the student submits written information signed by a physician stating that physical activity will jeopardize the student's health. A student may be excused from a physical education class if being excused meets the child's unique and individualized needs according to the child's individualized education program, federal 504 plan, or individualized health plan. A student may be excused if a parent or guardian requests an exemption on religious grounds. A student with a disability must be provided with modifications or adaptations that allow physical education class to meet their needs. Schools are strongly encouraged not to exclude students in kindergarten through grade 5 from recess due to punishment or disciplinary action.

## **PLEDGE OF ALLEGIANCE**

Students will recite the Pledge of Allegiance to the flag of the United States of America each school day morning. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

## **PROJECTS**

The school is not responsible for student projects that become damaged or lost while in storage in the school. This would include projects and/or personal equipment left in lockers, in shop, home economics, art, science, auto mechanics, agriculture, business department or in any other subject area for which instruction is provided. Students must take the responsibility for any projects left in the school to assure safety from damage or theft.

## **SCHEDULE CHANGES**

The following dates pertain to students making schedule changes for the upcoming school year.

Last day to make schedule changes:

For 1<sup>st</sup> Semester- June 1<sup>st</sup>

For 2<sup>nd</sup> Semester- October 1<sup>st</sup>

## **SCHOOL ACTIVITIES**

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to represent responsibly the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Long Prairie – Grey Eagle School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Ms. Kelsey Paurus- Athletic Director or refer to the following Eligibility Requirements.

## **SCHOOL CLOSING PROCEDURES**

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over the radio- KEYL 99.7 FM, on the internet at <https://www.lpge.org>, as well as emergency phone notification along with school website, email and social media platform Facebook.

## **SEARCHES**

In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal

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

## **LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER**

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

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

The school is not responsible for personal property damaged or lost in school. Money and/or valuables should not be left in lockers. For safe keeping money should be placed in an envelope, properly marked and left in the high school office.

Foods and beverages in lockers, other than lunch bags, will be confiscated. Detention may be assigned.

## **DESKS**

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

## **PERSONAL POSSESSIONS AND STUDENT'S PERSON**

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

## **VEHICLES ON CAMPUS**

### **Patrols and Inspections**

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

## SEARCH OF THE INTERIOR OF A STUDENT'S MOTOR VEHICLE

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

## STUDENT PRINTING

Students needing to print from their Chromebook, send them to the media computer lab to log in and print from those computers. Students do not have the capability make color prints. Media center staff are not responsible for printing student work.

## STUDENT PUBLICATIONS AND MATERIALS

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school sponsored publications may not be distributed without prior approval.

## SCHOOL SPONSORED MEDIA

~~The school district may exercise editorial control over the style and content of student expression in school-sponsored media, as defined in Policy 512, and activities.~~ Student media advisers shall supervise student ~~writers~~ **journalists** to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media faculty advisor and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is defamatory;
- Is profane, harassing, threatening, or intimidating;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or state law;
- Causes a material and substantial disruption of school activities;
- Is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
- Advertises or promotes any product or service not permitted for minors by law;
- ~~Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;~~

- **Advocates sexual racial or religious harassment or violence or prejudice; or**
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media Official school publications may be distributed at reasonable times and locations.

## STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" (*Appendix 3*). A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained from the school website under school board policies. The website address is <https://www.lpge.org>

## STUDENT RECORDING POLICY

Students are **not permitted** to record classmates, staff, or classroom activities **without prior permission** from a teacher, administrator, or designated school staff member.

- Unauthorized recordings, especially those intended to embarrass, intimidate, or harass, may be considered violations of the district's **bullying prevention, acceptable use, and student discipline policies**.
- Students who violate this policy may face **disciplinary consequences**, up to and including suspension or expulsion, depending on the nature and impact of the recording.

## STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" (*Appendix 4*). A complete copy of the school district's "Student Surveys" policy may be obtained from the school website under school board policies. The website address is <https://www.lpge.org>

## TELEPHONE CALLS

Telephone calls are only to be made before school, during breakfast and noon hour or after school, unless there is an emergency. The office phone may be used for phone calls. If a student needs to make a long-distance call, they can use their cell phone in the office only with advanced permission from the office staff. Students will not be called from class to answer an incoming call except in extreme emergency.

## TESTING INFORMATION

Parents who wish to opt out of statewide tests must have their opt-out form into the secondary school main office by April 1<sup>st</sup>.

Opt-out forms for statewide tests may be found as the last pages in the handbook. Please tear these out and bring them in, additional forms are available in the office.

## **TRANSPORTATION OF PUBLIC-SCHOOL STUDENTS**

The school district will provide transportation, at the expense of the school district, for all resident students. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian.

### **EXTRACURRICULAR TRANSPORTATION**

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

## **VIDEO AND AUDIO RECORDING**

### **SCHOOL BUSES**

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

### **PLACES OTHER THAN BUSES**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

## **TEXTBOOKS:**

Textbooks are furnished free of charge. Students are responsible for books issued. Lost books are to be paid for or arrangements made to do so before another book is issued. Fines for damaged books will be assessed.

## **VALEDICTORIAN / SALUTATORIAN RECOGNITION AND TOP TEN RECOGNITION**

Graduating seniors qualify for the honor of graduation first in the class (Valedictorian) or second in the class (Salutarian) and **TOP 10** based on GPA earned in grades 9-12. The practice used to determine the highest-grade point average is as follows: The grade point average is carried to the .001 place. If the .001 place is five or more, it is rounded up to the next .01. If the .001 place is four or less the .01

place would remain the same. To qualify for recognition as a Valedictorian or Salutatorian or TOP 10 at LP-GE HS a student must be enrolled in the secondary program for a minimum of two years.

## **VEHICLES ON CAMPUS**

### **Patrols and Inspections**

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **Search of the Interior of a Student's Motor Vehicle**

**The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.**

## **WITHDRAWAL:**

1. Authorization for withdrawal must be made by telephone or in person by your parent or guardian.
2. Obtain appropriate forms from the Principal's office.
3. Have the forms filled out by teachers, return all school books and library books, and make sure all fines are paid.
4. Take the completed form to the Principal's Office for final clearance.

## **YEARBOOK**

Each year a school yearbook is produced and available for sale. The administration retains the right to determine how it is produced and the content that is contained within the pages of the yearbook.

**This includes all photography / pictures within the school yearbook.**

## **PART II — ACADEMICS**

### **Use of Artificial Intelligence (AI) Tools**

Students may use Artificial Intelligence (AI) tools (such as chatbots, writing assistants, or image generators) for school-related work only when allowed by a teacher and in a way that supports learning—not replaces it.

All use of AI tools must follow district technology policies and comply with state and federal laws, including those that protect student privacy and intellectual property (such as FERPA and copyright laws).

Students are expected to complete their own work and demonstrate their own understanding. Using AI tools to copy, generate, or submit work that is not your own—without permission or proper citation—may be considered academic dishonesty.

If you are ever unsure whether a tool or use is appropriate, ask your teacher before using it. Misuse of AI tools may result in loss of technology privileges or other disciplinary actions.

Our goal is to use technology in ways that enhance learning, encourage critical thinking, and prepare students for the future—while maintaining honesty, responsibility, and academic integrity.

### **ALTERNATIVE EDUCATIONAL OPPORTUNITIES**

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the Dean of Students, Mr. Jonathan Young at 320-732-2194.

### **CHEATING AND PLAGIARISM**

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

#### **PLAGIARISM**

It is the expectation for all students at LPGE High School that they present work as their own. Credit for student work is granted under the premise that the student has completed the task in its entirety and is taking credit for their original ideas and effort. Anything less than that is considered to be academically dishonest. Examples of academic dishonesty on the part of a student may include, but is not limited to:

- Submitting another student's work as one's own work
- Giving or obtaining test questions or answers from a member of an earlier class
- Copying from another student's test or computer file
- Plagiarizing (presenting as one's own material copied without adequate documentation from a published source)

- Cutting and pasting another person's actual words without adequate source documentation

Based on frequency and severity of the offense, consequences for academic dishonesty may include one or more of the following:

- Detention
- Loss of credit
- Grade reduction to 0
- Suspension from classes
- Suspension from school

## **CLASS RANK / ACADEMIC STANDING**

Class standing and credit is determined by the number of courses satisfactorily completed and not by the length of time the student has been in school. At the beginning of the school year, students must have earned the following number of credits for grade classification: Sophomore 10 credits; Junior 20 credits; Senior 30 credits. Forty-six credits are required for graduation. The list of course requirements are included in the registration manual. One study hall is allowed per semester.

An individual student's specific class ranking information is protected private data under state and federal laws. Disclosure of a student's grade point average (GPA), class rank, or transcripts requires written permission of the parent, guardian, or eligible student.

However, if designated as directory information, the fact that a student is recognized for his/her academic standing or receipt of an award (i.e., honor roll) is public information.

## **CREDIT RECOVERY**

Credit Recovery gives students in grades 9-12 the opportunity to recover failed credits while accessing online curriculum.

Students interested in recovering credits they have failed to master in the traditional classroom, sign up for classes offered throughout the year using Edmentum, an online resource tool that allows students to work independent of school yet in tandem with state aligned curriculum that helps guide their 7-12 path.

1. Allows students to maintain status and graduate with their class
2. Courses offered are for recovery only, not for original credit

Students in grades 9-12 will have the opportunity to earn a "Pass" grade and credit from a previously failed class.

Students will complete all assignments, and need a grade of 70% or higher to complete the credit.

Students will be required to take final tests in person, either before school or after school - in the Student Success Center (proctor/staff to be determined): before school 7:30 am -8:15 am and after school 3:15 pm -4:00 pm.

## **EARLY GRADUATION**

Students may be considered for early graduation after meeting the conditions provided in school district policy 613.

### **ELIGIBILITY (School Board Policy 510):**

In order to represent the Long Prairie-Grey Eagle School as a participant in any contest, meet, or public performance as it relates to athletics or fine arts, the following rules set forth by the Long Prairie-Grey Eagle School Board.

Students who are living within the LPGE School District, but going to an alternative school, such as but not limited to: Home School, Online School or the ALC, are held to the same academic standards as our enrolled LPGE students. It is the parent's responsibility to provide the school an update on their academic progress ever Midterm and Quarter, which is based upon the LPGE School calendar. Failure to do so could jeopardize the student's eligibility.

### **LPGE 7-12 ELIGIBILITY POLICY**

Students can lose eligibility during the following dates throughout the school year:

- A. Midterm 1
- B. Quarter 1
- C. Midterm 2
- D. Quarter 2
- E. Midterm 3
- F. Quarter 3
- G. Midterm 4
- H. Quarter 4

A preliminary report informing you that you are in jeopardy of losing eligibility will be communicated to parents / guardians 2 weeks before grades being pulled for eligibility.

Eligibility will be determined by **semester grades** at every grading period.

An eligibility report will be generated the following day after grades are posted and discipline will go into effect the following day.

For example: Grades post for Midterm 1 on October 5th, a report would be generated on October 6th, and any necessary disciplinary action would begin on October 7th.

#### Athletic Activities:

On the first 'F', students will lose eligibility- 1 or 2 events based on the activity:

Basketball- 2

Hockey- 2

Softball- 2

Baseball- 2

All other activities will be 1 event

#### Fine Arts and Extra-Curricular Activities:

On the first 'F', students will lose eligibility for 1 event.

**No additional work will be accepted past the grading period date.**

## **EXTENDED SCHOOL YEAR OPPORTUNITIES**

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the Secondary School Principal - Mr. Bart Rud at 320-732-2194.

## **FIELD TRIPS**

All rules of student conduct and student discipline apply to field trips.

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

### **Non-Academic Field Trips or Activities (Includes Snow Days and Homecoming)**

- 1. As these events are a privilege and not a requirement for academic acceleration or graduation, students who wish to participate must meet the following requirements:**
  - a. Not failing any classes for the semester (Not on the F-List)**
  - b. Attendance- Students may not have more than 3 un-excused absences**
  - c. Discipline- Students cannot have more than two discipline notices (In-School Suspension or Out of School Suspension) for the semester**
- 2. This will be enforced per administrative discretion.**

### **4 FOR 2 PROGRAM:**

Requirements for participation for 4 for 2 Program: Entering your Junior Year, Cumulative GPA-3.00, Accuplacer Exam.

## **GRADES**

Students' grades will be reported quarterly during the year. Report cards will be reported quarterly, but immediate information regarding student's progress and report for their current standing in their classes may be utilized via or online platform Skyward.

**No additional work will be excepted past the grading period date.**

## **GRADUATION REQUIREMENTS**

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Long Prairie – Grey Eagle School District. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests.

Students will have the first opportunity to take a test in basic requirements in 10<sup>th</sup> grade. Parents may opt out of the statewide assessments for their student(s) by completing the form in *Appendix 12* and returning it to the school district office.

## COURSE CREDITS REQUIRED

To receive a diploma, students must successfully complete at least 46 credits and comply with the following high school level course requirements:

### High School Level Courses Required for Graduation

<u>Subject Area</u>	<u>Credits</u>	<u>Explanation</u>
Language Arts	8	Must be sufficient to satisfy all academic standards
Mathematics	6	Must be sufficient to satisfy all of the academic standards in mathematics
Science	6	Must include one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12 and one credit to satisfy all the chemistry or physics standards for grades 9 through 12.
Social Studies	7	Must encompass at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota statutes, section 120B.21, subdivision 1a and a combination of other credits encompassing at least United States History, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies.
Arts	2	Must be sufficient to satisfy all of the academic standards in the arts.
Physical Education	2	Must be sufficient to satisfy all of the academic standards in Physical Education.
Health	Credits	Credits sufficient to satisfy the state standards in health upon adoption of statewide rules for implementing health standards under Minnesota Statutes, section 120B.021.
Electives	14	Must be sufficient to satisfy all of the academic standards in each elective.

Students who begin grade 9 in the 2024 – 2025 school year and later, must successfully complete a course for credit in personal finance in grade 10, 11 or 12.

LP/GE requirements for graduation include 8 semester credits in English, 7 credits in Social Studies, 6 credits in Mathematics, 6 credits in Science, 2 credits in Physical Education, 1 credit in Health, 2 credits in Art Visual arts, music or media arts, and 14 credits in elective courses. All coursework must be earned at the high school level. Algebra I won't be considered a high school level course beginning with the 2011-12 school year. Required and elective credits must total at least 46.

The registration manual published each year lists the courses offered and should be carefully used in developing a schedule.

To be eligible to participate in commencement and senior graduation picture, students must have attended school twelve years and have earned 38 credits by May 1st of their senior year. Diplomas will be awarded for all graduates through June 30 of that year. Students achieving the requirements for graduation after June 30 will receive a diploma with the succeeding class in the spring of the following year.

## **MINNESOTA ACADEMIC STANDARDS**

All students must satisfactorily complete the following required Minnesota ~~Graduation~~ **Academic Standards**:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

## **SCHOOL DISTRICT REQUIRED AND ELECTIVE STANDARDS**

All students must satisfactorily complete the following school district required and elective standards:

- Health (K-12);
- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the school counselor, Mr. Young.

## **GRADUATION CEREMONY**

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

## **HOMEWORK**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. It is expected that the student completes their work in a timely. Although some teachers may accept late work, the teacher is under no requirement to accept late work and is not required to provide any grading on late work. Each teacher has their own individual policy on late work for each of their classes and this information can be found in their syllabus.

## **HONOR ROLL**

Honor Rolls are posted 5 days after the end of each quarter. To qualify for the A/A- Honor Roll, a student must have a G.P.A. of at least 3.67. To qualify for the B+/B Honor Roll, a student must have a G.P.A. of at least 3.0. Students who have any grades lower than C- will not qualify for the Honor Roll.

Grade Point equivalents are as follows:

A+/A =	4.00	B- =	2.67	D+ =	1.33
A- =	3.67	C+ =	2.33	D =	1.00
B+ =	3.33	C =	2.00	D- =	.67
B =	3.00	C- =	1.67		

## **HONOR STUDENTS**

To qualify to become an Honor Student you must have a Cumulative Grade Point Average of 3.50 for grades 9, 10, 11 and 1st semester of 12th grade. A list will be posted during the beginning of 2nd semester and students will be asked fill out an information sheet that will used for the local paper. Honor Students will receive a Gold Tassel at the Awards Program to be worn at graduation.

## **INCOMPLETES**

Incompletes are no longer issued by instructors. Students will be graded based on work completed. Assignments not turned in have a value of "0". Teachers will have a policy regarding late work.

## **MINNESOTA HONOR SOCIETY**

Selection to the NHS is a privilege, not a right. Students do not apply for membership; instead, they provide information to be used by the Faculty Council to support their membership. Membership is granted only to those students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character.

LP-GE HIGH SCHOOL Juniors and Seniors with a cumulative Grade Point Average of 3.00 or higher meet the criteria for scholarship.

The leadership criterion is considered highly important for membership selection. Leadership roles in both the school and the community are considered, provided that they can be verified on Student Activity Information Forms.

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual providing the service. The student who serves: volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice, and offer assistance.

Character is probably the most difficult criterion to define. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. It can also be said that the student of character:

- \* Upholds principles of morality and ethics
- \* Demonstrates the highest standards of honesty and reliability

Faculty evaluations are used to supplement the Student Activity Information Forms gathered from each candidate. Evaluations bring to the attention of the Faculty Council information that may not otherwise be represented on the information forms. Upon reviewing the evaluations and information forms and verifying their accuracy, the Faculty Council is required to undertake a vote on each candidate, selecting each student who receives a majority vote. Application is made in the Fall of the school year.

## **PARENT / TEACHER CONFERENCES**

Parent and teacher conferences will be held two times each school year- the fall and spring. For more information, contact the building principal.

## **PARENTS RIGHT TO KNOW**

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

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

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who ~~is not highly qualified~~ **does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.**

## **POST-SECONDARY ENROLLMENT OPTION**

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. The Post-Secondary Enrollment Options (PSEO) Act allows students to attend full or part-time, a community or technical college, a state university, any branch of the University of MN, or any participating private college or university. The purpose of the program is to promote rigorous academic pursuits and to provide a wider variety of options to high school students.

Up to date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students by the earlier of (1) three weeks prior to the date by

which a student must register for district courses for the following school year, or (2) March 1 of each year.

Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the Dean of Students, Mr. Jonathon Young by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the Dean of Students, Mr. Jonathon Young.

Students must meet the admission requirements of the post-secondary institution they plan to attend. In some cases, post-secondary institutions have more stringent admission requirements for PSEO students than traditional students.

**A pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following academic term. A student is bound by notifying or not notifying the district by October 30 or May 30. This is per Minnesota Statutes 2022, Section 124D.09, Subdivision 7.**

It is recommended that a conference be held with the school's guidance counselor, student and parent(s)/guardian(s); to discuss remaining graduation requirements, including credits and standards. All grades and credits earned through the PSEO program will be part of the student's high school and college record.

Student's Responsibilities include the following:

- Make sure all required forms are completed and returned to the appropriate offices.
- Keep the high school informed of any changes in their class schedules
- Provide required documentation to the High School Curriculum Committee, if requested, concerning any courses taken, to determine placement of standards.

High school diplomas will not be issued until final grades are received from the post-secondary institution.

## **PROMOTION AND RETENTION**

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the Dean of Student's, Mr. Jonathan Young.

Per change of policy for the 2024-2025 school year, a separate policy for 7<sup>th</sup> / 8<sup>th</sup> grade will be employed this year. The policy is described in the next section.

## **7<sup>th</sup> / 8<sup>th</sup> GRADE RETENTION POLICY**

Any student who fails a semester of a core academic class (including Math, English, Science, and Social Studies) will be required to repeat the failed semester of the class in the subsequent academic year.

**1st Semester - Midterm of 1st Quarter**

Students that are failing a core class at the end of 1st quarter will be placed in a study hall. This will allow the student another opportunity to pass the class or classes that are in jeopardy of failing.

#### **1st Semester- End of 1st Quarter**

Parents will be advised again to have their student attend the after school program offered through the school as well as meeting with the teacher before or after school for help as needed.

#### **1st Semester - Midterm of 2nd Quarter**

Parents are notified again via email on how the student has progressed and parent meetings will take place as scheduled by school administration.

#### **1st Semester - End of 2nd Quarter**

Parents notified again via email on how the student has progressed and if they will be referred to administration for retention of that specific class.

Those students who are referred to administration for retention and re-do of the class the next school year will be contacted in order to meet with their parents to discuss how this will work for their student the next school year.

**Study Halls:** If a 7th or 8th grade student fails a core class during any quarter, they will be removed from their elective and/or exploratory class and placed into a study hall for the following quarter. If a 7th grader fails a class during the fourth quarter, they will be placed into a study hall during the first quarter of the following year.

**Credit Recovery:** Credit Recovery will no longer be offered to students in the 7<sup>th</sup> and 8<sup>th</sup> grades.

### **REPEATING A COURSE**

Students may take a class a second time. They have the option of taking an audit or receiving the higher of the two grades earned. This choice shall be made prior to the start of the quarter.

### **REPORT CARDS:**

Report cards are issued to the student following the end of a quarter. If grades are not satisfactory you should arrange a meeting with your teacher. Mid-term reports are sent to all parents. Parents are encouraged to call the school if there are questions concerning their student. The Honor Roll will be posted after report cards are issued to students.

## **PART III — RULES AND DISCIPLINE**

### **ATTENDANCE**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the “Student Attendance” policy (*Appendix 6*).

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#### **ATTENDANCE POLICY (Long Prairie/Grey Eagle School Board Policy 503)**

##### **I. PURPOSE**

- A. The Long Prairie-Grey Eagle School Board believes that students’ regular school attendance is:
1. directly related to student’s success in academic work; (b) benefits our students socially;
  2. provides opportunities for important communications between teachers and students;
  3. establishes regular habits of dependability important to the future of the student.

The purpose of our policy is to encourage regular school attendance; it is intended to be positive, not punitive.

- B. Our policy also recognizes that class attendance is a joint responsibility to be shared by our students, the parent(s) or guardian(s), teacher(s) and administrator(s). This policy will assist students in attending class. It is also a policy of this district that all students, regardless of age, are required to have all absences verified by a parent/guardian. The absence needs to be verified by a parent within three school days after his or her return or it will change to an unexcused absence.

##### **II. GENERAL STATEMENT OF POLICY**

###### **A. STUDENT RESPONSIBILITY**

The responsibility of the student is to attend each scheduled class. Classroom experiences are meaningful and essential components of the learning process. Meeting class attendance requirements helps instill concepts of self-discipline, exposes the students to group interactions with teachers and fellow students, enables the student to hear and participate in class discussions, and involves the students in educational experiences not available in other circumstances. Instructional and learning opportunities lost through absence from class may not be retrievable.

###### **B. ATTENDANCE POLICY**

###### **1. ABSENCES- UNEXCUSED**

Unexcused absences are recorded when:

- The school has not been notified of an absence, or
- An absence could have been avoided or delayed, or

- Prior arrangements and/or approval have not been made through the principal's office.

Every child, regardless of age enrolled in school, must follow the compulsory attendance law.

**Students with more than eight (8) absences in a semester will be referred to the County Attorney for truancy pursuant to Minn. Stat. 120.A26. The building Principal shall consider appeals for students who exceed the (8) day limit and has the discretion to limit or vacate penalties for additional absences.**

2. PROCEDURE FOR EXCUSED ABSENCES
  - a. If you are absent from school, ask your mother/father/guardian to call school at 732-2194 before 10:00 a.m. to clear your absence or write a note explaining your absence. Bring the note to the attendance secretary before school on the day of your return. Failure to clear an absence within 3 school days upon the student's return will result in an unexcused absence and may result in detention or suspension. The school will inform parents of any student not in school whose absence has not been called in nor satisfactorily explained by a written notice when possible.
  - b. Students obtain makeup work from each teacher.
  
3. ABSENCE NOTIFICATION
 

Students and parents/guardians shall be notified when a student has accumulated three unexcused absences. When said student has accumulated five unexcused absences, a letter will be sent home. Upon receiving their 8th unexcused absence, the student will be referred to the county attorney for truancy pursuant to Minn. Stat. 120A.26.
  
4. LONG TERM ABSENTEEISM
 

A homebound teacher may be provided for a student upon request from parents and approval of the principal. A doctor's note will be required to support the need for homebound instruction.
  
5. Off-CAMPUS PASSES (THE LP-GE NOON HOUR IS A CLOSED CAMPUS: PARENT APPROVED ABSENCES DO NOT APPLY.)
 

Off campus passes for haircuts, tanning or shopping will not be issued during **the school day** and are considered unexcused absences. Off-campus passes will not be issued during the noon period except for an emergency situation. The principal is the final authority to decide whether an absence that occurs when a student leaves the campus during the school day is excused or unexcused.
  
6. CLASS ATTENDANCE
 

Students must attend class for a minimum of 60% to receive credit for the class period.
  
7. STUDENT ILLNESS DURING THE SCHOOL DAY
 

If a student becomes ill or sick during the school day, he/she must report to the nurse's office.  
An effort will be made to contact parents. No student will receive permission to leave the building to go home without prior parental contact.

8. PERFECT ATTENDANCE INCENTIVE  
Students who attend school for seven periods per day for the entire year shall earn recognition for perfect attendance.
9. ATHLETIC ATTENDANCE RULES  
The student must be in school seven hours the day of the contest. Only excused absences are allowed the day of a contest and still be eligible to play. Any excused absence must be taken care of with the attendance secretary prior to 3:00 pm or the team's departure to an event, whichever comes first. If the absence is not excused by these deadlines, the athlete is not eligible to leave on the bus or play in the contest that day. **Athletes are expected to attend class at 8:15 on the day following a contest. Failure to do so may result in a loss of playing time at the discretion of the Principal/Athletic Director.**

#### **PARENT NOTES:**

Notes from parents that are forged or altered will result in 1 day of ISS.

#### **TARDINESS:**

Tardiness to School or Class: Students who are late for school must report to the office to sign-in and obtain an admission slip to class. Students who are tardy a second time will be assigned a minimum 45 minutes of detention. Each tardy thereafter will result in additional detention for the remainder of the quarter. Detention assignments will be made by the teacher. Students will serve these detention assignments within five days from the date of the assignment and will report to the detention room identified in the daily announcements. Oversleeping in the morning is not an excused absence.

Teacher passes: If a student is detained by a teacher, a pass from that teacher must be presented to the next period teacher. The office does not issue tardy passes except at the beginning of the school day.

#### Returning to School Following an Appointment:

Students who return to school following an appointment must report to the office to sign-in and obtain an admission slip to class.

#### **AUDITORIUM RULES:**

The following rules pertain to anyone who is using or supervising students or adults in this facility:

1. No food, gum or beverages allowed anywhere, anytime in the Auditorium.
2. No one allowed in the control booth that has not been trained and approved to operate the lighting and sound equipment.
3. All areas must be left clean and all equipment put away after use.
4. Auditorium etiquette:
  - Doors to the auditorium will not be opened once a performance begins. Doors may only be opened at a planned intermission.
  - Audience must remain seated and quiet at all times and are not allowed to exit the auditorium during the performance.
  - No feet on the seats, or feet or knees on the seat backs.
  - Do not manipulate the writing boards.
  - No Phones or Entertainment Devices (Air Pods) allowed during assemblies and performances.

## **BULLYING PROHIBITION**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, 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.

### **Long Prairie-Grey Eagle Public Schools**

**Date Adopted: 12/19/2005**

**Date Revised: 07/17/2023 Policy 514**

### **514 BULLYING PROHIBITION POLICY**

#### **I. PURPOSE**

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

#### **II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;
2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public-school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public-school students participating in the activity.

C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of

bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

514-2

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

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

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "Malicious and Sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school

property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

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

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

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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

## **V. SCHOOL DISTRICT ACTION**

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

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

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

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the

particular incident and nature of the conduct and shall take into account, the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

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

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

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account, the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

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

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

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

## 5. Internet safety and cyberbullying.

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

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school Climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506)

distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.

G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Model Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students  
and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. Ch. 124E (Charter Schools)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

## **BUSES – CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

Buses are used to transport District students living a mile or more from the high school. Transportation to school is a District expense. A student who has not attended school during the day is not eligible to ride the bus. A student who rides a bus other than their scheduled one must have a note from his/her parent which has been approved by the office and the driver. Once a student arrives at school by bus, he/she must remain on campus.

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

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

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

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

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus

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

## **CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES**

The State of Minnesota has passed legislation through the Department of Education that directs schools to develop a written cellphone policy based on a district wide initiative by March 15, 2025. In order for us to have a discussion on this topic, a number of steps have been taken to assure that all stakeholders have been able to have a voice in this decision before it was presented to the LPGE School Board.

Those steps involve the following, surveys being sent out to staff students and families regarding the use of cellphones as well as the discussion of impending changes to the cell phone policy, information from the MASSP to the school board regarding their "Cell Phone Toolkit" and current policies as they are instituted from surrounding school districts in our area. Along with that, the secondary school has met both at the leadership level as well as the staff level, to have discussions surrounding the implementation of a district wide cell phone policy. Information has been shared to include surveys of staff, students, parents, information from the MASSP- cell phone policy tool kit, information of current policies of surrounding districts and again an internal discussion at the building level pertaining to cell phone usage within the building by students.

The new cellphone policy is as follows:

**Students must keep all cell phones, smartwatches, and any other electronic communication device (not provided by the school) capable of connecting to the internet or outside cellular service, in their lockers during school hours, **this includes breakfast and lunch**. Cell phones will not be allowed in the classroom except under strict exceptions:**

**The exceptions to this policy will be the following:**

- 1. Students with a health condition warranting the need of a cell phone or electronic device as prescribed by a medical doctor and directed by the office.**
- 2. Those students whose teachers have specifically established the device as part of their curriculum and is set as a basis for the curriculum for a set base of time, i.e. college coursework such as a student enrolled in CLC classes, this would be an exception rather than the norm.**
- 3. Students who have it as part of the Individual Education Plan as stated by the IEP team members and the Special Education Department.**

**Students who violate the policy will have their device confiscated and returned at the end of the school day. Students who violate the policy after 12:00 will lose their device for the remainder of the day along with the entirety of the next day. This will be enforced through the staff on campus and the administration.**

## **CHEATING AND PLAGIARISM**

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy.

## **CHROMEBOOK POLICY**

# Long Prairie-Grey Eagle K-12 Public School

## Student Device Policy, Procedures, and Information

### 2025-2026

*The Student Device will be your device for the life of the Student Device and it is your responsibility to take care of the device.*

#### **1) RECEIVING YOUR Student Device & Student Device CHECK-IN**

This section goes over the procedures and rules for receiving your Student Device

##### 1.1 Receiving your Student Device

Student Devices will be distributed at the beginning of each school year during open house for students in 7th-12th grade.

K-6 students will receive their Student Device in their classrooms. These Student Devices will be for their use during the school day. Classroom Chromebooks are not to be taken home. If a student needs to complete homework, the student will get a request from the teacher and will check out a Student Device from the Media Center and return it the following morning. The students will abide by the Policies set forth in the Device Policy, Procedures, and Information Packet.

##### 1.2 Policy and Procedures Document

Students and Parents of K-12th grade must return Student Pledge documents signed by both the parent/guardian and the student. Pay any fees from the previous school year by September 30th. 7-12 Grade must show proof of a school-issued Charger if one was not handed in at the end of the previous school year. Failure to do this will result in the loss of your Chromebook and Google Account on October 1.

##### 1.3 Withdrawals and End of Year Check In

1.3.1 Individual school Student Devices must be returned at the end of each year. Students who withdraw for any reason or are expelled must return their individual school Student Device and charger on the date of termination.

1.3.2 The Student Device is LPGE school property. If a student fails to return the Student Device at the end of the school year or upon termination of enrollment at LPGE, it will be considered theft and that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Student Device.

#### **2) TAKING CARE OF YOUR Student Device**

Students are responsible for the general care of the Student Device they have been issued by the school. Student Devices that are broken or fail to work properly must be taken to the Secondary School Media Center for an evaluation of the equipment. If school staff sees that a Student Device is damaged, the student can not refuse repair.

##### 2.1 General Precautions

2.1.1 The District will provide one charger; if the charger is damaged or lost, the student will be responsible for replacement. **Students must buy chargers from the school at the cost of \$20.00.**

2.1.2 Student Devices must remain free of any writing, drawing, stickers, or labels that are not the property of LPGE.

2.1.3 Student Devices must never be left in an unlocked locker or unlocked car.

2.1.4 Students are responsible for keeping their Student Device battery charged for school each day.

##### 2.2 Student Device

- 2.2.1 The Student Devices can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Never close the Student Device with anything sitting on the keyboard as this may damage the screen, even papers.
- 2.2.2 Do not put unnecessary pressure on the top of the Student Device.
- 2.2.3 Do not place anything near the Student Device that could put pressure on the screen.
- 2.2.4 Keep your Student Device clean by using a soft damp cloth.
- 2.2.5 Always carry your Student Device with the lid closed.
- 2.2.6 Keep food and drink away from your Student Device.
- 2.2.7 Never leave your Student Device in the cold as it could break the screen.

### **3) USING YOUR Student Device AT SCHOOL**

Student Devices are intended for use at school each day. Students should bring their Student Device to all classes, unless specifically instructed not to do so by their teacher. Student Devices are not to be borrowed/loaned out to other students.

#### **3.1 Student Devices Left at Home**

If students leave their Student Device at home, they are responsible for getting the coursework completed as if their Student Device were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their Student Device at home, the student will be subject to appropriate disciplinary action. The Media Center will not issue a replacement device for the day. Teachers will have a Student Device in their room, but it is limited.

#### **3.2 Charging Your Student Device's Battery**

Student Devices should be charged to full capacity each day before they are brought to school. Chargers should be left at home.

#### **3.4 Home Internet Access-**

Students are allowed to set up additional wireless networks on their Student Devices. This will be necessary to use web-based services outside of the school setting.-

#### **3.5 Student owned Student Devices or Laptops College classes**

**Only students enrolled in college classes** are allowed to use their own personal Student Device or laptop at school. However, it is their responsibility to acquire all required apps even if a cost is involved.

#### **3.6 Chromebook Cases:**

**School-issued devices will not be permitted to have the use of a personal case. Students who put a case on school-issued devices will be asked to remove them. Cases provided by the school shall not be taken off/ removed for any reason from the device. Decorations, papers, pictures, or stickers are not to be placed inside the case. Breakage will result in a \$30.00 replacement fee.**

### **4) ACCEPTABLE USE**

The use of the LPGE #2753 School District's technology resources are a privilege, not a right. The privilege of using the technology resources provided by LPGE #2753 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in LPGE #2753. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Students and parents are put on notice that videos of school employees and/or other students shall not be taken or uploaded to the Internet and/or social media without the express consent of everyone in the video. Prohibited sites include (but not limited to) Youtube, X, Facebook, Instagram, Snapchat, Vimeo, etc.

Only “apps” that are approved by the District shall be allowed on the Student Device. Any unapproved “app” shall be deemed to be a violation of the acceptable use policy of the district and therefore will subject the student to the school discipline policy. The Student Device is a tool for educational use and is not to be used as a toy.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

#### 4.1 Parent/Guardian Responsibilities

4.1.1 Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for Student Device use outside of the school day.

4.1.2 Technology devices using the school’s network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network’s capabilities.

4.1.3 LPGE will also be able to regulate the legally purchased content purchased through Chrome Store that can be put on the device.

#### 4.2 School Responsibilities are to:

4.2.1 Provide Internet and email access to its students at school.

4.2.2 Provide Internet filtering at school.

4.2.3 Provide cloud data storage. (These will be treated similar to school lockers. LPGE #2753 reserves the right to review, monitor, and restrict information stored on or transmitted via LPGE owned equipment and to investigate inappropriate use of resources.)

4.2.4 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

#### 4.3 Students responsible for:

4.3.1 Using Student Devices in a responsible and ethical manner.

4.3.2 Obeying general school rules concerning behavior and communication that applies to Student Device/computer use.

4.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.

4.3.4 Helping LPGE #2753 protect our computer system/device by contacting an administrator about any security problems they may encounter.

4.3.5 Monitoring all activity on their account.

4.3.6 Securing their Student Device after they are done working to protect their work and information.

4.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

#### 4.4 Student Activities Strictly Prohibited:

4.4.1 Illegal installation or transmission of copyrighted materials.

4.4.2 Any action that violates existing LPGE school policy or public law.

4.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

4.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.

4.4.5 Changing Student Device settings in an effort to circumvent the filtering system.

4.4.6 Downloading inappropriate apps.

4.4.7 Spamming-Sending inappropriate emails.

4.4.8 Gaining access to other student’s accounts, files, and/or data.

**4.4.9 Vandalism to your Student Device or another student's Student Device. To include but not limited to removing keys, drawing/painting on Student Device, stickers, taking apart and general abuse.**

4.4.10 Students must not remove inventory markings applied by the school including Student ID tag or barcodes.

4.5 Student Discipline:

If a student violates any part of the above policy, board policy, or LPGE handbook policy, the student may be subject to the following disciplinary steps:

4.5.1 Students will check-in/check-out their Student Device from the Media Center. This may include restriction of the device to only work in school.

4.5.2 Loss of Student Device while still being required to complete coursework.

4.5.3 Disciplinary/Legal action as deemed appropriate.

**5) PROTECTING & STORING YOUR Student Device**

5.1 Student Device Identification:

Student Devices will be labeled in the manner specified by the school. Student Devices can be identified based on serial number and LPGE identification number. Students are not permitted to add stickers, personal pictures/drawings, or other papers to the Student Device or the inside of the case.

5.2 Storing Your Student Device:

When students are not using their Student Devices, they should be stored in a secured area. If a student needs a secure place to store their Student Device, they may check it in for storage at the media center. Student Devices should not be stored in a student's vehicle at school or at home.

5.3 Student Devices Left in Unsupervised Areas:

Under no circumstance should Student Devices be left in unsupervised areas. The commons, gyms, and locker rooms are areas that are not supervised. If a Student Device is found in an unsupervised area, it will be taken to the office or media center. A student may have disciplinary consequences if their Student Device is found unattended.

**6) REPAIRING OR REPLACING YOUR Student Device / COST OF REPAIRS**

LPGE #2753 recognizes that there is a need to protect the investment by both the District and the Student/Parent. *The District shall make available an insurance plan to 7-12 families for the cost of \$40 per device per year payable in advance of the student receiving the device. The District shall make available an insurance plan for K-6 families for the cost of \$15.00 per device per year payable in advance of the student using the device. This plan will **help** cover accidental damage to the device (but not the charger or case); while this policy is not mandatory, it is highly recommended. The plan is subject to the terms and conditions contained elsewhere in this policy, and we have set the following guidelines in place.*

6.1 Student Device Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. **Students with paid insurance will be required to pay a \$15 copay for the first claim, \$30 copay for the second claim, \$55 for each additional claim within a school year.** A claim consists of repair or replacement of one item. There may be more than one claim per incident. When damage does occur the student will be given a replacement to use and may be limited to In School Only.

Cost of Repairs **without insurance or for Deliberate damage** will be determined by Tech Department, but not to exceed the following:

Full Student Device: \$370  
Screen \$80  
Keyboard \$100  
Motherboard \$190

Replacement cost for accessories not included with insurance:  
Case \$30  
Charger \$20

6.1.1 If the Student Device is returned damaged the student will be charged appropriate repair costs when returning the device. Documentation of damages is done in the Media Center. A letter will be sent home describing the damage and the fee attached. The school will also contact parents through Parent Square, phone calls, and emails.

6.1.2 **Loss of Student Device with insurance would result in a \$100 fee** plus the \$30.00 replacement fee for the case.

6.1.3 Copay or fees must be paid within 10 (ten) days once device is sent in for repairs. The Internet will be restricted to use in school only on the Chromebook until the fees are paid in full.

#### 6.2 Personal Home or Homeowners coverage

*If parents choose to not purchase the insurance plan from the school, they are encouraged to carry their own personal insurance to protect the Student Device in cases of theft, loss, or accidental damage.* Parents may wish to consult with their insurance agent for details about their coverage of the Student Device. Parents who choose not to carry insurance on the device will be responsible for any and all costs of repair or replacement.

## **7) SCHOOL RIGHTS:**

### 7.1 Privacy Rights

The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all LPGE #2753 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all LPGE #2753 technology. LPGE #2753 may randomly check student devices on a weekly basis to inspect for damage or inappropriate use of the Student Device.

### 7.2 Appropriate Use

LPGE #2753 reserves the right to define inappropriate use of technology.

## **8) Web account Student Under 18 Parent consent form:**

8.1 In order for Long Prairie Grey Eagle Schools to continue to be able to provide your student with the most effective web based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Long Prairie Grey Eagle Schools utilizes several computer software applications and web based services, operated not by Long Prairie Grey Eagle Schools but by third parties. These include Google, Schoology, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits Long Prairie Grey Eagle Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site advisor.

This form will constitute consent for Long Prairie Grey Eagle Schools to provide personal identifying information for your child consisting of first name, email address and username to the following web operators: Google, Schoology, and to the operators of any additional web based educational programs and services which Long Prairie Grey Eagle Schools may add during the upcoming academic year.

***Please be advised that without the receipt of this signed form, your son or daughter will not be allowed to have access to the school's devices or internet, thus preventing them from doing a significant amount of their school work. This will require the student to have access to the internet and a device outside of the school day in which to complete these requirements. This will also cause your son or daughter to take a zero on some electronic based assignments or assessments that need to be completed on the internet during the school day. The only exception to this is when students need to take the MCAs, which is a computer based state assessment.***

**By making the payment you are agreeing to the Student Device Policy and the Student Under 18 Consent Form.**

**Parents may choose to fill out an Application for Educational Benefits to receive a coupon to wave the entire cost insurance. Currently \$40/year (7-12) \$15/year (K-6)**

## **9) Use of Artificial Intelligence (AI) Tools**

Students may use Artificial Intelligence (AI) tools (such as chatbots, writing assistants, or image generators) for school-related work only when allowed by a teacher and in a way that supports learning—not replacing it.

All use of AI tools must follow district technology policies and comply with state and federal laws, including those that protect student privacy and intellectual property (such as FERPA and copyright laws).

Students are expected to complete their own work and demonstrate their own understanding. Using AI tools to copy, generate, or submit work that is not your own—without permission or proper citation—may be considered academic dishonesty.

If you are ever unsure whether a tool or use is appropriate, ask your teacher before using it. Misuse of AI tools may result in loss of technology privileges or other disciplinary actions.

Our goal is to use technology in ways that enhance learning, encourage critical thinking, and prepare students for the future—while maintaining honesty, responsibility, and academic integrity.

## LPGE Network/Internet Acceptable Use Policy

Revised July 2025

Students use the Internet to participate in various learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet educational and personal information needs.

Because the Internet is a fluid environment, the information that will be available to students is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purchase, availability, and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the "User Agreement and Parent Permission Form" to the school.

**Network Acceptable Use Policy:** Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Network users agree to be responsible. They will protect their individual accounts by declining to share their passwords. They accept responsibility for the content of the messages they post - in their real names - and recognize access is a privilege, not a right. Access requires responsibility. Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files on district servers will always be private. Messages relating to or in support of illegal activities may be reported to legal authorities. Within reason, freedom of speech and access to information will be honored. During school, teachers guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, cellphones, movies, etc.

**Ethical:** They do not interfere with others' work or with the performance of the network by attempting to "hack" passwords, gain entry to closed areas of the network, or knowingly or inadvertently introducing computer viruses. Users will not send or display sexually explicit, obscene, pornographic, lewd, or other inappropriate messages or pictures. If access to these areas is gained accidentally, the user will exit immediately and contact the Technology Department.

**Efficient:** They recognize that the network is a shared resource, respect time limits and bandwidth limits (downloading large files will slow down the entire network), and learn to use tools that allow them to work offline.

**Network Etiquette:** They learn that the network is a social community with accepted standards of behavior. These standards include:

- Being polite. Do not get abusive in your messages with others
- Use appropriate language. Do not swear, use vulgarities, or inappropriate language. Illegal activities are strictly forbidden
- Do not reveal your personal address or the phone numbers of students or colleagues. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

**Legal:** They respect copyright and will not use the network resources to promote illegal activities.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Technology Director. Do not demonstrate the problem to other users. Attempts to log on to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**Sanctions:** Sanctions may be applied in cases of inappropriate use of the network. Violators of this policy will be held liable for any and all damages done to the equipment or software resources, and may result in the following:

1. Loss of access.
2. Additional disciplinary action may be determined at the building level, consistent with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies will be involved. District #2753 reserves all rights to any material stored in its file servers and has the right to remove any material that is inappropriate or objectionable. The primary use of the district's network is for school-related, educational purposes and communications.

Independent School District #2753 makes no warranties of any kind, whether expressed or implied, for the service it is providing. ISD #2753 will not be responsible for any damages a student, parent, or guardian suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or a student, parent, or guardian error, or omission. Use of any information obtained via the Internet is at the student, parent, or guardian's own risk. ISD #2753 denies any responsibility for the accuracy or quality of information obtained.

### **25-26 LPGE Student Pledge for Student Device Use**

1. I will take good care of my Student Device and never leave it unattended.
2. I will know where my Student Device is at all times and never loan it out to others.
3. I will charge my Student Device battery daily at home.
4. I will keep food and beverages away from my Student Device since they may cause damage to the device.
5. I will not disassemble any part of my Student Device or attempt any repairs.
6. I will use my Student Device in ways that are appropriate, meet LPGE expectations, and are educational in nature.
7. I will not place decorations (such as stickers, markers, etc.) on the Student Device. I will not deface the serial number on my Student Device.
8. I understand that my Student Device and its contents are subject to inspection at any time without notice and remains the property of LPGE #2753.
9. I will follow the policies outlined in the Handbook while at school, as well as outside the school day.
10. I will report theft, vandalism, or accidental damage to the media center.
11. I will be responsible for all damage to or loss of the Student Device.
12. If there is deliberate damage, I may be held responsible for the cost of damages, to be determined by the Tech Department, not to exceed the full replacement cost of the device.
13. I agree to return the Student Device in good working condition.
14. I will not take or utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner

**Internet Acceptable Use policy**

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

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**I agree to the stipulations set forth in the Student Device Policy, Procedures, and Information.**

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

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By signing this I agree to the 'Under 18 Parent Consent Form' as listed in the Student Device Policy. (8)

**CYBERBULLYING**

The use of cellphones or any communication devices to intimidate, threaten, harass or engage in abusive or harming conduct that is objectively offensive through social media platforms is not allowed and considered a violation of school policy.

The development and application of social media pages constructed without the express approval of LPGE School District and the use of student pictures on said social media account is forbidden and considered a violation of school policy.

Both of these violations will subject students to school discipline to be determined by administration as well as the information being turned over to law enforcement.

**DETENTION**

TIME: 3:15 pm-4:00 pm Tuesday and Thursday, excluding days before holidays

7:30 am – 8:10 am: Will need to be arranged with **Mrs. Langford**

SUPERVISION: High School staff

LOCATION: With a classroom teacher in their room or Choices Room- teacher's decision, based on the Detention Calendar found in the office

**CONDITIONS:**

1. Students must be in detention by 3:15 pm with study materials. Students not in the detention by 3:15 pm won't be allowed to serve detention on that day.

2. A student who behaves inappropriately during detention will be asked to leave detention and the detention time will be doubled.
3. Students who are absent from school on the day that a detention assignment is due are expected to complete the assigned time when they return to school.
4. Detention time will be spent in quiet study - no talking or visiting, no wandering around the room, no lavatory or water fountain breaks, no eating, no sleeping, and no cell phones. Any violation will require the detention to be re-done.
5. Students must provide for transportation home.
6. Students who wish to make up detention in the morning must complete a minimum of 25 minutes.
7. After 10 school days and at the discretion of the Principal, incomplete detention time will result in students declared ineligible for field trips, dances, classroom trips, organizational events, games etc. until the detention is completed.
8. Those students not completing their detention within 15 days will receive suspension.

## **DISCIPLINE PLAN**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy (*Appendix 5*).

A student may be subjected to disciplinary action when the student does not follow teacher, school or Board of Education rules and regulations. Students are subject to the rules and regulations cited in the discipline code while appearing at or attending any school-sponsored activity when that activity is not taking place during normal school hours or on school premises (e.g., athletic contests, field trips, co-curricular activities, student events, etc.) Students are also subject to the rules and regulations included in this Parent/Student Handbook and those identified by individual classroom teachers in their General Classroom Guidelines.

Students of Long Prairie – Grey Eagle High School are given every opportunity to make positive behavioral choices and decisions. Further, they are also held accountable for their actions (commensurate with their age and other factors).

The goal of the Long Prairie-Grey Eagle High School Discipline Plan is to establish a systematic plan for both in class and out of class behavior.

The following criteria are the basis for implementing a high school discipline plan.

1. No student will stop a teacher from teaching for any reason.
2. No student will stop another student from learning for any reason.
3. No student will engage in behavior that is not in his/her best interest or the best interest of others for any reason.

With these terms in mind the following has been developed by the staff and administration:

- I. Behavior rules for school building, school ground, classrooms.
  - A. No shoving, hitting, kicking, running
  - B. No loud or profane language
  - C. Respect and courtesy shown to all school employees
  - D. No loitering in hallways

- E. No physical contact between individuals is allowed. Students must limit physical contact to holding hands.
  - F. During class time, students in the hallways must have a pass in their possession
  - G. Engaging in any behavior which constitutes “hazing” is a violation of this school discipline policy and may subject the student to discipline including suspension and expulsion. Hazing means doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a student organization. “Hazing” is a violation of school policy regardless of time or place it occurs. (School Board Policy 526)
  - H. Engaging in any behavior which constitutes use or possession of drug paraphernalia is a violation of school discipline policy and will subject the student to discipline including suspension or expulsion and referral to law enforcement agencies.
  - I. Throwing Items - Throwing any items in the hallways can cause serious injury to other students. Students who engage in this behavior will receive a detention assignment.
  - J. Water Devices - The use of devices that dispense water are prohibited and will result in suspension. Examples are: squirt guns, water balloons, etc.
  - K. Sunflower Seeds - Sunflower seeds are not allowed in the secondary building.
  - L. Laser Pointers - Laser pointers are not allowed on school property. Laser pointers brought onto the school grounds will be confiscated.
  - M. Cell Phones and Ear Buds- Use of cell phones or communication devices such as ear buds, are not allowed in the classroom during the school day. Students may have the device on their persons, but their use is not allowed. Please refer to the policy on cellphones above.
- II. Discipline consequences for breaking rules may include conference with student and/or parent, assigned to another class, assigned to a study hall in place of a class, detention, or suspension [The length of any suspension In School or Out of School is dependent of the severity of the violation].

Acts of GROSS DISOBEDIENCE or MISCONDUCT of students while under the schools' jurisdiction shall be the basis for suspension, expulsion, or other disciplinary action. Examples include: Gambling, destruction of hall signs, theft, immorality, refusal to comply with staff requests, the use of tobacco, narcotics and intoxicating liquors on the school grounds, or elsewhere, in violation of the State Law shall not be tolerated and is considered wrong and harmful. Use of profanity will not be tolerated. Illegal possession of high school keys and hall passes will be considered a serious violation. Possession and/or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and at school sponsored activities and may result in suspension or expulsion.

### **SUSPENSION/EXCLUSION/EXPULSION**

(The Complete Policy Is Included in Section 506 of The School Board Policy Book):

A pupil may be dismissed on school board regulation.

1. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. Willful conduct which materially and substantially disrupts the rights of others to an education;
3. Willful conduct which endangers the pupil or other pupils, or the property of the school. Example: Fighting: Students who engage in a physical altercation will be suspended either from the classroom or from the building for 3 to 15 days.

4. If a student is serving OSS, they are not eligible to play in a contest during the OSS period. The athlete cannot attend any event, home or away.

Long Prairie – Grey Eagle School district will use non-exclusionary disciplinary policies and practices as appropriate before dismissal proceedings except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

### **Other Disciplinary Options**

Lunch detention: Detention may be assigned during lunch period.

After-school Detention: This detention will be served from 3:15 p.m. until 4:00 p.m. in the room assigned for detentions. Students will not be admitted to the detention room after 3:15 p.m. After-school detentions will be supervised by a school staff member serving as a monitor. If the student does not attend an assigned detention, the detention will be re-scheduled and an additional detention will be added.

General Note about Detentions- If a student is disruptive or uncooperative in detention, the appropriate consequences will be enforced and the detention may be rescheduled.

In-School Suspensions- ISS begins at the start of the school day and ends after the final period of the day. A student assigned to ISS will report to the designated area at the start of the day's first period. Students should bring appropriate schoolwork (homework, school projects, school reading, etc.) with them. Students will receive appropriate instruction and the entire day must be spent on school-related work. Lunch will be eaten during a designated time. Per activity expectations, students involved in extra-curricular activities will not be able to participate on a day that ISS is served.

### **Discipline Complaint Procedure**

Students, parents and other guardians and school staff may file a complaint and seek corrective action when requirement of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies are not being implemented appropriately or are being discriminately applied. See Discipline Policy 506.

## **DRESS AND APPEARANCE**

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

- Headgear, including hats, hoods or head coverings, are not to be worn in the building except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

### **DRESS CODE POLICY (7-12)**

The dress of a student reflects the quality of the school, of their conduct and their schoolwork. All students at LPGE Schools are expected to dress and groom themselves neatly in clothes that are appropriate for the school/work environment. Therefore, grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement, or that expose students to accidents must be avoided.

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

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

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).
  
- Students need to come to school dressed for the weather. During the winter, this includes boots, jackets, snow pants, hats and mittens for students who have recess.

Clothing choices that are considered inappropriate for school setting and not allowed include but are not limited to:

- Apparel promoting products or activities that are illegal for use by minors.
- Clothing bearing a message that is lewd, vulgar, or obscene.
  - Clothing or accessories with profanity or suggestive, vulgar, or offensive sayings or pictures that promote alcohol, drugs, tobacco, nudity, violence, gang-related symbolism, or sexual, racial, **political** or religious harassment.
- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing that displays cleavage, exposes navel/midriff, spaghetti strap tank tops, backless garments, and no exposed undergarments. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
  - Skirts and shorts must be hand length which is the point where the fingertips reach, when hands and arms are at your sides.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Gang affiliated signs, symbols, jewelry, tattoos, or clothing that represent acknowledged gangs or gang activity. This also includes simulations of anything representing "colors, **use of stitched numbers and other symbols**"
- No headgear or head coverings of any kind (hats, bandanas, hoods, etc.) is not to be worn in the building during the school day from 8:15 to 3:10, except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).
  - No coats, pajamas or blankets.
  - No trench coats or heavy chains
  - No backpacks in classrooms- per administrative discretion due to medical needs and necessity
  - Any apparel or footwear that would damage school property.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

**If in doubt, don't wear it!**

Note: This policy may be amended without notice to prohibit any attire that is deemed disruptive to the learning environment.

## **DRUG – FREE SCHOOL AND WORKPLACE**

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

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

## **HARASSMENT AND VIOLENCE PROHIBITION**

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Long Prairie-Grey Eagle School Board Policy Prohibiting Harassment and Violence (School Board Policy 413)

**Adopted: December 16, 2004 MSBA/MASA Model Policy 413**

**Orig. 1995**

**Revised: May 16, 2016 Rev. 2015**

**413 HARASSMENT AND VIOLENCE**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

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

B. A violation of this policy occurs when any student, teacher, administrator, or

other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

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

### III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another;
- or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
  - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;

- b. has a record of such an impairment; or
- c. is regarded as having such an impairment.

2. “Familial status” means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor’s legal guardian; or
- b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.

5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.

7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

#### F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

2. Sexual harassment may include, but is not limited to:

- a. unwelcome verbal harassment or abuse;

- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

**G. Sexual Violence; Definition**

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

**H. Violence; Definition**

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

**IV. REPORTING PROCEDURES**

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

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or

available from the school district office, but oral reports shall be considered complaints as well.

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

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

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

G. In the District. The school board hereby designates Barton Rud, Secondary School Principal as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.

I. Submission of a good faith complaint or report of harassment or violence

prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

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

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts

## **V. INVESTIGATION**

A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the

relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to 413-8 protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

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

## **VI. SCHOOL DISTRICT ACTION**

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

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

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

## **VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher,

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

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.

## **X. DISSEMINATION OF POLICY AND TRAINING**

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. This policy shall appear in the student handbook.

D. The school district will develop a method of discussing this policy with students and employees.

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

F. This policy shall be reviewed at least annually for compliance with state and federal law.

**: Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)

Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)  
42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)  
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)  
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)  
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)  
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

## **HAZING PROHIBITION**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy (*Appendix 9*).

**Adopted: Replaces J19 Policy 526**  
**Revised: January 26, 2015**  
**526 HAZING PROHIBITION**

[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minn. Stat. § 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minn. Stat. § 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]

## **I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

## **II. GENERAL STATEMENT OF POLICY**

A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employees is prohibited.

F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

526-2

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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

## **III. DEFINITIONS**

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other

school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

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

B. The school district encourages the reporting party to use the report form available

from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

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

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

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

## **V. SCHOOL DISTRICT ACTION**

A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a

defense during the investigation or prior to the imposition of discipline or other remedial responses.

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

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

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

## **VI. RETALIATION OR REPRISAL**

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

## **VII. DISSEMINATION OF POLICY**

[Note: Proper reference should be made to the appropriate handbooks in each school district.]

A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of

Students and Parents Under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

## **INTERNET ACCEPTABLE USE**

### **INTERNET, TECHNOLOGY AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including 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, Technology, and Cell Phone Acceptable Use" policy is available at the front desk in the secondary school office.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for 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 must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and 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 yearly.

### **INTERNET POLICY (School Board Policy 524)**

A copy of the form which must be completed to gain access to the Internet may be obtained in the Media Center.

### **PHOTOGRAPHY**

The unauthorized photographing or filming of anyone without their consent will result in disciplinary action.

### **RULES FOR IN-SCHOOL SUSPENSION**

Suspension is in the Student Support Center or another school location as determined by the office:

1. Students must report to the office by 8:15 a.m. daily until suspension is completed.
2. Should a student be absent from school the day assigned for suspension, suspension is to be made up the following day.
3. Students will work on school subjects and other assigned work throughout the day.
4. Students will not talk or make distracting noises.
5. Students will not deface furniture or walls.
6. Students will be given lavatory breaks approximately 9:45 a.m. and 1:30 p.m.
7. Students will be provided with breakfast and/or lunch, as needed.
8. No electronic devices of any kind.
9. Students must keep their heads up at all times. Sleeping is not allowed.
10. Students are to bring all books, materials and supplies that are needed for the day. Students will not be allowed to go to lockers to secure these items.
11. Students will not be allowed to bring coats to the Choices Room.
12. Students violating the above rules will be given one warning. Failure to comply will result in removal from ISS. Students who are removed from ISS will be sent home for the remainder of the day. The absence will be classified as unexcused. A student who is removed from ISS will repeat the ISS day when he/she returns to school the following day.
13. In-school suspended students may not participate in school activities for the duration of a suspension assignment. They may travel and sit with the team, but not in uniform.

Students must relinquish their cellphones, air pods and other electronic devices to district personnel to be placed in a secure location till the completion of the in-school suspension for that day. Failure to follow this rule will have the student's parent / guardian immediately contacted and the student placed in out-of-school suspension.

### **STUDENT ACTIVITY PARTICIPATION RULE**

Any student with more than one suspension during the semester will be excluded from participating in school activities for that semester. Some examples of this would be Homecoming, Snow Days and gym activities for the secondary building. Exceptions to this would be for academic and sports activities.

### **STUDENT SUPPORT CENTER**

This room is designed for students who have, through their actions in the classroom or school campus, made the choice to be placed in the Alternative Learning Classroom. Upon entering the Alternative Learning Classroom, there are rules that must be followed:

1. Students may be placed in the room by the office for the class period or an extended time as determined by the office.
2. The priority of the work done in the Alternative Learning Classroom will be that of the current class period for that student.
3. Students will turn over cellphones, air pods and any other entertainment device and place them in containers to be stored by the teacher in the front of the room. Those items not turned over will be confiscated by the teacher and turned over to the office for parent pick up.
4. Failure to comply with the rules in the choices room will result in suspension.

### **STUDY HALL – RULES**

- A. All students will be seated in desks and not on the floor or in the hallway.
- B. Cellphones will not be out or in use during the class time.
- C. Student grades and homework status will be checked by the teacher at the beginning of the study hall every day.
- D. All students will be engaged with work during the study hall class. No visiting or games.
  - a. If students have completed their work they should be engaged in reading.
- E. All students will stay in their study hall class.
  - a. No checking out without a staff approved appointment pass.

### **TOBACCO-FREE SCHOOLS; POSSESSION AND USE OF TOBACCO, TOBACCO – RELATED DEVICES AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *Appendix 10*. Contact the Dean of Students- Mr. Young or Building Principal- Mr. Rud, if you have questions or wish to report violations.

### **TOBACCO-ALCOHOL-UNAUTHORIZED DRUGS (School Board Policy 419)**

1. Students apprehended for smoking or using tobacco or possessing a tobacco product on school grounds or on property during a school-sponsored activity will be suspended.
  - a. A violation occurs when any student of the school district smokes or uses tobacco, tobacco-related devices, or electronic cigarettes on public school property. This prohibition includes all school district property and all off-campus events sponsored by the school district.
  - b. A violation of this policy occurs when any middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school.
  - c. "Electronic cigarette" means any oral device that provides a vapor of liquid and the use or inhalation of which simulates smoking. The term shall include any devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, Hookahs or under another product name or descriptor.
  - d. "Smoking" includes the inhaling and exhaling of vapor from any electronic delivery device.
  - e. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor.
2. Any student possession, consuming, or under the influence of alcohol or unauthorized drugs on school property or on property within sight of the school or during a school-sponsored activity will be suspended for three school days. Students will be reported to the Long Prairie Police Department. A second offense will result in the student being referred to the Disciplinary Committee for expulsion proceedings.
3. All MSHSL violations will be enforced for grades 7-12 for all levels of play.

## **LPGE Secondary School Procedures Drugs or Alcohol Use and Abuse by Students**

It is the policy of LPGE to maintain a safe and healthy environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

Once the secondary school office is notified of suspicion that a student may be using or under the influence of drugs/alcohol, the following procedures will be followed. These procedures will be amended as needed, as state and federal laws change and as the district needs to make adjustments to these procedures.

1. When a student is suspected of using or being under the influence of alcohol or drugs, the person having the suspicion shall notify the principal or designee. Notification must include reasons for suspicion (observations based on first-hand knowledge, specific signs of drug use, unusual behavior, past behavior, tips from other students,

etc.).

2. Upon reasonable suspicion of use, the student will be brought to the school nurse for an overall checkup from the nurse to include:
  - a. School nurse will run a drug screening diagnostic (observation based only).
  - b. School nurse will determine whether an ambulance needs to be dispatched to the school to pick up the student.
  - c. School nurse will document results and forward them onto administration.
3. If appropriate, the building principal or designee will meet with the student. If there is reasonable suspicion (observations based on first-hand knowledge, specific signs of drug use, unusual behavior, past behavior, tips from other students, etc.) that the search will uncover violation of a law and/or school policy or rule, a search of persons may be conducted by the school principal or designee.
  - a. Any search must comply with district policy on interrogations and searches. Any search will be reasonable in scope and intrusiveness. A search may include the student's lockers as well as vehicles depending upon the totality of the circumstances and reasonable suspicion.
  - b. **REMEMBER:** The more intrusive the search, the higher the justification is required for a search. The totality of the circumstances for "reasonableness" of a search = the nature of the intrusion; severity of suspected violation; age of the student; sex of student and person conducting the search; time, location, and duration of the search; and particularized suspicion justifying the search.
  - c. The building principal or designee may contact appropriate law enforcement officials in instances of possession of controlled substances by a student.
4. Upon reasonable suspicion of use, parents will be contacted. All numbers should be exhausted.
  - a. Time will be limited to a 30-minute window for observation of the student and phone calls to parents/guardians.
  - b. Parents/guardians will be directed to the nurse's office with the recommendation of taking their student to CentraCare for drug testing.
  - c. If the school is unable to contact and bring in the parents/guardians within the 30-minute window, law enforcement may be contacted for additional assistance in searching for parents/guardians.
  - d. Students will not be placed back into classes while there continues to be reasonable suspicion that they are under the influence.
  - e. The school will reserve the right to contact 911 to have an ambulance dispatched to the school at any time through this process.
  - f. Parents/guardians will be requested to attend a conference at school. The conference may include sharing information collected, explaining consequences of involvement with drugs/alcohol, developing a plan, and offering information and resources related to substance abuse.
5. A phone log will follow in order to document calling information to parents.

## VANDALISM

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

## **WEAPONS PROHIBITION**

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

### **WEAPONS AND ASSAULT POLICY (School Board Policy 501 AND 413): Weapons (Policy 501):**

1. Possession of a weapon will result in:
  - a. immediate out of school suspension up to 10 days.
  - b. confiscation of the weapon.
  - c. immediate notification of police.
  - d. parent or guardian notification; and
  - e. may recommend to the superintendent of dismissal for a period of time not to exceed one year
  
2. Pursuant to Minnesota law a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The School Board may modify this requirement on a case-by-case basis.

"Possession" refers to having a weapon on one's person or in an area subject to one's control in a location. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school district.

A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chuks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons

including, but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

## **PART IV — HEALTH AND SAFETY**

### **ACCIDENTS**

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the building administrative office, Principal- Bart Rud in the secondary building.

Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### **ASBESTOS MANAGEMENT PLAN**

The school district has developed an asbestos management plan. A copy of this plan can be found in the district policy and is available on the district's website.

### **CRISIS MANAGEMENT**

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

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

### **FIRE DRILLS, LOCKDOWN DRILLS AND TORNADO ALERTS**

Fire Drills and Lockdown Drills are conducted regularly throughout the school term. Students are to familiarize themselves with the exit routes or procedures for each class. It is important that movement is made rapidly and orderly. Tornado alerts are conducted to ensure that all students are sheltered in the safest location within the school building.

### **FIRE EXTINGUISHERS AND ALARMS**

## 609.686 FALSE FIRE ALARMS; TAMPERING WITH OR INJURING A FIRE ALARM SYSTEM.

SUBD. 1. Misdemeanor. Whoever intentionally gives a false alarm of fire, or unlawfully tampers or interferes with any fire alarm system, fire protection device, or the station or signal box of any fire alarm system or any auxiliary fire appliance, or unlawfully breaks, injures, defaces, or removes any such system, device, box or station, or unlawfully breaks, injures, destroys, disables, renders inoperable, or disturbs any of the wires, poles, or other supports and appliances connected with or forming a part of any fire alarm system or fire protection device or any auxiliary fire appliance is guilty of a misdemeanor.

SUBD. 2. Felony. Whoever violates subdivision 1 by tampering and knows or has reason to know that the tampering creates the potential for bodily harm or the tampering results in bodily harm is guilty of a felony and may be sentenced to imprisonment for not more five years or to payment of a fine of not more than \$10,000, or both.

SUBD. 3. Tampering. For purposes of this section, tampering means to intentionally disable, alter, or change the fire alarm system, fire protective device, or the station or signal box of any fire alarm system of any auxiliary fire appliance, with knowledge that it will be disabled or rendered inoperable. Offenders will be reported to the proper authorities.

## HEALTH INFORMATION

### FIRST AID

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

The district has installed automated external defibrillators (AEDs) in two different levels. One is located outside the office doors and the second is at the top of the stairs on the second level near the art room. Tampering with any AED is prohibited and may result in discipline.

The district also has emergency-use medications of Naloxone and Epinephrine in cabinets with an alarm mechanism. Each are located outside the school building office doors. Tampering with emergency-use medications is prohibited and will result in discipline.

### COMMUNICABLE DISEASES

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

### **Guidelines for Keeping Your Child Home from School**

Parents often wonder whether or not they should send their child to school when they have a mild illness. If your child has any of the following, you should keep him or her at home:

- ❖ Fever above 100 ° Fahrenheit or more, student should stay home for 24 hours after their temperature returns to normal without use of fever-reducing medication.

- ❖ If your child has vomited or had diarrhea, they should stay home until 24 hours after the last episode.
- ❖ If your child has any rash that might be disease-related or you don't know the cause, check with your primary physician before sending your child to school.
- ❖ If your child has started on antibiotics for any reason, keep them at home until they've had a full 24 hours of medication.
- ❖ Purulent (pus-like) eye drainage.
- ❖ Symptoms of severe illness such as unusual fatigue, uncontrolled cough, difficulty breathing.
- ❖ If your child is ill, please call the school daily to report the illness.

\*Please include all symptoms in your report.

If you have any questions about these guidelines, feel welcome to call your school nurse or contact your family physician.

School Numbers:

Long Prairie-Grey Eagle Secondary Health Office 320-357-3702  
 Long Prairie-Grey Eagle Elementary Health Office 320-357-3648  
<https://www.hennepin.us/residents/health-medical/infectious-diseases>

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

## **HEALTH SERVICES**

The student health office is staffed by a licensed Registered Nurse / LSN, Licensed Practical Nurse or Health Assistant.

Students who become sick at school should report to the health office. In the event of an emergency, 911 will be called. The health office staff will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Parents / guardians can contact the attendance line or health office for this notification.

Vision and hearing screenings are conducted in 7<sup>th</sup> and 10<sup>th</sup> grade or by request of a teacher or parent / guardian with concerns.

## **ILLNESSES**

In the event that a student becomes ill during the day he/she should report to the nurse's office. Students who report to the nurse's office must report to class first to receive a pass from their teacher (do not come to the office between classes). When you arrive in the office, you must then sign in with your name and time and when you leave, you must sign out with the time. Failure to follow this procedure will result in a detention assignment.

If it is necessary for a student to go home, the nurse or high school secretary will contact his/her parent/guardian and issue an off-campus pass to leave school. Leaving school ill without an off-campus pass is considered truancy.

If it becomes necessary to withdraw due to illness, an instructor will be assigned to work at home with the student. A doctor's statement indicating that it is "impossible to attend school" is necessary.

Students taking medication under a doctor's supervision must leave the medicine, a copy of the prescription, and a parental permission slip with the school nurse. All medication must be taken under the nurse's supervision.

## **IMMUNIZATIONS**

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse's office.

## **INJURIES**

Students injured in school are to report their injury to the nurse or high school secretary immediately. If medical attention is given to an injury incurred in school, the injured student must report to the office immediately.

Students can have a signed non-participation note from a parent for up to 3 days. After 3 days the student will either need a doctor's note or be expected to participate. If they cannot participate and do not have a doctor's excuse, parents / guardians will be contacted.

<b><u>DISEASE</u></b>	<b><u>SYMPTOMS</u></b>	<b><u>STUDENT SHOULD STAY HOME UNTIL.....</u></b>
<b>COMMON COLD</b>	Watery eyes, sneezing runny nose, fatigue	Ok to come to school unless child has other symptoms requiring exclusion
<b>PINK EYE</b>	Red itchy eyes, pus-like drainage from eyes	Until diagnosis is verified, and bacterial infections is treated for 24 hours
<b>INFLUENZA (FLU)</b>	Fever, muscle aches, sore throat, cough, congestion, fatigue	24 hours without fever and well enough to return to usual activities
<b>MONO</b>	Fever, sore throat, swollen glands, headache, fatigue	Until well enough to return to usual activities; Physician authorization for sports participation
<b>CHICKEN POX</b>	Fever, itchy rash with red bumps, blisters, pustules and scabs	6 days after rash began
<b>HEAD LICE</b>	Live crawling lice, nits (lice eggs) attached to hair shaft, itchy head and neck	Until treated with lice medication
<b>RINGWORM</b>	Body: flat round lesions that are clear in the center and may have a raised border; Scalp: round scaly patch with broken off hair shaft	Until 24 hours after treatment begun
<b>IMPETIGO</b>	Skin lesions with yellow discharge that dries, crusts and sticks to the skin	Until 24 hours after treatment begun
<b>STREP THROAT</b>	Fever, sore throat, headache nausea, vomiting, sometimes a fine red rash (scarlatina)	24 hours after starting antibiotics without fever for 24 hours
<b>RSV</b>	Fever, sore throat, cough, congestion	24 hours without fever
<b>COVID 19</b>	Fever, sore throat cough congestion, chills fatigue, headache, vomiting, diarrhea, new loss of taste or smell, shortness of breath	5 days from symptom onset / positive test

## **MEDICATIONS AT SCHOOL DURING THE SCHOOL DAY**

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Prescription medications must have a parent / guardian as well as a physician's signature on file prior to use.

Over-the-counter medications must have a parent / guardian signature in order to carry or be kept in the health office. The parent / guardian must specify which is allowed by signing the specific area for which option they choose.

## **OVERDOSE EMERGENCY KIT**

An overdose emergency kit with Naloxone nasal injector is located next to the main office door in the commons. It is contained within an open cabinet accessible to the general public.

## **SUICIDE PREVENTION INFORMATION**

Any student having any concern related to self-harm or concern for another individual that may be contemplating self-harm, please let a staff member know immediately. Also, please refer to our life skills coach Mr. Nate Hibbs with these concerns as he will have all resource contacts as well as helps in this area. Mr. Hibbs may be contacted at:

Phone: 320-357-3707

Email: [nhibbs@lpge.k12.mn.us](mailto:nhibbs@lpge.k12.mn.us)

Please note that students may always text or call the Suicide and Crisis Lifeline at 988 on any phone (988 LifeLine). They will have counselors on hand to speak with you and to help you with your situation. Also, the school website for LPGE: <https://www.lpge.org> under the Mental Health tab has additional information available.



## **PESTICIDE APPLICATION NOTE**

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 by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the building principal.

## **STATE STATUTE**

### **121A.30 PESTICIDE APPLICATION AT SCHOOLS.**

Subdivision 1. Parents' Right-to-Know Act.

Subdivisions 2 to 14 may be cited as the Janet B. Johnson Parents' Right-to-Know Act of 2000.

Subd. 2. Pesticide application notification.

A school that plans to apply a pesticide which is a toxicity category I, II, or III pesticide product, as classified by the United States Environmental Protection Agency, or a restricted use pesticide, as designated under the Federal Insecticide, Fungicide, and Rodenticide Act, on school property, must provide a notice to parents and employees that it applies such pesticides. The notice required under subdivision 3 must:

- (1) provide that an estimated schedule of the pesticide applications is available for review or copying at the school offices where such pesticides are applied;
- (2) state that long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood;
- (3) inform parents that a parent may request to be notified by the school in the manner specified in subdivision 6 before any application of a pesticide listed in this subdivision.

**Long Prairie- Grey Eagle Schools do not use restricted use pesticide on school grounds.**

## **LEAD IN SCHOOL DRINKING WATER**

Each district must send parents an annual notice that includes the district's or charter school's annual testing and remediation plan, information about how to find test results and a description of remediation

efforts on the district website. The district or charter school must update the lead testing and remediation information on its website at least annually.

The district or charter school must include in an official school handbook or official school policy guide, information on how parents may find the test results and a description of remediation efforts on the district or charter school website and how that information is updated.

## **SAFETY**

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

## **VISITORS IN THE DISTRICT BUILDINGS**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the administrative office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk and to wear a “visitor’s badge” while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time.

An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. Visitors will not be allowed at school on the day before a vacation or the last two weeks of school. Students must request a visitor permission form from the office and return it to the office for the principal’s signature three days prior to the visit.

Students are not allowed to bring visitors to school without prior permission from the principal.

**The student handbook may be amended, as needed, per discretion of the administration.**

## APPENDICES

### 1. School District Policy Cross Reference Table

<b>Topic</b>	<b>Model Policy Number(s)</b>
Accidents	806
Alternative Educational Opportunities	605
Attendance	503
Bullying Prohibited	514
Cell Phone	506
Class Assignments	515
Complaints	103
Course Credits Required	604
Crisis Management	806
Discipline	506
Drug-Free School and Workplace	417, 418
Emergency Contact Information	515
Employee Directory	406
Employment Background Checks	404
Equal Access to School Facilities	801
Extended School Year	508
Field Trips	610
Fundraising	511
Gifts to Employees	421
Graduation Requirements	613
Harassment and Violence Prohibited	413
Hazing Prohibited	526
Health Information	420, 516, 518, 530, 806
Homework	506, 612.1
Internet Acceptable Use	524
Interviews of Students by Outside Agencies	519
Nondiscrimination	102, 401, 521, 522, 528
Notification of Violent Students	529
Parking on School District Property	527
Pledge of Allegiance	531
Post-Secondary Enrollment Options	620
Schedule	602
School Activities	510
School Closing Procedures	806
School Calendar	602
Searches	502, 527
Student Dress and Appearance	504
School Meals Policy	534

School Promotion and Retention	513
Student Publications and Materials	505, 512
Student Records	515
Student Surveys	520
Summer School	623
Tobacco-Free Schools	419
Transportation of Public School Students	707, 709, 710
Vandalism	506
Video and Audio Recording	711, 712
Visitors in School District Buildings	903
Weapons Prohibited	501

## **2. Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees**

Adopted: July 15, 2024 Long Prairie-Grey Eagle Policy 505  
 Orig. 1995  
 Revised: NA Rev. 2002

### **505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

#### **I. PURPOSE**

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

#### **II. GENERAL STATEMENT OF POLICY**

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities.

#### **III. DEFINITIONS**

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Non-school-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and

underground newspapers whether written by students or employees or others, and tangible objects.

C. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of eighteen (18).

E. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed

below is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:

1. whether the material is educationally related;
2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
4. the quantity or size of materials to be distributed;
5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
6. whether distribution would require that nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

## **V. TIME, PLACE, AND MANNER OF DISTRIBUTION**

- A. No non-school sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

## **VI. PROCEDURES**

A. Any student or employee wishing to distribute (as defined in this policy) non-school sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
2. Date(s) and time(s) of day intended for distribution.
3. Location where material will be distributed.
4. If material is intended for students, the grade(s) of students to whom the distribution is intended.

B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.

C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person.

## **VII. DISCIPLINARY ACTION**

A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.

B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.

C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

## **VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES**

A copy of this policy will be published in student handbooks and posted in school buildings.

## **IX. IMPLEMENTATION**

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon

approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References: U. S. Const., amend. I  
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)  
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)  
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)  
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)  
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)  
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036 (2011)

35

### **3. Student Records (Note: See MSBA Model Policy 515)**

#### **STATEMENT OF RIGHTS**

##### **A. Rights of Parents and Eligible Students**

Parents and eligible students have the following rights under this policy:

1. The right to inspect and review the student's education records;
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
4. The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
6. The right to be informed about rights under the federal law; and
7. The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

##### **B. Eligible Students**

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations, section 99.31(a).

##### **C. Students with a Disability**

The school district shall follow 34 Code of Federal Regulations, sections 300.610-

300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability. The school district shall provide for the need to effectively notify parents or eligible students with a disability.

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

#### **D. Annual Notification of Rights**

1. The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy. The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
4. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;
5. That the school district forwards education records on request to a school or post-secondary education institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and data regarding a student's history of violent behavior and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

6. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder. The name and address of the office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-8520

7. The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

- [optional] 8. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and
- [optional] 9. That copies of the school district's policy regarding the protection and privacy of school records are located online as well as the district office.
- [optional] 10. The school has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
- a. It classifies records as public, private, or confidential.
  - b. It establishes procedures and regulations to permit parents/guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
  - c. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  - d. It establishes procedures and regulations for access to and disclosure of education records.
  - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

Copies of the school board policy and accompanying procedures and regulations are available to parents/guardians and students upon written request to the Superintendent.

## Directory Information

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also

Adopted: Replaces J7 MSBA/MASA Model Policy 515  
Orig. 1995

~~Pursuant to applicable law, Long Prairie—Grey Eagle gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding “directory information.” “Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.~~

~~Under federal law, “directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student’s parent(s). Directory information does not include:~~

- ~~a. a student’s social security number;~~
- ~~b. a student’s identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;~~
- ~~c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;~~
- ~~d. personally identifiable data which references religion, race, color, social position, or nationality; or~~
- ~~e. data collected from nonpublic school students, other than those who receive shared-time educational services, unless written consent is given by the student’s parent or guardian.~~

~~Under Minnesota law, a school district may not designate a student’s home address, telephone number, email address, or other personal contact information as “directory information.”~~

~~{Insert District’s definition of “directory information” here}~~

~~;~~

- ~~f. The directory information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.~~
- ~~g. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent’s or eligible student’s prior written consent except to school officials as provided under federal law.~~
- ~~h. In order to make any or all of the directory information listed above “private” (i.e., subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice.~~

~~This written request must include the following information:~~

- ~~■ Name of student and parent, as appropriate;~~
- ~~■ Home address;~~
- ~~■ School presently attended by student;~~
- ~~■ Parent’s legal relationship to student, if applicable;~~
- ~~■ Specific category or categories of directory information which is not to be made public~~

~~without the parent's or eligible student's prior written consent.~~

## Information to Military Recruiters

Pursuant to applicable law, Long Prairie – Grey Eagle gives notice to parents/guardians of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiters only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.

To refuse release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, Mr. Barton Rud, Secondary School Principal, by October 1st each year. This written request must include the following information:

- Name of student and parent, as appropriate;
- Home address;
- Student's grade level;
- School presently attended by student;
- Parent's legal relationship to student, if applicable;
- Specific category or categories of information which are not to be released to military recruiters without prior consent;
- Specific category or categories of directory information which are not to be released to the public, including military recruiters.

[NOTE: Refusal to release the above information to military recruiting officers alone does not affect the school district's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Directory Information section above also must be followed. If you do not want your child's or eligible student's directory information (including a school district-provided email address) released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.]

## 4. Student Surveys [\*] [Note: See MSBA Model Policy 520]

Independent School District No. 2753 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:
  - a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department

of Education, shall be available for inspection by parents or guardians of students.

- b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
  - (1) political affiliations or beliefs of the student or the student's parent;
  - (2) mental and psychological problems of the student or the student's family;
  - (3) sex behavior or attitudes;
  - (4) illegal, antisocial, self-incriminating, or demeaning behavior;
  - (5) critical appraisals of other individuals with whom respondents have close family relationships;
  - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - (7) religious practices, affiliations, or beliefs of the student or the student's parent; or
  - (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
  - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
  - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
  - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
- e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
- f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
- g. The school district will directly notify parents and eligible students, at least annually at the start of each school year or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- (3) Any nonemergency, invasive physical examination or screening as described above.

[See consent/opt-out for specific activities attached hereto.]

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

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue SW  
Washington, DC 20202-8520

~~The following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law).~~

~~Date:~~

~~Grades: [see sample activity notices attached]~~

~~Activity:~~

~~Summary:~~

~~Consent or Opt-out: [or both depending on situation]~~

~~If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to [insert school official and address here]. Principal Barton Rud of the Secondary School will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.~~

**There is no mention of a parent having the right to review nor of an opt out / consent in the Model Policy 520 as it is written for the policy handbook for LPGE/**

## **5. Student Discipline [Note: See MSBA Model Policy 506]**

### **I. PURPOSE**

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes that individual responsibility and mutual respect are essential

components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

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

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

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

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### **III. DEFINITIONS**

- A. Non-exclusionary disciplinary policies and practices; means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Non-exclusionary disciplinary policies and practices include but are not limited to the policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. Pupil withdrawal agreement; means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

### **IV. POLICY**

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include non-exclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be

designed to address students' inappropriate behavior from recurring.

- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
  - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
  - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
  - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

## **V. AREAS OF RESPONSIBILITY**

A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy.

The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or to prevent imminent bodily harm or death to the student or another.

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

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

For the purpose of Minnesota Statutes, section 121A.582 (Student Discipline; Reasonable Force), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c) is not a school employee or agent of the district.

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

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

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

I. Reasonable Force Reports

1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is

consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

## **VI. STUDENT RIGHTS**

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

## **VII. STUDENT RESPONSIBILITIES**

All students have the responsibility:

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

N. To recognize and respect the rights of others.

## VIII. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical

cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);

11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles;

Patrols, Inspections, and Searches Policy;

28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **IX. RECESS AND OTHER BREAKS**

- A. 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.
- B. 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.
- C. 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; or
  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.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. 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.
- F. 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.

- G. 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.

## **X. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency

adjudication;

P. Out-of-school suspension under the Pupil Fair Dismissal Act;

Q. Preparation of an admission or readmission plan;

R. Saturday school;

S. Expulsion under the Pupil Fair Dismissal Act;

T. Exclusion under the Pupil Fair Dismissal Act; and/or

U. Other disciplinary action as deemed appropriate by the school district.

## **XI. REMOVAL OF STUDENTS FROM CLASS**

A. The teacher of record shall have the general control and government of the classroom.

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;

2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods. A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

[NOTE: The following Sections C. - J. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences. School districts may consider developing and inserting procedures identified in Sections K-N.]

C. Procedures for Removal of a Student from a Class.

1. Specify procedures to remove a student from a class to be followed by a teacher, school administrator or other school district employee;
2. Specify required approvals necessary;
3. Specify paperwork and reporting procedures.

D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. Responsibility for and Custody of a Student Removed from Class.

1. Designation of where student is to go when removed;
2. Designation of how student is to get to designated destination;
3. Whether student must be accompanied;
4. Statement of what student is to do when and while removed;
5. Designation of who has control over and responsibility for student after removal from class.

F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.

1. Specification of procedures;
2. Actions or approvals required such as notes, conferences, readmission plans.

G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;

1. Specification of Procedures;
2. Actions or approvals required, such as notes, conferences, readmission plans.

H. Students with Disabilities; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;

2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a student with a disability who is removed from class or disciplined; and
  3. Any procedures determined appropriate for referring students in need of special education services to those services.
- I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. Establishment of a chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.26; and
  2. Establishment of teacher reporting procedures to the chemical abuse preassessment team pursuant to Minnesota Statutes, section 121A.29.
- J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
- K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
- L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.
- M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services; and
- N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031.

## **XII. DISMISSAL**

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

The school district shall not dismiss any student without attempting to use Non-exclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

#### C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
  - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
  - b. kindergarten through Grade 3.
2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

#### D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to
  - (1) receive timely course materials and other information, and
  - (2) complete daily and weekly assignments and receive teacher's; feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to

convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.

7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

#### E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56; describe the Non-exclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by

an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the

effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

### **XIII. ADMISSION OR READMISSION PLAN**

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

### **XIV. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of non-exclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

### **XV. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

### **XVI. STUDENTS WITH DISABILITIES**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

## **XVII. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes, section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes, section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes, chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

## **XVIII. DISCIPLINE COMPLAINT PROCEDURE**

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;

4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

## **XIX. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

## **XX. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

## **6. Student Attendance [\*\*] [Note: See MSBA Model Policy 503]**

[NOTE: The school district should ensure that the student attendance provisions below align with its Policy 503.]

### **I. PURPOSE**

A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

### **II. GENERAL STATEMENT OF POLICY**

#### **A. Responsibilities**

### 1. Student's Responsibility

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

### 2. Parent or Guardian's Responsibility

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

### 3. Teacher's Responsibility

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

### 4. Administrator's Responsibility

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

## B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

### 1. Excused Absences

- a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to a truant officer, or the school official designated by the principal. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.
- b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.
- c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.
- d. Legitimate Exceptions

(1) that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

(a) child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth;

(b) family emergencies;

(c) the death or serious illness or funeral of an immediate family member;

(d) active duty in any military branch of the United States;

(e) the child has a condition that requires ongoing treatment for a mental health diagnosis; or

(f) other exemptions included in this attendance policy.

(2) that the child has already completed state and district standards required for graduation from high school; or

(3) that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from

school on days that the child attends upon instruction according to this clause.

e. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within \_\_\_\_\_ days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (\_\_\_\_\_ tardies equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, section 121A.40-121A.56.
- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.

- (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- (4) Students with unexcused absences shall be subject to discipline in the following manner:
- (a) From the first through the \_\_\_\_\_ cumulated unexcused absence in a [quarter or semester] the student will not be allowed to make up work missed due to such absence.
  - (b) After the \_\_\_\_\_ cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of \_\_\_\_\_ unexcused absences and that, after the \_\_\_\_\_ unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
  - (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
  - (d) After \_\_\_\_\_ cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student and parent.
  - (e) After \_\_\_\_\_ cumulated unexcused absences in a [quarter or semester], the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.
  - (f) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

### C. Tardiness

#### 1. Definition

Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

#### 2. Procedures for Reporting Tardiness

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be handled by the teacher.

### 3. Excused Tardiness

Valid excuses for tardiness are:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental, orthodontic, or mental health treatment.
- e. Court appearances occasioned by family or personal action.
- f. Physical emergency conditions such as fire, flood, storm, etc.
- g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

### 4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. Consequences of tardiness may include detention after \_\_\_\_ unexcused tardies. In addition \_\_\_\_ unexcused tardies are equivalent to one unexcused absence.

## D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be

presented to the coach or advisor before the student participates in the activity or program.

### III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodation should be directed to the building principal.

### IV. DISSEMINATION OF POLICY

- A. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.
- B. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

### V. REQUIRED REPORTING

#### A. Continuing Truant

Minnesota Statutes, section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes, section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes, section 120A.05, without valid excuse within a single school year for:

- 1. Three days if the child is in elementary school; or
- 2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

#### B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes, section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

- 1. That the child is truant;
- 2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- 3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes, section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes, section 120A.34;
- 4. That this notification serves as the notification required by Minnesota Statutes, section 120A.34;
- 5. That alternative educational programs and services may be available in the child's enrolling or resident district;

6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes, section 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes, section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

### C. Habitual Truant

1. A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, chapter 260A.

## **7. Bullying Prohibition [\*] [Note: See MSBA Model Policy 514]**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly

prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;
  2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
  3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel. Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.
- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. ~~(See MSBA/MASA~~

~~Model Policy 506~~: The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

### III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.  
The term, "bullying," specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

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

substantially and materially disrupts student learning or the school environment.

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. "Prohibited conduct" means bullying cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any

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

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

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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

## **V. SCHOOL DISTRICT ACTION**

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and **the student's developmental age and behavioral history. ~~shall take into account the factors specified in Section II.F. of this policy.~~** School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy, **(See MSBA/MASA Model Policy 506)** and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law. **For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.**
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying

or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. ~~Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.~~

## VII. TRAINING AND EDUCATION

- A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are

necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

H. The school district designates the building principal as the primary contact person in the school building to receive reports of prohibited conduct

## VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or

guardians, and staff, and this policy shall appear in the student handbook.

- B. Article II, paragraph D. regarding malicious conduct must be conspicuously posted throughout each school building.
- C. This policy shall be conspicuously posted in the administrative offices of the school and the school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with student, at the time of employment with the district or the school.
- E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (~~See MSBA/MASA Model Policy 506~~) distributed to parents at the beginning of each school year.
- F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

## **8. Harassment and Violence Prohibition [\*] [See MSBA Model Policy 413]**

### **I. PURPOSE**

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 (Protected Class).

### **II. GENERAL STATEMENT OF POLICY**

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class. as defined by school district policy. (For purposes of this policy, school district personnel

include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any student, teacher, administrator or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated school district policy.

### III. DEFINITIONS

A. "Assault" is:

- 1. an act done with intent to cause fear in another of immediate bodily harm or death;
- 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
- 3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability when the conduct:

- 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. otherwise adversely affects an individual's employment or academic opportunities.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

- 1. "Disability" means, with respect to an individual
  - a. a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;
  - b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors having legal status or custody with:
  - a. the minor's parent or parents or the minor's legal guardian or guardians; or
  - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. "Sexual orientation" means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.
7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

#### F. Sexual Harassment; Definition

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity and expression.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts;
  - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of

intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or a group of individuals because of, or in a manner reasonably related to, an individual's Protected Class.

## IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district

human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

- G. In the District. The school board hereby designates as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent. 1
- H. The school district shall conspicuously post the name of the human rights officer(s), mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.

In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment

may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## **V. INVESTIGATION**

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## **VI. SCHOOL DISTRICT ACTION**

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

- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## **VII. RETALIATION OR REPRISAL**

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

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

## **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes, chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

## **9. Hazing Prohibition [Note: See MSBA Model Policy 526]**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### **II. GENERAL STATEMENT OF POLICY**

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops,

school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address

and resolve the hazing in a timely manner may be subject to disciplinary action.

- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs

as a result of the child's disability to allow the child to respond to or not to engage in hazing.

## **VI. RETALIATION OR REPRISAL**

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

## **VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

# **10. Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention**

## **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

## **II. GENERAL STATEMENT OF POLICY**

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school.

This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities,

whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present.

This prohibition includes all school district property and all off-campus events sponsored by the school district.

- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

### **III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED**

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through inhalation of aerosol or vapor from the product. Electronic delivery devices includes, but is not limited to, devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived

from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.
- C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

#### **V. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## **VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

## **11. School Meals Policy [\*]**

### **[Note: See MSBA Model Policy 534—School Meals Policy]**

[NOTE: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, to require that Minnesota school districts that participate in the national school lunch program adopt a school meals policy. In 2023, the Minnesota legislature amended the statute to create the free school meals program].

[NOTE: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[NOTE: School districts must follow appropriate debt collection practices when attempting to recover unpaid a la carte item or second meal charges.]

### **I. PURPOSE**

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte or second meals as well as to maintain the financial integrity of the school nutrition program.

### **II. PAYMENT OF MEALS**

- A. [OPTION 1: All a la carte or second meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge a la carte items or a second meal until additional money is deposited in the student's account.]

[OPTION 2: Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount] or [insert number of meals] to this account. When an account reaches this limit, a student shall not be allowed to charge second meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]]

[OPTION 3: Insert a school district-specific process for payment of a la carte items or

second meals.]

## B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education
2. ~~If the school district~~ Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.
3. A Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
4. Each school that participates in the free school meals program must:
  - a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
  - b. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
  - c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.

[NOTE: While subparagraph 3. above is inherent given subparagraph 2., MSBA recommends that school boards consider including subparagraph 3., which is stated in Minnesota Statutes, section 124D.111.]

- D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.
- G. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.
- H. A student may purchase a second lunch at the nonprogram price if the student has

already selected a reimbursable lunch.

[NOTE: New paragraphs G and H apply if a school district receives school breakfast aid under Minnesota Statutes, section 124D.111 or school lunch aid under Minnesota Statutes, section 124D.111 respectively.]

### **III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION**

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$[insert amount] or [insert number of meals]. Families will be notified by [insert the method used to notify families (e.g., automated calling system, email, letters sent home)].
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing non-reimbursable meals; or affixing stickers, stamps, or pins.

### **IV. UNPAID MEAL CHARGES**

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$[insert amount], not paid prior to [enter time period (e.g., end of the month, end of the semester, end of the school year)], will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district must not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district must not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

### **V. COMMUNICATION OF POLICY**

- A. This policy and any pertinent supporting information shall be provided in writing (i.e.,

mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;
  2. students and families who transfer into the school district, at the time of enrollment; and
  3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post the policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it must provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.





**Long Prairie-Grey Eagle**

**Secondary School**

**Faculty**

**Handbook**



**2025-2026**

# INDEX

Mission Statement.....	1
Notice of Non-Discrimination.....	2
School Offices.....	3
School District Philosophy.....	4
Department Breakdown/Staff List.....	5
Class Advisors .....	6
Hallway Supervision.....	6
Professional Development/Meeting Schedule .....	7
Academic Information and Procedures/Report Card Due Date.....	8
Eligibility.....	8-9
Grading with Regard to LP-GE HS Attendance Policy.....	9
Incompletes and Honor Roll	
Makeup Work Policy	
Artificial Intelligence Tools Usage.....	10
Parent-Teacher Conferences Dates. ....	10
Procedures for Submitting Grade Sheets.....	10
Media Center.....	10-11
Staffing.....	11
General Information.....	12
Auditorium Assigned Seating (Addendum B).....	12
Bell Schedule (Addendum A).....	12
Budget.....	12
Cellphone Policy.....	12-13
Church Night.....	13
Class Room Matrix.....	13-14
Classroom	
Supervision.....	14
Commencement.....	14
Comp Time.....	14
Contracts.....	14
Course Syllabus.....	15
Cyber Security Policy.....	15-22
Daily Announcements.....	22
Detention Supervision.....	22
Discipline.....	22
Duty Day – Teaching Staff.....	23
Eligibility.....	23-24
E-mail Rules and Information.....	24
Employee Absence.....	24
Field Trips.....	24
Food and Beverages.....	24
Fund Raising.....	25
Grading.....	25
Homework.....	25
IEP's.....	25
Internet Policy.....	25
<b>Key Procedures.....</b>	<b>25</b>

Length of Day.....	25
Levels of Behavior.....	26-39
Liability.....	40
Locking Doors.....	40
Maintenance Requests.....	40
Observations and Growth Plans.....	40
Off Campus Activities.....	40
Payroll.....	40-41
Personal Leave.....	41
Phones.....	41
Prep Time.....	41
Programs/Pep-fests.....	41
School Calendar (Addendum C).....	41
Securely Pass.....	41
Sharing of Information.....	42
Sick Leave.....	42
Specific Staff Responsibilities.....	42-43
Staff Duty Schedule.....	43
Staff Travel.....	43
Student Activity Account.....	43
Students in Office.....	43-44
Student Printing.....	44
Student Support Center.....	44
Student Telephone Calls.....	44
Student Messages.....	44
Study Hall – Rules.....	44
Substitute Information.....	45
Substitute Folder.....	45
Syllabus.....	45
Textbook Distribution.....	45
Transportation for School Events.....	45-46
Audio and Video Recording Policy.....	46
Staff Recording Policy.....	46
Videos in Classroom.....	47

## **Mission Statement**

### **Long Prairie-Grey Eagle Secondary School**

**The mission of the Long Prairie-Grey Eagle School District, as an innovative progressive leader in education, is to ensure that every student is a confident, responsible global citizen with a passion for learning. This will be accomplished through: state of the art facilities, dynamic positive relationships, rigorous engaging curriculum, in partnership with parents and the community.**

## NOTICE OF NON-DISCRIMINATION

Independent School District #2753, Long Prairie-Grey Eagle, is committed to providing equal education and employment opportunities to all persons and does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, with regard to public assistance, disability or any other group or class against which discrimination is prohibited by Title IX of the Education Amendments of 1972, Minnesota Statutes Chapter 363, and other applicable state or federal laws. Inquiries regarding compliance should be referred to the Secondary Principal, acting as the Affirmative Action Coordinator, (320)732-2194 ext.1013.

The district has designated the following individuals to coordinate compliance with federal laws on discrimination:

<b>Human Rights/Affirmative Action Coordinator:</b> Secondary School Principal	
<b><u>Section 504</u></b>	<b><u>Title IX</u></b>
Nate Hibbs	Mr. Rud

For further information, contact:

Minnesota Department of Human Rights  
190 East 5<sup>th</sup> Street, Suite 700  
St. Paul, MN 55101  
Telephone: 651-296-5663  
Toll Free: 800-657-3704  
TTY: 651-296-1283  
FAX: 651-296-9064

U.S. Department of Education  
Office of Civil Rights – Chicago Office  
500 W. Madison Street – Suite 1475  
Chicago, IL 60661  
Telephone: 312-730-1560  
TDD: 312-730-1609  
FAX: 312-730-1576

## SCHOOL OFFICES

The District Office is located just inside the central entrance (Door E2) of the Elementary building.

District Office Staff includes:

Superintendent of Schools	Daniel Ludvigson
Business Manager / Human Resource	Sherri Evenson
Bookkeeping / Ordering/ Reimbursement	Jenny Thelen
Payroll / Admin. Assistant	Cindy Dalton
On- Boarding and Exiting	Barb Graves
Food Service / MARSS	Bonita Middendorf

The Secondary School Office is located just inside the central entrance (Door S2) of the Secondary building. The Secondary School Office is responsible for grades 7-12 and includes the following staff:

Principal	Barton Rud
Counselor	Jonathan Young
Life Skills Coach	Nathan Hibbs
Activities Director	Kelsey Paurus
Principal's Secretary	Audrey Morrill
Activities/Attendance Secretary	Amy Langford
Secondary Hispanic Liaison	Guadalupe Montanez
Nurse	Melissa Meagher/ Heather Luebesmier

The Elementary School Office is located inside the central entrance (door W5) of the Elementary building. The Elementary School Office is responsible for grades K-6 and includes the following staff:

Principal	Tammy Cebulla
Community Ed/ Grants	Brad Evenson
Testing Coordinator	Beth Gustafson
Counselor	Nicole Cuchna
Principal's Secretary	Karen Holt
Community Ed/Attendance Secretary	Cassie Zimmer
Elementary Hispanic Liaison	Idania Montanez
Nurse	Melissa Meagher/ Heather Luebesmier

## School District Philosophy

Independent School District 2753 exists for the education of its citizens from kindergarten through adult life. School employees are here to aid students in their development. Education includes the facts and concepts associated with the subject matter as well as attitudes, appreciations, skills and outlooks. Teachers are concerned with helping students define goals and work toward their fulfillment. We believe it is important students develop respect for legally and democratically constituted authority including respect for the teacher's position in the educational process. The classroom; however, shall reflect more of an atmosphere of cooperation than authoritarianism. Respect for the student's right to pursue personal goals, even to make mistakes, is important in developing the kind of teacher-student relationship which will permit the teacher encourage:

1. Work beyond minimum goals
2. Students' evaluation of their goals
3. Self examination by students of their goals

Teachers of District 2753 recognize that intrinsic reward (progress toward goals) is a greater force for learning than extrinsic reward (grades).

We are aware of our professional responsibilities to increase our understanding of people and to keep abreast of developments in the subjects we teach, thereby increasing our confidence in the student-teacher relationship. We exhibit by our enthusiasm that learning is exciting and by our dedication to our task that the acquisition of knowledge is of great importance.

All school experiences are considered a part of the curriculum and should fit the student into community life and activities. The school exists for the education of all without regard to physical, mental, social or economic condition, or socioeconomic status. Equal education opportunity means each person will have the opportunity to be educated in relation to his/her needs, interest, abilities, and limitations.

Practices and experiences that have withstood the test of time will be employed. Experimentation with new and promising educational practices will be encouraged.

### **BOARD OF EDUCATION**

Linda Gohman  
Jeremiah Zahnow  
Lori Hollenkamp  
Chuck Wolf  
Tanja Levin  
Lisa Wright  
Tom Zastrow

**SCHOOL ORGANIZATION****LONG PRAIRIE-GREY EAGLE  
SECONDARY SCHOOL****DEPARTMENT  
STAFF LIST  
2025-2026**

**Principal – Barton Rud**  
**Activities Director – Kelsey Paurus**  
**Counselor – Jonathan Young**  
**Life Skills Coach / 504 - Nathan Hibbs**  
**Communications- Meghan Peterson**

**ENGLISH**

David Blanchard  
 Chris Johnson  
 Jen Olson  
 Ashley Pesta  
 Jino Stoner

**MATHEMATICS**

Kendra Berg  
 Jose Jimenez  
 Michael Manders  
 Brandon Schulte

**GUIDANCE OFFICE**

Jonathan Young

**LIFE SKILLS COACH**

Nathan Hibbs

**PHY ED**

\*\*Angela Eldred  
 Tanner Roske  
 Brent Sterriker

**FAMILY &  
CONSUMER SCIENCE**

Jill Hanson

**WORLD  
LANGUAGES**

Stacey Custer

**TECHNICAL ED**

Ryan Bothun  
 \*\*Dave Nelson

**MEDIA**

\*\*Sandi Terwey

**SPEECH**

Lisa Marty

**NURSE**

Melissa Meagher  
 Heather Luebesmier

**SCIENCE**

\*\*Andy Engelhardt  
 Chet Hudalla  
 Jeff Kent  
 Meghan Peterson

**MUSIC**

Kyle Lamb  
 Chuck Speer

**ELL**

Chantel Panek  
 Judith Lawas

**ART**

Erin Gillie  
 Ashley Pohlmann

**AGRICULTURE**

Curt Gjerstad

**TECHNICAL SUPPORT**

Mitchell Ganske  
 \*\*Dave Nelson  
 Skylar Rosenow

**SPECIAL EDUCATION**

Michelle Halonen  
 Jeff Kalpin  
 Amy Moldenhauer  
 Kaylie Waldvogel  
 Kelli Neubauer

**INTERPRETER**

Guadalupe Montanez

**SECRETARIAL**

**TBD**

Audrey Morrill

**SOCIAL STUDIES**

Melanie Childrey  
 Paul Urman  
 Christopher Vedbraaten

**EDUCATIONAL****ASSISTANTS**

Jen Houdek-ELL  
 Renee Coburn- ELL  
 Pam Dinkel- SPED  
 Michael Bolton- SPED  
 Peggy Poegel- SPED  
 TBD- Student Support Center  
 Brianna Petron- SPED  
 Lori Rosch- SPED  
 Brooke Ostendorf- SPED  
 Jennifer Ramos- SPED  
 Amy Chapman- SPED  
 Guadalupe Montanez- Translator  
 Sandra Terwey- Library

**IN HOUSE SUBSTITUTES**

Tyler Cebulla  
 Hannah Kampa

**NORTHERN PINES**

Amanda Notsch  
 TBD

**COOKS**

Kelly Biel  
 Donna Freie  
 Jane Iverson  
 Denita Kircher  
 Vickie Erichson

**CUSTODIAL**

Russ Bruder  
 Chris Dubois  
 Luke Gavin  
 Kali Panitzke

\*\* - Leadership Team

## 2025-2026 CLASS ADVISORS

7TH GRADE	Mrs. Kaylie Waldvogel Mr. Michael Manders Ms. Ashley Pesta	Mr. Tanner Roske Mr. Brent Sterriker
8TH GRADE	Ms. Angela Eldred Mr. Andrew Engelhardt Mr. Christopher Vedbratten	Ms. Jen Olson Ms. Meghan Peterson Ms. Judith Lawas
9TH GRADE	Ms. Melanie Childrey Mrs. Kelli Neubauer Mr. Christopher Johnson	Mr. Brandon Schulte Mr. Chuck Speer
10TH GRADE	Mr. David Blanchard Ms. Erin Gillie Mr. Chet Hudalla	Mr. Jeff Kalpin Mr. Kyle Lamb Ms. Chantel Panek
11TH GRADE	Ms. Kendra Berg Mr. Ryan Bothun Ms. Stacey Custer	Mr. Jose Jimenez Amy Moldenhauer
12TH GRADE	Mr. Curt Gjerstad Ms. Michelle Halonen Ms. Jill Hanson	Mr. Jeff Kent Mr. Paul Urman Mrs. Jino Stoner

## HALLWAY SUPERVISION

I am asking that staff walk around the building between 7:55-8:10 and 3:07-3:15 during the quarter that they are assigned. Music staff should use this time for lessons.

### First Quarter

Dave Blanchard  
Stacey Custer  
Erin Gillie  
Jill Hanson  
Nathan Hibbs  
Jeff Kalpin  
Jennifer Olson  
Meghan Peterson  
Paul Urman

### Third Quarter

Andy Engelhardt  
Curt Gjerstad  
Nate Hibbs  
Jose Jimenez  
Dave Nelson  
Tanner Roske  
Judith Lawas  
Kaylie Waldvogel  
Kelli Neubauer

### Second Quarter

Melanie Childrey  
Jonathan Young  
Michelle Halonen  
Jeff Kent  
Chantel Panek  
Ashley Pesta  
Brandon Schulte  
Brent Sterriker

### Fourth Quarter

Christopher Vedbratten  
Kendra Berg  
Mike Manders  
Christopher Johnson  
Angela Eldred  
Kyle Lamb  
Jino Stoner  
Amy Moldenhauer

**PROFESSIONAL DEVELOPMENT / MEETING SCHEDULE 2025-2026**

**TEACHER IN-SERVICE DAYS**

November 3, 2025

January 19, 2026

February 16, 2026

March 23, 2026

**FACULTY & STAFF MEETINGS**

7:30 A.M in the auditorium- Every other Friday or as Determined

**LEADERSHIP TEAM MEETINGS**

Every other Wednesday or as Determined

## ACADEMIC INFORMATION AND PROCEDURES

### REPORT CARDS AND ACADEMIC PERFORMANCE REPORTS

We will use FAMILY ACCESS for midterm updates. Quarterly reports will still be handed out as in the past. This is in addition to the inclusion of “real-time” grades in FAMILY ACCESS.

Grades/Deficiencies etc. for all of your students must be turned in on the following dates:

<b><u>GRADING PERIOD</u></b>	<b><u>GRADE DUE DATE:</u></b>
Midterm 1 <sup>st</sup> Quarter - Wednesday, October 1	Wednesday, October 8- <b>12:00 noon</b>
1 <sup>st</sup> Quarter- Friday, October 31	Wednesday, November 5 - <b>12:00 noon</b>
Midterm 2 <sup>nd</sup> Quarter - Friday, December 5	Wednesday, December 10 - <b>12:00 noon</b>
2 <sup>nd</sup> Quarter - Friday, January 16	Wednesday, January 21 - <b>12:00 noon</b>
Midterm 3 <sup>rd</sup> Quarter - Wednesday, February 18	Wednesday, February 23 - <b>12:00 noon</b>
3 <sup>rd</sup> Quarter – Friday, March 20	Wednesday, March 25 - <b>12:00 noon</b>
Midterm 4 <sup>th</sup> Quarter - Friday, April 24	Wednesday, April 29 - <b>12:00 noon</b>
4 <sup>th</sup> Quarter - Friday, May 29	Wednesday, June 3 - <b>12:00 noon</b>

It is your responsibility to keep parents informed of their child’s progress as a part of your ongoing communication.

#### **ELIGIBILITY (School Board Policy 510):**

**All MSHSL VIOLATIONS will be enforced for grades 7-12 for all levels of play.**

#### **ELIGIBILITY (School Board Policy 510):**

In order to represent the Long Prairie-Grey Eagle School as a participant in any contest, meet, or public performance as it relates to athletics or fine arts, the following rules set forth by the Long Prairie-Grey Eagle School Board.

#### **LPGE 7-12 Eligibility Policy**

Students can lose eligibility during the following dates throughout the school year:

- A. Midterm 1
- B. Quarter 1
- C. Midterm 2
- D. Quarter 2
- E. Midterm 3
- F. Quarter 3
- G. Midterm 4
- H. Quarter 4

A preliminary report informing you that you are in jeopardy of losing eligibility will be communicated to parents / guardians 2 weeks before grades being pulled for eligibility.

Eligibility will be determined by **semester grades** at every grading period.

An eligibility report will be generated the following day after grades are posted and discipline will go into effect the following day.

For example: Grades post for Midterm 1 on October 5th, a report would be generated on October 6th, and any necessary disciplinary action would begin on October 7th.

**Athletic Activities:**

On the first 'F', students will lose eligibility- 1 or 2 events based on the activity:

Basketball- 2

Hockey- 2

Softball- 2

Baseball- 2

Soccer - 2

All other activities will be 1 event

**Fine Arts and Extra-Curricular Activities:**

On the first 'F', students will lose eligibility for 1 event.

Students who are living within the LPGE School District but going to an alternative schooling, such as but not limited to: Home School, Online School, or ALC, are held to the same academic standards as our enrolled LPGE students. It is the parent's responsibility to provide the school an update on their Academic Progress every Midterm and Quarter, which is based upon the LPGE School Calendar. Failure to do so could jeopardize the student's eligibility.

## **GRADING WITH REGARD TO LPGE HIGH SCHOOL ATTENDANCE POLICY**

### **INCOMPLETES AND HONOR ROLL**

Incompletes are no longer issued by instructors. Students will be graded based on work completed. Assignments not turned in have a value of "0". Teachers will have a policy regarding late work.

### **MAKEUP WORK POLICY**

The classroom teacher's responsibility, as far as makeup is concerned, is to see that the student gets fair and reasonable makeup opportunities for missed work. Classroom teachers should also respond to parental requests for homework by 3:30 of the day of the request. The classroom teacher should be sure that all students know what the make-up policy is each semester.

## **ARTIFICIAL INTELLIGENCE (AI) TOOLS USAGE**

Employees may use Artificial Intelligence (AI) tools in the course of their work, provided such use complies with all applicable district policies, state and federal laws, and professional ethical standards. This includes, but is not limited to, compliance with the Family Educational Rights and Privacy Act (FERPA), the Children’s Online Privacy Protection Act (COPPA), the Minnesota Government Data Practices Act (MGDPA), and copyright and intellectual property laws.

Employees are responsible for ensuring that any content produced, assisted, or reviewed using AI tools meets district standards for accuracy, appropriateness, and professional quality. Use of AI tools does not absolve an employee of responsibility for the content or decisions made based on such tools. Additionally, employees must not input or expose personally identifiable student or staff information into AI systems unless explicitly authorized by the district and ensured to be compliant with relevant privacy protections.

Improper use of AI tools, including but not limited to violations of privacy, misrepresentation of work, or reliance on inaccurate or unverified outputs, may result in disciplinary action in accordance with district policy.

## **PARENT / TEACHER CONFERENCE DATES**

The dates for the open house and parent / teacher conferences in 2025-2026 are:

August 27 (Open House)	3:30-7:30
November 6 (P.T. Conference)	3:30-7:30
November 13 (P.T. Conference)	3:30-7:30
March 5 (P.T. Conference)	3:30-7:30

## **PROCEDURES FOR SUBMITTING GRADE SHEETS FOR END OF YEAR CHECKOUT**

There is no need any longer to submit grade sheets at the end of the year, Skyward saves all grades and student data automatically.

## **MEDIA CENTER**

Teachers who take groups of students to the Media Center are responsible for the behavior of those students. The staff of the Media Center is anxious to serve faculty and students to the best of their ability.

If there are special topics or ways they can prepare for your group, please let them know. Conference and classroom facilities are available in the Media Center for use of students and class groups upon request of the instructor. The Media Specialist is glad to give instruction in the use of the Media Center and its resources, or to be of assistance to teachers planning to give such instruction.

They welcome your requests concerning new materials you would like purchased for the Media Center or the Resource Centers.

The following are cardinal Media Center rules:

1. **Teacher should be present with groups brought to the Media Center.**
2. All material must be checked out. Please observe the due dates and return or renew materials on time.
3. The Media Center is not an extension of the cafeteria or the student lounge. No food, drink, or game-playing will be allowed.
4. Loss or destruction of property is an injustice to your fellow-students and to the general public. Restitution is a matter of honor.
5. Technology use is a privilege guided by rules or respectfulness. This privilege may be restricted.

## STAFFING

From time to time it is necessary to meet with families about student progress. Whatever pertinent information we can gather and share regarding individual students will help each of us better understand and fulfill their educational needs. The staffing process is one of the best ways that we have of providing teachers, counselors, and administrators an opportunity to develop a consistent and positive approach to the student.

Staffing conferences will be instituted as needed.

Each staffing session will be chaired by the Administration or Counselor. Each teacher, coach, and advisor of that student will attend. If there is a probation officer and /or welfare worker who is also working with the student, they will also be invited to attend. Special Education staffings are a **requirement** of the law, and must be treated as such. Problems with attendance at the staffing should be cleared with the principal.

There are certain cardinal rules regarding staffing which must always be followed:

1. **Be positive** – bring to the attention of others positive things about a student as well as the negative. This carries with it the admonition to avoid gossip and dwelling on negative things. If one needs to use anecdotes to illustrate an insight, fine, but don't take up valuable time telling tales of woe that lend nothing to the discussion.
2. **Do your homework** – be aware of behavior characteristics of the student. Observe closely in class or activity what the student does because there is always a reason for the student acting in a negative way. If we note behavior and bring it out in the staffing we might gain some insight as to why. Once we have accomplished this, we can work to change it.
3. **Pay close attention to the rule of confidentiality.** We can share with others any information that can help the student, but we have no business gossiping with someone who has no need to know.

## GENERAL INFORMATION

### AUDITORIUM ASSIGNED SEATING

*See Addendum B*

### BELL SCHEDULE

Refer to attached **Addendum A**

### BUDGET

Instructional budgets are available from the office. Do not approach the district office for budget information. The amount in individual instructional budgets changes from year to year and does not carryover. Materials ordered are typically items unique to the program the office would not stock.

Operating capital is spent on textbooks, workbooks, equipment and furniture. Requests are typically submitted in the spring for the following school year.

Reimbursements are only made for instructional supplies. A purchase requisition form be completed and pre-approved regardless of the dollar amounts. Funds must be available in your individual instructional budgets. Obtain reimbursement form (verified claim form) from the office, complete and attach receipts. Sales tax will not be refunded.

### CELLPHONE POLICY

Students must keep all cell phones, smartwatches, and any other electronic communication device (not provided by the school) capable of connecting to the internet or outside cellular service, in their lockers during school hours, **this includes breakfast and lunch**. Cell phones will not be allowed in the classroom except under strict exceptions:

The exceptions to this policy will be the following:

1. Students with a health condition warranting the need of a cell phone or electronic device as prescribed by a medical doctor and directed by the office.
2. Those students whose teachers have specifically established the device as part of their curriculum and is set as a basis for the curriculum for a set base of time, i.e. college coursework such as a student enrolled in CLC classes, this would be an exception rather than the norm.
3. Students who have it as part of the Individual Education Plan as stated by the IEP team members and the Special Education Department.


Students who violate the policy will have their device confiscated and returned at the end of the school day. Students who violate the policy after 12:00 will lose their device for the remainder of the day along with the entirety of the next day. This will be enforced through the staff on campus and the administration.

## CHURCH NIGHT

Wednesday night is church night in Long Prairie-Grey Eagle. Do not schedule any practices or meetings on this night. **The building should be empty of students by 6:00 pm.**

## CLASSROOM MATRIX

As we are implementing PBIS across the building, staff will be building and sharing with their students, the classroom matrix based on their own classroom requirements. If you have any questions pertaining to the matrix, please see Mr. Hibbs.

	Classroom Rules	Classroom Routines						
We Are Prepared	<ul style="list-style-type: none"> <li>Bring your Chromebook</li> <li>Bring necessary materials</li> <li>Turn in assignments</li> </ul>							
We Are Respectful	<ul style="list-style-type: none"> <li>Respect other's materials and space</li> <li>Listen when others are speaking</li> </ul>							

<p>We Are Disciplined</p>	<ul style="list-style-type: none"> <li>• In seat before bell rings</li> <li>• Stay in class</li> <li>• Use all time available</li> <li>• Actively participate</li> </ul>							
<p>We Are Encouraging</p>	<ul style="list-style-type: none"> <li>• Be a role model</li> <li>• Be kind</li> <li>• Help others</li> <li>• Be supportive</li> <li>• Have a growth mindset</li> </ul>							
<p>Teacher's Role (Conditions for Learning)</p>	<ul style="list-style-type: none"> <li>• Positively teach, reinforce, and model the expectations</li> </ul>							

## CLASSROOM SUPERVISION

Students are not to be left unattended. Paraprofessionals should not be asked to supervise your classes.

## COMMENCEMENT

Friday, May 22, 2026

## COMP TIME

Comp time is earned when substituting for a colleague. This will be paid according to Master Agreement.

## CONTRACTS

**DO NOT SIGN CONTRACTS.** Staff members are **NOT** authorized to sign any type of contract. All contracts must be signed by the superintendent of schools, or his designee with board authorization. If your organization needs to contract any services, you must submit the contract to the superintendent of schools for review and signature.

## COURSE SYLLABUS

1. Every course will have a syllabus that includes the following information:

- Name of class (Must match the registration Manual)
- Name of teacher (school phone, address, e-mail, grading period)
- Course description (Must match the registration Manual)
- Objectives of units/topics to be covered
- Course requirements (assignments and expectations)
- Safety procedures (course specific – materials, etc.)

14

- Grading policy (late work, weighting, scales)
- Behavior expectation

2. Course syllabus will be posted on teacher web pages.

3. Syllabus will be of high quality (appearance, spelling, grammar).

4. Teachers will hand-out and review the syllabus with the students at the start of the course.

Note 1: Wording regarding credit toward graduation is awarded at completion of the course. Semester length courses will have a quarter grades, but the semester grades signify credit/cumulative GPA earned and appears on transcripts.

Note 2: CIS courses will use the syllabus format provided by the college.

**COURSE SYLLABI ARE DUE IN THE PRINCIPAL'S OFFICE PRIOR TO SEPTEMBER 2, 2025. Emailing them to the principal's email will work.**

## CYBER SECURITY POLICY

**Long Prairie Grey Eagle Public Schools  
Cyber Security Policy  
July 2025**

### Introduction

Information Technology (IT) is an integral and critical component of Long Prairie-Grey Eagle (LPGE)'s daily business and educational needs. This policy seeks to ensure that LPGE's IT resources efficiently serve the primary business/educational functions of LPGE, provide security for LPGE and users' electronic data, and comply with federal and other regulations. IT resources include hardware (computers, servers, peripherals), software (licensed applications, operating systems), network equipment (routers, firewalls, wiring), and IT personnel. The integrity of all IT resources is extremely important to the successful operation of LPGE.

All computer equipment, peripherals, and software are LPGE's property and are provided for business/educational purposes. Proper use and control of computer resources is the responsibility of all employees. Intentional or reckless violation of established policies or improper use of LPGE's computers will result in corrective action up to and including termination.

Employees should also be aware that any work completed on LPGE's computers is subject to monitoring and review, and they should not expect their communications to be private.

### **Policy Statement**

It is the policy of LPGE Schools to use IT resources in a cost-effective manner that safeguards student and employee data and promotes accuracy, safety, information, and efficiency. The overriding goal of this policy is to comply with all federal and other regulations and to protect the integrity of the private and confidential data that resides within LPGE's technology infrastructure.

### **Review and Acceptance**

The School Board, Technology Director, and IT staff shall review this comprehensive policy at least annually, making such revisions and amendments as deemed appropriate and indicating approval and the date thereof in the policy header.

All LPGE staff are responsible for review and acceptance of this policy annually. Appropriate communications by way of a reminder will be sent by Administration or its assignee along with instructions for acceptance.

### **Acceptable Use of Information Systems**

#### **Definitions:**

**Information Systems:** All electronic means used to create, store, access, transmit, and use data, information, or communications in the conduct of administrative, instructional, research, or service activities. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

**Authorized User:** An individual or automated application or process that is authorized access to the resource by the system owner, in accordance with the system owner's procedures and rules.

**Overview**

Data, electronic file content, information systems, and computer systems at LPGE must be managed as valuable organization resources.

Information Technology's (IT) intentions are not to impose restrictions that are contrary to LPGE's established culture of openness, trust, and integrity. IT is committed to protecting LPGE's authorized users from illegal or damaging actions by individuals either knowingly or unknowingly.

Internet systems including, but not limited to, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and File Transfer Protocol (FTP) are the property of LPGE. These systems are to be used for school purposes in serving the interests of LPGE and of its students.

Effective security is a team effort involving the participation and support of every LPGE employee, volunteer, and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct activities accordingly.

**Purpose**

The purpose of this policy is to outline the acceptable use of computer equipment at LPGE. These rules are in place to protect the authorized user and LPGE. Inappropriate use exposes LPGE to risks including virus attacks, compromise of network systems and services, and legal issues.

**Scope**

This policy applies to the use of information, electronic and computing devices, and network resources to conduct LPGE business or interact with internal networks and business systems, whether owned or leased by LPGE, the employee, or a third party.

All employees, students, volunteers, contractors, consultants, subs, and other workers at LPGE, including all personnel affiliated with third parties, are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with LPGE policies and standards, local laws, and regulations.

**Policy Detail****Ownership of Electronic Files**

All electronic files created, sent, received, or stored on LPGE-owned, leased, or administered equipment or otherwise under the custody and control of LPGE are the property of LPGE.

**Privacy**

Electronic files created, sent, received, or stored on LPGE-owned equipment, or otherwise under the custody and control of LPGE are not private and may be accessed by LPGE IT employees or administration at any time without knowledge of the user, sender, recipient, or owner. Electronic file content may also be accessed by appropriate personnel in accordance with directives from Human Resources or the Superintendent.

**General Use and Ownership**

Authorized users are accountable for all activity that takes place under their username.

Authorized users should be aware that the data and files they create on the school's systems immediately become the property of LPGE. Because of the need to protect LPGE's network, there is no guarantee of privacy or confidentiality of any information stored on any network device belonging to LPGE.

For security and network maintenance purposes, authorized individuals within the LPGE IT Department may monitor equipment, systems, and network traffic at any time.

LPGE's IT Department reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

LPGE's IT Department reserves the right to remove any non-business-related software or files from any system. Examples of non-business related software or files include, but are not limited to; games, instant messengers, pop email, music files, image files, freeware, and shareware.

System-level and user-level passwords must comply with the Password Policy. Authorized users must not share their LPGE login ID(s), account(s), passwords, Personal Identification Numbers (PIN) or similar information or devices used for identification and authentication purposes. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

All PCs, laptops, and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less.

All users must lockdown their PCs, laptops, and workstations by locking (Windows + L) when the computer will be unattended for any amount of time.

All users are responsible for promptly reporting the theft, loss, or unauthorized disclosure of school information to their immediate supervisor and/or the IT Department.

All users must report any weaknesses in LPGE computer security and any incidents of possible misuse or violation of this agreement to their immediate supervisor and/or the IT Department.

Authorized users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses or e-mail phishing attempts.

### **Artificial Intelligence (AI) Tools Usage**

Employees may use Artificial Intelligence (AI) tools in the course of their work, provided such use complies with all applicable district policies, state and federal laws, and professional ethical standards. This includes, but is not limited to, compliance with the Family Educational Rights and Privacy Act (FERPA), the Children’s Online Privacy Protection Act (COPPA), the Minnesota Government Data Practices Act (MGDPA), and copyright and intellectual property laws.

Employees are responsible for ensuring that any content produced, assisted, or reviewed using AI tools meets district standards for accuracy, appropriateness, and professional quality. Use of AI tools does not absolve an employee of responsibility for the content or decisions made based on such tools. Additionally, employees must not input or expose personally identifiable student or staff information into AI systems unless explicitly authorized by the district and ensured to be compliant with relevant privacy protections.

Improper use of AI tools, including but not limited to violations of privacy, misrepresentation of work, or reliance on inaccurate or unverified outputs, may result in disciplinary action in accordance with district policy.

### **Unacceptable Use**

Users must not intentionally access, create, store, or transmit material which LPGE may deem to be offensive, indecent, or obscene.

Under no circumstances is an employee or temporary employee of LPGE authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing LPGE-owned resources.

### **System and Network Activities**

The following activities are prohibited by users, with no exceptions:

- Violations of the rights of any person or company protected by copyright, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by LPGE.

- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email phishing, etc.).
- **Revealing your account password to others or allowing use of your account by others. This includes subs, student teacher assistants, paraprofessionals, family and other household members when work is being done at home.**
- Using a LPGE computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- Attempting to access any data, electronic content, or programs contained on LPGE systems for which they do not have authorization, explicit consent, or implicit need for their job duties.
- **Installing any software, upgrades, updates, or patches on any computer or information system without the prior consent of LPGE IT.**
- **Installing or using non-standard shareware or freeware software without LPGE IT approval.**
- Installing, disconnecting, or moving any LPGE owned computer equipment and peripheral devices without prior consent of LPGE's IT Department.
- **Purchasing software or hardware, for LPGE use, without prior IT compatibility review.**
- Purposely engaging in activity that may; degrade the performance of information systems; deprive an authorized LPGE user access to a LPGE resource; obtain extra resources beyond those allocated; or circumvent LPGE computer security measures.
- Downloading, installing, or running security programs or utilities that reveal passwords, private information, or exploit weaknesses in the security of a system. For example, LPGE users must not run spyware, adware, password cracking programs, packet sniffers, port scanners, or any other non- approved programs on LPGE information systems. The LPGE IT Department is the only department authorized to perform these actions.
- Circumventing user authentication or security of any computer, network, or account.
- Interfering with, or denying service to, any user other than the employee's computer (for example, denial of service attack).

Access to the Internet at home, from a LPGE-owned computer, must adhere to all the same policies that apply to use from within LPGE facilities. Authorized users must not allow family members or other non-authorized users to access LPGE computer systems.

LPGE information systems or hardware must not be used for personal benefit. Examples include but not limited to: Selling products or merchandise, promoting non-school related fundraising activities.

### **User Passwords**

Passwords for LPGE network access must be implemented according to the following guidelines:

- Passwords must adhere to a minimum length of 10 characters
- Passwords must contain a combination of alpha, numeric, and special characters, where the computing system permits (!@#\$\$%^&\* \_+=?/~';',<>|\).
- Passphrases are also encouraged. This could be as easy as using a sentence as your password.
- Passwords must not be easily tied back to the account owner such as: username, social security number, nickname, relative's names, birth date, etc.
- Passwords must not be dictionary words or acronyms
- Password changes may be required periodically.

### **Multi Factor Authentication**

LPGE IT department requires Multi Factor Authentication on Google Apps (i.e. Email, Drive etc.)

Employees will have two options to use for Multi Factor Authentication. (only need one of these)

- Personal Cell Phone Text Message
- Classroom Phone Number voice codes

Other district owned Software will be required to have Multi Factor Authentication as the software permits. (This is not available from Skyward at this time)

### **LPGE Wi-Fi Network**

LPGE IT department will provide access to its secure wifi network on LPGE owned devices only. LPGE also provides Guest Internet access to personal devices. This is a password protected network. The password will be posted in each building for Guest access. LPGE is not responsible for any damage to personal devices when using the Guest network. LPGE reserves the right to remove the Guest network or block access to users who are using the guest access in violation of policy.

## Review and Acceptance

Each employee must complete a cyber security training program each school year or upon employment. This online training will be assigned and managed by the IT department. Training and assessment must be completed two weeks after the first workshop day. Failure to complete this training may result in the blocking of access to LPGE IT equipment.

Employees will be expected to complete training exercises throughout the year. These could include interactive games, phishing tests, and more.

If an employee fails two exercises they will be required to repeat the cybersecurity training within one week of notification from the IT team. Building level administration will be informed of the repeat training.

All LPGE staff are responsible for the review and acceptance of this policy. Acceptable use upon starting work at LPGE. New employee onboarding and training shall include this Policy at a minimum, and in addition to all other applicable training and orientation material, and instructions for acceptance shall be provided at that time. Signed acceptance will be received and retained by Information Technology management.

\_\_\_\_\_ Date: \_\_\_\_\_  
LPGE Staff Member

## DAILY ANNOUNCEMENTS

Daily announcements must be in to Audrey by 7:15 am and should be submitted by email. Students are not permitted to submit notices for the morning bulletin unless such announcements have been approved by the faculty sponsor. Advertising is also prohibited.

## DETENTION SUPERVISION

Sign-up sheet will be located in the office and can be filled out prior to the start of school

## DISCIPLINE

The smooth working order of any organization requires high standards of discipline by all members. All staff is responsible for the enforcement of rules and a safe learning environment.

Phone calls to and from parents should be logged by the teacher.

## DUTY DAY – TEACHING STAFF

The duty day for teaching staff is from 7:30 a.m. to 3:30 p.m., unless other arrangements are approved through your building administrator. Staff should be in their rooms during these times. **All staff are not to be off campus during the school day aside from their designated lunch time, this includes all prep time as it is part of the contracted time.**

## ELIGIBILITY (School Board Policy 510):

In order to represent the Long Prairie-Grey Eagle School as a participant in any contest, meet, or public performance as it relates to athletics or fine arts, the following rules set forth by the Long Prairie-Grey Eagle School Board.

Students who are living within the LPGE School District but going to alternative schooling, such as but not limited to: Home School, Online School or ALC, are held to the same academic standards as our enrolled LPGE students. It is the parent's responsibility to provide the school an update on their academic progress every Midterm and Quarter, which is based upon the LPGE school calendar. Failure to do so could jeopardize the student's eligibility.

Students can lose eligibility during the following dates throughout the school year:

- A. Midterm 1
- B. Quarter 1
- C. Midterm 2
- D. Quarter 2
- E. Midterm 3
- F. Quarter 3
- G. Midterm 4
- H. Quarter 4

A preliminary report informing you that you are in jeopardy of losing eligibility will be communicated to parents / guardians 2 weeks before grades being pulled for eligibility.

Eligibility will be determined by **semester grades** at every grading period.

An eligibility report will be generated the following day after grades are posted and discipline will go into effect the following day.

For example: Grades post for Midterm 1 on October 5th, a report would be generated on October 6th, and any necessary disciplinary action would begin on October 7th.

### Athletic Activities:

On the first 'F', students will lose eligibility- 1 or 2 events based on the activity:

Basketball- 2

Hockey- 2

Softball- 2

Baseball- 2

All other activities will be 1 event

Fine Arts and Extra-Curricular Activities:

On the first 'F', students will lose eligibility for 1 event.

**No additional work will be excepted past the grading period date.**

## **E-MAIL RULES AND INFORMATION**

Staff is responsible for appropriate and professional e-mail use. Although the District does allow staff to use its e-mail system for personal e-mails, it should be limited. The following e-mail rules apply:

No selling or marketing

No gambling

No chain e-mails

Email to students regarding school issues and events should remain professional in tone

E-mails generated from the District system are not entitled to privacy. Think twice about the content of e-mails. All e-mail messages are archived and retrievable.

## **EMPLOYEE ABSENCE**

All employee absences must be documented using the SMARTER platform, please make sure that you contact your building secretary regarding your time off. Absences due to illness should be submitted upon your return to work. All other absences require prior administrative approval. Staff members may have responsibilities in more than one building. It is the shared staff members' responsibility to notify each of the respective offices when they will be absent. Teachers needing a substitute teacher within their classroom will need to enter that information with Teachers on Call through their Red Rover system.

## **FIELD TRIPS**

Field Trip permission forms should be taken care of at the beginning of the school year and filed in the office- for all field trips during that school year.

## **FOOD AND BEVERAGE**

Students are allowed to eat and drink in the commons area only. Water in clear containers will be allowed throughout the building. Infrequent curriculum-orientated events with food will be allowed. **State law prohibits classes from bringing and sharing home made goods.** Food and drinks, other than outlined in this section, found outside of the commons will be confiscated by staff.

## **FUND RAISING**

All fundraising requests must be approved in advance by the administration. This includes any fundraisers conducted in the summer. Approval forms (Appendix B) are available from building administrators. All monies must be submitted to the accounting office as soon as they are received, on a daily basis at minimum. For security reasons, please do not hold these monies in desk drawers, classrooms, etc.

## **GRADING**

Staff will need to place a zero in the gradebook for all student grades that are not completed and will remain until the student has turned in the work for that assignment for a grade in the class. Asterisks in the gradebook are being eliminated and should not be placed in the gradebook. Teachers need to keep their grades updated on a weekly basis as student eligibility is impacted from the gradebook.

Administration will set a blackout period at each eligibility check in order for a fair assessment of student grades. This will mean that during the blackout period, grades cannot be entered nor changed until the close of the blackout period.

## **HOMEWORK**

Homework is at the individual teacher's discretion. It is, however, to be administered within reason. Children do need some time to escape the grips of school. Remember, homework is to be constructive (growth), not destructive (punishment). Use your professional common sense. Keep homework to a minimum.

## **IEP's**

The goal for the school year will be to complete IEP's before the last two days of school. The SPED department will do their best to limit IEP's towards these last two weeks of the school year as it is already very busy.

## **INTERNET POLICY**

Refer to School Board Policy 524.

## **KEY PROCEDURES**

**TBD**

## **LENGTH OF DAY**

Teacher's contracted time is from 7:30 am-3:30 pm.

## LEVELS OF BEHAVIOR BY STUDENTS AND MANAGEMENT

### Levels of Behavior, Intervention and Staff Response

#### Level One - Non-Exclusionary Practices (Staff Managed)

##### Behavior Definition

A level one behavior is a minor behavior infraction that is managed by the adult in the setting of the infraction. The staff's response teaches correct, alternative behavior so students can learn and demonstrate safe and expected behaviors. Staff members are expected to employ a variety of non-exclusionary teaching and management strategies in the setting.

##### Level One Behavior Interventions and Responses

1. Communicate with the student about the behavior.
2. Select and implement interventions and responses that maintain the continuity of instruction or are least disruptive.
3. Consider use of interventions from multiple categories as appropriate.
4. Review and consider a student's IEP or 504 Plan. Collaborate with the case manager to implement interventions and responses.
5. Communicate with parents/guardians about reoccurring behaviors and interventions.
6. Document minor behavior in Skyward.

Intervention and Response Categories		
<b>Skills-Based Supports</b> <ul style="list-style-type: none"> <li>• Re-teaching of expectations, procedures and routines</li> <li>• Increase positive feedback for demonstration of expected behavior</li> <li>• Reminder/Redirection on ways to ask for help or solve problems</li> <li>• Reminder/Redirection on ways to manage emotions</li> <li>• Reminder/Redirection of appropriate language</li> <li>• Teacher/Student conference</li> </ul>	<b>Restorative Practices</b> <ul style="list-style-type: none"> <li>• Brief individual skill coaching</li> <li>• Repair/Mend relationship</li> <li>• Fee restitution</li> </ul>	<b>Staff Actions</b> <ul style="list-style-type: none"> <li>• Fidelity check of school-wide systems, structures and supports</li> <li>• Review location expectations (matrix)</li> <li>• Evaluate supports needed</li> <li>• Seat change, assigned seating</li> <li>• Loss of privileges</li> <li>• Parent/Guardian notification</li> <li>• Increase active supervision</li> <li>• Confiscating items</li> </ul>
Note: A reoccurring behavior infraction may be treated as an infraction at a higher level		

## Level Two - Non-Exclusionary (Staff Managed)

### Behavior Definition

A level two behavior is a repeated minor behavior infraction that is managed with a brief intervention by an adult in that setting. These actions aim to correct behavior by stressing the seriousness of the behavior while keeping the student in class. A level two behavior may include contact with support staff (case manager, social worker, counselor, paraprofessional behavior interventionist, other teachers).

### Level Two Behavior Interventions and Responses

1. Communicate with the student about the behavior.
2. Select and implement interventions and responses that maintain the continuity of instruction or are least disruptive.
3. Consider use of interventions from prior levels and multiple categories.
4. Review and consider a student's IEP or 504 Plan. Collaborate with the case manager to implement interventions and responses.
5. Communicate with parents/guardians about the behaviors and interventions.
6. Document minor behavior in Skyward.

Intervention and Response Categories		
<b>Skills-Based Supports</b> <ul style="list-style-type: none"> <li>• Re-teaching routines, expectations, and procedures</li> <li>• Increase positive feedback for demonstration of expected behavior</li> <li>• Re-teaching ways to ask for help, solve problems, manage emotions</li> <li>• Self-charting of behaviors</li> <li>• Skill practice/role play</li> <li>• Individual skill coaching</li> <li>• Student contract</li> <li>• School community service</li> </ul>	<b>Restorative Practices</b> <ul style="list-style-type: none"> <li>• Guided conversations using restorative questions</li> <li>• Restorative Circle for problem solving</li> <li>• Community Service (as restitution)</li> <li>• Peer mediation</li> <li>• Reflective essay</li> <li>• Return to instruction plan</li> </ul>	<b>Staff Actions</b> <ul style="list-style-type: none"> <li>• Review student data to make an informed decision</li> <li>• Develop a student skill plan</li> <li>• Initiate behavior support plan</li> <li>• Formalize check-in/out plan with adult</li> <li>• Loss of privileges</li> <li>• Assigned seating</li> <li>• Time out of classroom: less than 15 minutes</li> <li>• Consult with colleagues and a MTSS team member</li> <li>• Parent/Guardian notification</li> <li>• Increase active supervision</li> </ul>
<p>Note: A reoccurring behavior infraction may be treated as an infraction at a higher level</p>		

## Level Three (Office Managed)

### Behavior Definition

A level three behavior is a major behavior infraction that disrupts the educational setting, targets others, and/or impacts the safety of others. A level three behavior will result in a Behavior Intervention Referral and may result in removal from instruction for part of a day or an entire school day.

### Level Three Behavior Interventions and Responses

1. Communicate with the student about the behavior.
2. Select and implement interventions and responses that maintain the continuity of instruction or are least disruptive.
3. Consider use of interventions from prior levels and multiple categories.
4. Review and consider a student's IEP or 504 Plan. Collaborate with the case manager to implement interventions and responses.
5. Communicate with parents/guardians about the behaviors and interventions.
6. Document major behavior in Skyward.

Intervention and Response Categories		
<b>Skills-Based Supports</b> <ul style="list-style-type: none"> <li>Individual or small group skill instruction</li> <li>Targeted instruction focused on the area of need</li> <li>Increase positive feedback for demonstration of targeted behaviors</li> </ul>	<b>Restorative Practices</b> <ul style="list-style-type: none"> <li>Restorative back-to-class plan</li> <li>Staff-led mediation</li> <li>Restitution for property incidents</li> <li>Restorative Circle</li> </ul>	<b>Staff/Administrative Actions</b> <ul style="list-style-type: none"> <li>Referral to MTSS</li> <li>Loss of related privileges</li> <li>Alternative instruction</li> <li>Student-staff conference</li> <li>Change in classroom assignment/schedule</li> <li>Consult with School Resource Officer</li> <li>Loss of transportation (bus) privileges</li> <li>Development of a re-entry plan</li> <li>Parent/Guardian contact</li> </ul>
<b>Optional administrative actions that may result in removal from instruction</b> <ul style="list-style-type: none"> <li>In-School removal from instruction one (1) day or less</li> <li>Out-of-school dismissal from instruction one (1) day or less. Consider student's age and understanding</li> </ul>		

## Level Four (Office Managed)

### Behavior Definition

A level four behavior is a major behavior infraction that significantly disrupts the educational setting, targets others, and/or impacts the safety of others and is distinguishable by its repetitiveness and/or severity. A level four behavior results in a Behavior Intervention Referral, may result in dismissal from school for one or more days, and may result in notification to law enforcement.

### Level Four Behavior Interventions and Responses

1. Communicate with the student about the behavior.
2. Select and implement interventions and responses that maintain the continuity of instruction or are least disruptive.
3. Consider use of interventions from prior levels and multiple categories.
4. Review and consider a student's IEP or 504 Plan. Collaborate with the case manager to implement interventions and responses.
5. Communicate with parents/guardians about the behaviors and interventions.
6. Document major behavior in Skyward.

### Intervention and Response Categories

Intervention and Response Categories		
<b>Skills-Based Supports</b> <ul style="list-style-type: none"> <li>Increase positive feedback for demonstration of individualized behavior plan/goal</li> <li>Individualized skill instruction by licensed support staff</li> <li>Individual behavior support plan</li> <li>IEP/504 Plan Team consultation for potential changes</li> </ul>	<b>Restorative Practices</b> <ul style="list-style-type: none"> <li>Restorative transition back-to-class plan</li> <li>Neutral party mediation</li> <li>Family group conference</li> <li>Restitution for property incidents</li> <li>Restorative Circle</li> </ul>	<b>Staff/Administrative Actions</b> <ul style="list-style-type: none"> <li>Consultation with the School Resource Officer</li> <li>Refer to or review with student support team</li> <li>Referral to alcohol or drug counselor</li> <li>Loss of transportation (bus) privileges</li> <li>Consideration of alternative interim educational placement</li> <li>Development of a re-entry plan (Required)</li> </ul>
Optional administrative actions that may result in removal from instruction <ul style="list-style-type: none"> <li>Out-of-school dismissal from instruction not to exceed four (4) days. Consider student's age and understanding</li> </ul>		

## Level Five (Office Managed)

### Behavior Definition

A level five behavior is a behavior infraction that involves removal of the student from the school environment because of the severity of the behavior. Interventions focus on maintaining the safety of the school community and ending self-destructive and/or dangerous behavior. Level five behaviors are identified as expellable offenses.

### Level Five Behavior Interventions and Responses

1. Communicate with the student about the behavior.
2. Select and implement interventions and responses that maintain the continuity of instruction or are least disruptive.
3. Consider use of interventions from prior levels and multiple categories.
4. Review and consider a student's IEP or 504 Plan. Collaborate with the case manager to implement interventions and responses.
5. Communicate with parents/guardians about the behaviors and interventions.
6. Document major behavior in Skyward.

### Intervention and Response Categories

Skills-Based Supports	Restorative Practices	Staff/Administrative Actions
<ul style="list-style-type: none"> <li>Individual coaching by licensed staff</li> <li>Individual behavior support plan</li> <li>Increase positive feedback for demonstration of individualized behavior plan/goal</li> </ul>	<ul style="list-style-type: none"> <li>Family group conference (may be as part of a move to a new setting)</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with student support team and superintendent</li> <li>Development of a re-entry plan</li> </ul>
Optional administrative actions that may result in removal from instruction <ul style="list-style-type: none"> <li>Out-of-school dismissal from instruction five (5) or more days (ten (10) days if there is a recommendation for expulsion). Consider student's age and understanding</li> <li>Possible recommendation for expulsion</li> <li>Consult with/refer to local law enforcement</li> </ul>		

Alphabetical Listing of Behaviors	1	2	3	4	5
<b>ACADEMIC DISHONESTY</b>					
Submitting another person's work as your own, or allowing another person to use your work, including, but not limited to, cheating on a school assignment, plagiarism or using electronic devices or other technology to accomplish this end	●	●	●		
<b>ALCOHOL</b>					
Possessing, using, distributing, or being under the influence of alcohol			●	●	●
<b>ARSON</b>					
The willful or malicious burning of school property				●	●
<b>ASSAULT – SEXUAL</b>					
Exhibiting conduct of a sexual or indecent nature toward another person that is accompanied by actual or threatened physical force or that induces fear, shame or mental suffering and can include the touching of another's intimate parts, or forcing a person to touch any person's intimate parts				●	●
<b>ASSAULT - PHYSICAL</b>					
An act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another; the threat to do bodily harm to another with present ability to carry out the threat				●	●
<b>BOMB THREAT</b>					
Any implied or active threat regarding incendiary or explosive device to cause property damage or injuries, whether or not such a device actually exists				●	●
<b>BULLYING</b>					
Repeated behavior by an individual or group that is intended to cause the victim, or would cause a reasonable person of the same age as the victim, to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized or physically abused. Bullying can take place in several forms including, but not limited to, written, verbal or nonverbal threats or intimidating or threatening gestures			●	●	●
<b>CYBER-BULLYING</b>					
Bullying using technology or other electronic communication, including, but not limited to, transferring a sign, signal, writing, image, sound, or data, including posting on a social network Internet website or forum, transmitted through a computer, cell phone or another electronic device			●	●	●

Alphabetical Listing of Behaviors	1	2	3	4	5
<b>DISRUPTIVE</b>					
Engaging in brief or low-intensity failure to follow directions or talking back Disruptive enough in brief or low-intensity action that disrupts the learning environment	●	●			
<b>DRESS CODE VIOLATION</b>					
Wearing clothing that does not fit within the dress code guidelines practiced by the school/district	●	●			
<b>DRUGS - ILLEGAL</b>					
Using, possessing, or intending to sell a narcotic, drug or controlled substance, including, but not limited to, inhalants, marijuana and cocaine, drug paraphernalia and look-alike drugs and synthetics					
Paraphernalia: Possessing any device used to consume drugs, including but not limited to, pipes, needles, clips, papers, pods, vapes, and any other containers or materials related to drugs or drug use			●	●	●
Prescription: Possessing, except as prescribed by a physician and approved by a school nurse, or distributing prescription drugs			●	●	●
Use/Possession: Possessing, using, distributing, or being under the influence of narcotics, drugs or other controlled substances or look alike substances			●	●	●
<b>ELOPEMENT</b>					
A student leaving an assigned area without permission from a or knowledge of staff, often to escape and/or avoid a school-related situation or task.	●	●	●		
<b>FORGERY</b>					
Signing someone else's name without their permission or knowledge	●	●			
<b>GAMBLING</b>					
Playing a game of chance for stakes	●	●			
<b>GANG ACTIVITY</b>					
Student misconduct that meets all of the following criteria: Belonging to or associating with a group of three or more people who band together under a common identifying symbol, sign, or name, and, while under the supervision of ISD 2753 personnel, participating in a violation listed in this handbook to further an implicit or explicit goal of the gang/group NOTE: Gang activity is documented in conjunction with a primary behavior infraction					

**HARASSMENT**

Exhibiting unwelcome discriminatory behavior that has the purpose or effect of creating an environment that is intimidating, hostile or offensive with respect to that individual

Alphabetical Listing of Behaviors	1	2	3	4	5
Disability Harassment – Unwelcome discriminatory behavior based upon disability			●	●	●
Ethnicity/National Origin Harassment – Unwelcome discriminatory behavior based upon ethnicity			●	●	●
Gender/Sexual Harassment – Unwelcome discriminatory behavior based upon gender or gender identity and/or sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature			●	●	●
Harassment Other – Unwelcome discriminatory behavior based upon familial status, public assistance status and/or age			●	●	●
Racial Harassment – Unwelcome discriminatory behavior based upon race or color			●	●	●
Religious Harassment – Unwelcome discriminatory behavior based upon religion or creed			●	●	●
Sexual Orientation Harassment – Unwelcome discriminatory behavior based upon sexual orientation			●	●	●
<b>HAZING</b>					
Wearing clothing that does not fit within the dress code guidelines practiced by the school/district			●	●	●
<b>INAPPROPRIATE LANGUAGE</b>					
Use of language that is offensive to others, including but not limited to, profanity, obscenities, or any language that is disruptive to the learning environment; discriminatory language will be considered harassment	●	●	●		
<b>LEFT GROUNDS</b>					
Leaving building/grounds without permission and returning during the day, including, but not limited to, student leaving campus to eat lunch and returning			●	●	
<b>MAJOR SCHOOL DISRUPTION</b>					
Substantial non-compliance, failure to follow directions, and interruption of learning for self or others			●	●	●
<b>NON-COMPLIANCE</b>					

Repeated failure to follow directions, refuse to do work and/or significant disrupting of the learning environment			●		
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## OVER-THE-COUNTER MEDICATIONS

Except as excluded by policy, possessing non-prescription medications or supplements while on school property

Alphabetical Listing of Behaviors	1	2	3	4	5
Possessing or using over-the-counter medications or supplements without permission		●	●		
Selling or distributing over-the-counter medications or supplements			●	●	●
<b>PARKING VIOLATION</b>					
Parking in an unauthorized area on school property or parking without a permit or permission		●			
<b>PHYSICAL AGGRESSION</b>					
An intentional act of physical aggression toward staff or students with intent to harm			●	●	●
<b>PHYSICAL CONTACT</b>					
An act of physical contact toward students including rough housing, horseplay, public displays of affection and sexual acts	●	●	●	●	
<b>PROPERTY MISUSE</b>					
Using an item or piece of equipment in a manner for which it was not intended, including but not limited to, damaging school property or the property of others	●	●	●		
<b>RECKLESS DRIVING</b>					
Driving on district property in such a manner to endanger persons or property			●	●	
<b>TEASING</b>					
A single occurrence of teasing or name calling with or without the intent to injure, degrade, disgrace or intimidate other individuals	●	●			
<b>TECHNOLOGY MISUSE</b>					
Engaging in inappropriate use of a personal device, camera, computer or other electronic device; discriminatory use will be considered harassment	●	●	●	●	

THEFT					
Intentionally using, taking or possessing another's property without permission/authorization or with the intent to deprive the owner of his/her property including, but not limited to school supplies, food, clothing, electronics, etc.	●	●	●	●	
THREAT/INTIMIDATION					
Conveying an intent to cause harm or violence through an oral, written, or physical threat, sign or act		●	●	●	●
TOBACCO and TOBACCO-RELATED DEVICES					

Alphabetical Listing of Behaviors	1	2	3	4	5
Possessing or using a tobacco-based, look-alike product or tobacco-related device, including, but not limited to, electronic cigarettes, packaging, storage, juice, pods, containers or possession of tobacco-related products such as a lighter or matches			●	●	
TRESPASSING					
Being on school district property without permission during or after school hours or after being directed to leave, including, but not limited to, being on district property during a suspension or expulsion	●	●	●	●	
TRUANCY					
Being absent from class or school without a lawful excuse					
Skippping Class– Being absent from class without teacher authorization (i.e., student is in the building/on school grounds but not attending class)	●	●	●		
Tardiness– Arriving late to class or to school	●	●	●		
Unexcused Absence – Being absent from class or school without authorization (i.e., exceeding allowed number of absences, leaving school grounds without permission)		●	●		
Chronic Truancy – Continuing unauthorized absences NOTE: Incidents of chronic truancy are referred to the County Truancy Intervention Specialist and necessitate the filing of a truancy petition/educational neglect with the County Attorney		●	●		
VANDALISM					
Deliberate destruction of or damage to district or private property	●	●	●	●	●

**VERBAL ABUSE**

The act of forcefully criticizing, insulting, or denouncing another person. Characterized by underlying anger and hostility, it is a destructive form of communication intended to harm the self-concept of the other person and produce negative emotions	●	●	●		
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**VERBAL AGGRESSION**

Inappropriately using words directed toward another person, including but not limited to name-calling, profanity or other types of inappropriate terms to provoke conflict or physical harm	●	●	●	●	
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**WEAPON**

Any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death and combustible or flammable liquids. For more detail, click this link: District Policy 501, Weapons.

Alphabetical Listing of Behaviors	1	2	3	4	5
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Firearm: Possessing or using a device designed to be used as a weapon, from which is expelled a projectile by the force of explosion or force of combustion					●
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Other Weapon or Object, not a Firearm: Possessing or using any device or instrument—including any non-conventional weapon—that, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm or substantial bodily harm, or fear of any degree of bodily harm. (Other weapons include knives with blades under 2.5 inches, fake knives, look alike weapons, ammunition, fireworks, etc.)			●	●	●
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**WORK REFUSAL**

Regular refusal to attend to assignments and/or activities.	●	●			
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**STANDARDS OF STUDENT BEHAVIOR**

**Standards of Student Behavior**

**Intervention Processes**

All intervention actions will be processed pursuant to Long Prairie-Grey Eagle Public Schools discipline policies, the requirements of the Minnesota Pupil Fair Dismissal Act and other applicable laws.

- School staff will first use non-exclusionary practices, unless the student may create an immediate danger to self and/or property. Minnesota Statute 121A.45, subdivision 1.
- School staff will use support, responses and interventions in the Code of Conduct to respond to behavior infractions.
- Juvenile or criminal proceedings or consequences against the student do not preclude the school district from disciplining the student for violations of the Rights and Responsibilities Handbook or for other misconduct.
- Any student who violates a policy that has a potential consequence of suspension from school for more than one school day shall have an informal conference with a school administrator.
- If a student's total days of removal from school exceeds ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school.
- All students who violate a policy or rule that has the potential consequence of expulsion or exclusion will be given the opportunity to have a hearing in accordance with Minnesota law.
- See the Minnesota State High School League Official Handbook to determine the impact of administrative actions on student eligibility and participation in Minnesota State High School League activities.

#### Alternative Educational Services Procedures

When students are removed from class because of a behavior infraction, school staff must provide missed assignments and the opportunity to make up those assignments in a reasonable amount of time without penalty. \*Students with Individualized Education Programs (IEPs) and 504 Plans have additional protections.

If a student is suspended for more than five (5) school days, the student is entitled to alternative educational services that will allow the student to progress toward meeting graduation requirements and the suspending administrator must provide the superintendent with a reason for the longer suspension. Generally, Long Prairie-Grey Eagle Public Schools provides alternative educational services according to the following schedule:

Length of Suspension	Services Provided	School Administrator or Designee Responsibility	Parent/Guardian Responsibility
Up to five (5) school days	Current classroom work and homework will be made available, if possible	Arrange for collection of classroom work and homework from teachers	Pick up classroom work and homework from school or arrange to have it mailed to home Return completed work upon student's return to school
Six (6) to ten (10) school days*	Current classroom work and homework will be made available no later	Arrange for collection of classroom work and homework from teachers	Pick up classroom work and homework from school or arrange to have it mailed to home

	than the sixth school day of suspension		Return completed work to school administrator
Up to 15 school days (only pending expulsion, consideration of administrative transfer, or when student constitutes a substantial and immediate danger) *	Alternative education services must be arranged to begin no later than the 11th school day	Arrange for alternative education services as soon as a determination has been made to refer student for expulsion or transfer	Assist school administrator in establishing a schedule for the delivery of alternative education services

This schedule does not preclude school administrators from providing different alternative educational services that allow the student to progress toward meeting graduation requirements. Each suspension action will include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension.

The school administrator is responsible for ensuring that the school attempts to provide required alternative educational services. Families also have the responsibilities set forth above. Parents who have concerns about the school's compliance with these procedures should contact the school administrator or superintendent promptly.

#### Students with a Section 504 Plan

Students covered by Section 504 of the Rehabilitation Act of 1973 may be disciplined for behavior related to their disabilities, unless the discipline would result in a significant change of placement. A qualified student with a disability may not be suspended for more than ten cumulative school days without a manifestation determination conducted by the student's 504 team.

#### Students with an Individualized Education Program (IEP)

When a student with a disability is dismissed for more than ten (10) days in a school year, is being considered for a 45-day unilateral placement, or before initiating any expulsion or exclusion, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination meeting. That meeting must occur as soon as possible, but no more than ten days after the sixth consecutive day of suspension or when the tenth cumulative day of suspension has elapsed. The team will determine if the behavior is related to the student's disability. The team may need to conduct a Functional Behavior Assessment and write a behavior intervention plan to support the student at school.

A dismissal for one (1) school day or less is a day of suspension if the student with a disability does not receive regular or special education instruction during that dismissal period. A student with a disability shall be provided alternative educational services to the extent a suspension exceeds five (5) consecutive school days.

Consistent with federal law, before initiating an expulsion or exclusion, the district, relevant members of the student's IEP team, and the student's parent shall determine whether the student's behavior was caused by or had a direct and substantial relationship to the student's disability and whether the student's conduct was a direct result of a failure to implement the student's IEP.

When a student with a disability who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the district shall continue to provide special education and related services during the exclusion or expulsion. Minnesota Statute 121A.43.

35

	IEP Team Meeting Required	Manifestation Determination Required	Functional Behavioral Assessment Plan Required	Alternative Education Services Required
Student removed for one school day or less	No*	No*	No*	No*
Student suspended for less than five consecutive school days	No*	No*	No*	No*
Student suspended for six OR MORE consecutive school days	Yes	Yes	No*	Yes
Student removed for 10 days in a school year	Yes	Yes	Yes	Yes, access to FAPE required
Student placed on in-school suspension	No**	No**	No**	No**
Student suspended from the bus	IEP Specific***	IEP Specific***	IEP Specific***	IEP Specific***
Parent requests a manifestation determination following any removal for disciplinary reasons	Yes	Yes	No*	No*

\*Unless the student has been removed 11 or more cumulative days in a school year. Minnesota Statute 121A.43(a).

\*\*In-school suspension is not considered a day of suspension for a student with a disability as long as the student continues to receive regular and special education services during the in-school suspension.

\*\*\*If bus transportation is a part of the student's IEP, a bus suspension would be treated as a removal unless the school provides transportation in some other way, because that transportation is necessary for the student to obtain access to the location where all other services will be delivered. If bus transportation is not a part of the student's IEP, a bus suspension typically would not be a removal.

39

## **LIABILITY**

Do not leave your students unattended. Liability violations results when a staff member is proved negligent in his/her responsibility toward the student. This could come from not supervising students in the classroom or other activities that could allow for harm. In addition, failure to instruct students in safety measures, participation in hazardous activities, or lack of appropriate responsibility in situations will leave staff liable.

Any questionable activity or unsafe condition within the building should be reported to the building principal.

## **LOCKING DOORS – DAILY CHECK OUT**

Make sure your doors are locked when you leave each day. **Do not depend on someone else to lock the exterior doors.**

## **MAINTENANCE REQUESTS**

All custodial needs and maintenance repairs must be requested on a Work Order Request form and submitted to your building administrator for approval.

## **OBSERVATIONS AND GROWTH PLANS**

Observations of teaching staff will be conducted throughout the year, the number of which and timeliness of the observations, will be dependent upon whether the teacher is tenured or non-tenured. Tenured teacher's observations are conducted once every three years per contract and non-tenured teachers are conducted three times a year until tenured is granted. Both tenured and non-tenured teachers should upload their growth plans into the system.

## **OFF CAMPUS ACTIVITIES**

Teachers/Advisors/Coaches/Directors planning off campus activities where students are missing class must give 48 hours advance notice to staff in order for students to be excused. In any case, classroom teachers have the right to hold students back for academic reasons. The final say on a student's ability to go and having less than a 48 hours' notice, rests with the building principal.

## **PAYROLL**

All payroll, insurance, leave or flexible benefits plan questions should be addressed to the payroll/human resources department in the District Office.

All new staff must complete paperwork for payroll purposes during workshop days.

Paydays are the 15<sup>th</sup> of each month beginning on September 15, 2025. All employees will be paid via direct deposit. Direct deposit notices can be viewed online through Employee Access.

## **PERSONAL LEAVE**

Personal leave can be used anytime during the school year as long as there is prior approval. Two days are granted each year and can be carried over to the next year, not to exceed four days. A teacher planning to use a personal day of leave shall give five days notice. No more than three high school teachers can be gone on any given day.

## **PHONES**

As our phone system has proprietary numbers tied directly to the specific room they are currently located in, the phone itself must remain with the room it is currently in.

## **PREP TIME**

Great flexibility exists during teacher prep hours, but it is expected that all staff are to be present in the school itself. If an emergency arises, please inform the administration along with signing out in the office.

## **PROGRAMS, PEPFESTS, ETC.**

Attendance at all assemblies, programs, pep fests, etc. during the school day is a requirement to help insure proper conduct of all students involved. This includes all teachers and paraprofessionals.

## **SCHOOL CALENDAR**

See enclosed

## **SECURELY PASS**

In order to monitor students and control movement within the building for safety and security concerns, we are employing Securely Pass. Students will be responsible to make a request through their Chromebook for any reasons with regards to leaving the room. This system, once initiated by the student will then either allow the student to leave the room or not based on the first, the availability of openings within the system as well as the teacher's permission. This number is based on criteria that had been set by the office for the number of students on the floor at any one time. All students will be utilizing this system and will be required in order to leave the room.

## SHARING OF INFORMATION

All staff have a shared interest in taking care of our student population. To that end, we need to extend caution not to violate FERPA or HIPPA statutes in this pursuit. If you are in acknowledgement of information that you believe may have an impact on that student's day to day activity at school, please share it with Mr. Hibbs, Mr. Young or myself. We will have a posted "handle with care" email sent out from us alerting those staff the student is in contact with during the day, relevant information pertaining to the student's wellbeing.

## SICK LEAVE

Try to make preventative medical and dental appointments after school or when school is not in session. Notify the office in advance of any scheduled appointments.

## SPECIFIC STAFF RESPONSIBILITIES

**The general atmosphere of the building is everyone's responsibility: administration, teachers, support staff and students.** A school's atmosphere should be one in which respect for another person's rights and property is the prime consideration. To build such an atmosphere we must consistently reinforce positive actions and work to change the attitudes of those involved in negative actions. How we interact with students in dealing with the variety of situation that occur in a school is the single most important factor in determining the atmosphere of the school. We must work together to maintain an atmosphere of mutual respect for each other, school property and school rules.

To help meet the above need, all staff members must deal with the following items:

1. All classes should begin promptly after the bell rings and not be dismissed until the bell rings. Students should be made aware of our expectations early and made to follow the procedures.
2. Teachers should be in their classroom before school each morning at 7:30 a.m. to help students that have questions, unless otherwise assigned by the principal.
3. Before school, between classes, during passing time, after school, teachers should be in the hallways near their classrooms. Visibility can prevent a lot of problems.
4. There is no food allowed in the classroom and the only beverage allowed in the classroom is water. Only in designated areas. (Food Occupations room or Commons)
5. We are a tobacco free school. No use of tobacco is allowed in the building or on school grounds. **Possession of tobacco will earn students 3 days out of school suspension and will be prosecuted by the administration.**

6. See Student Handbook for attendance policy and other items that come under the discipline heading for enforcement.

## STAFF DUTY SCHEDULE

Teaching staff have either been assigned to a study hall or another assigned duty such as parking lot, etc. See schedules on page 6.

## STAFF TRAVEL

- A. A school vehicle should be used for travel when available. **Driver of the school vehicle must be certified.** All vehicles are to be returned with a full tank of gas. Gas receipts are to be submitted to the District Office.
- B. District vehicles are to be used for school business only.
- C. Reimbursement for the use of your personal vehicle will be paid at the current deferral rate per mile when a school vehicle is not available.
- D. Staff traveling to the same meeting must ride together. If you choose to drive yourself, you will not be reimbursed for mileage.
- E. Meal allowances are as follows:
 

Breakfast	\$11.00
Lunch	\$13.00
Dinner	\$16.00

These are per meal allowances and can only be used for that meal. We cannot reimburse for alcoholic beverages.
- F. Submit original itemized receipts (not credit card receipts) along with a completed voucher form indicating date, location, and reason for travel. For hotel stays, please submit a “folio” receipt showing itemized charges. Any personal charges (phone calls, movies, etc.) should be paid for at checkout. Reimbursement requests should be submitted to your building administrator for approval prior to sending to the District Office.

## STUDENT ACTIVITY ACCOUNT

A student activity account is maintained at the district office but money and receipts need to be directed there through the high school office by **Amy**. Please don't keep money in your room. All expenditures must be approved by the principal and the club advisor before a check is written and in no case will a bill be paid with a deficit account without previous arrangements. All activities must pay for supplies furnished by the school as well as material purchased out of the school by completing a purchase order.

## STUDENTS IN OFFICE

The office is recognized as a safe and open space for staff and students. Please keep all students out of the office unless it pertains to official business. Staff should be utilizing the Securely Pass system as well as monitoring the reasons for students needing to come to the office in the first place.

As it is an already confined area, there is a great amount of sensitive information either available or within ear shot of the students and we wish to limit that as much as possible. As a reminder, the nurses have already placed emergency bags with needed items in each classroom and will thus limit the need for the trip to the office.

## **STUDENT PRINTING**

Students needing to print from their Chromebook, please send them to the media computer lab to log in and print from those computers. Students do not have the capability to make color prints and will be printing in black and white. Media center staff are not responsible for printing student work.

## **STUDENT SUPPORT CENTER**

The student support center serves multiple functions including academic support for students as well as a placement for those students serving in-school suspension. If you have a student needing to utilize the student support center, please notify the office first. We have concerns for space availability at different times throughout the day.

## **STUDENT TELEPHONE CALLS**

Telephone calls are only to be made before school, at breakfast, during noon hour or after school, unless there is an emergency. The office phone may be used for local calls. If a student needs to make a call, they can use their cell phone in the office only with advanced permission from the office staff. Students will not be called from class to answer an incoming call except in extreme emergency.

## **MESSAGES TO STUDENTS**

Messages to students will only be delivered at the end of each hour except in an emergency.

## **STUDY HALL – RULES**

- A. All students will be seated in desks and not on the floor or in the hallway.
- B. Cellphones will not be out or in use during the class time.
- C. Student grades and homework status will be checked by the teacher at the beginning of the study hall every day.
- D. All students will be engaged with work during the study hall class. No visiting or games.
  - a. If students have completed their work they should be engaged in reading.
- E. All students will stay in their study hall class.
  - a. No checking out without a staff approved appointment pass.

## SUBSTITUE INFORMATION

We will be utilizing a third party, Kelly Education, to notify and schedule our substitute teachers as they are needed. Teachers will need to log in their absence with the SMARTer platform as well as notifying Kelly Education through their Red Rover online system. This will cover 99% of all absences, but an emergency situation may occur. In that event please contact your building secretary.

## SUBSTITUTE FOLDER

Our substitutes play a very large role on our campus during the school year. We are looking for ways to have everything ready for them when they arrive here in the office.

If you are planning on being absent for any reason and a substitute teacher will need to be arranged, **please bring your sub folder to the office and leave it with Audrey**, including all the necessary information for that substitute's success in your room for that day. That information should include lesson plans for each hour, attendance list for student attendance- picture from skyward included with that is always the most helpful, information regarding the class and any notes or helpful hints on dealing with any individual students. If your schedule changes, this will need to be updated within the sub folder. Please make sure that this is updated for this school year. This will help our substitutes to be as successful as possible while they are in your classroom.

## SYLLABUS

Please make sure to forward, to your building administrator, a copy of your syllabus for each grade level class you are teaching by September 2, 2025. You will need to include textbook title and description as well as any online sites you will be using as curriculum.

## TEXTBOOK DISTRIBUTION

Textbooks should be distributed to students and the number along with the condition should be recorded along with his or her signature. A record of the book distribution should be kept. Lost texts are to be paid for by the students. At the end of the semester/year, it is imperative to collect from each student the textbook that was issued to him/her. A book inventory is required at the year's end for all classes and **will need to be turned in to the office for yearend checkout**. A sample is enclosed. Book Inventories will also need to be submitted electronically at the end of the year.

## TRANSPORTATION FOR SCHOOL EVENTS

Buses or vans will be used for transportation of students, athletes, and spectators to all events and practices whenever possible. Follow procedures on mileage form. All staff transporting students must be certified.

THE FOLLOWING REGULATIONS MUST BE FOLLOWED:

- A. Sign up for all van usage with Aksamit Transportation Inc. at 320-594-8228 (Jenny or Mike).
- B. All arrangements for van reservations are to be taken care of through Aksamit Transportation Inc.
- C. All debris (paper, cans, juice bottles, etc.) is to be removed from the van upon return!!
- D. YOU MUST MAKE A FULL STOP AT ALL RAILROAD CROSSINGS!!!!
- E. SEAT BELTS ARE TO BE WORN BY EVERYONE – NO EXCEPTIONS!!!!!!!
- F. HEADLIGHTS ARE ON WHEN TRANSPORTING STUDETNS (State Law)!!
- G. DO NOT EXCEED THE PASSENGER LIMIT ON YOUR VAN – DOORS MUST REMAIN UNLOCKED WHEN TRANSPORTING STUDENTS!!!
- H. ABIDE BY ALL LOCAL, STATE AND FEDERAL LAWS.

## Audio and Video Recording Policy

The creation of audio and/or video recordings in an educational setting is governed by applicable federal and state privacy laws, including the **Family Educational Rights and Privacy Act (FERPA)** and the **Minnesota Government Data Practices Act (MGDPA)**. Recordings, including Artificial Intelligence, tools made on school property or during school-related activities, may constitute **educational records** and are subject to all related policies, ethical standards, and handbook guidelines.

### District Oversight and Enforcement

The **school district reserves the right to prohibit or limit recording activity** that disrupts instruction, infringes on the rights of others, or violates law or district policy.

The **district may review, retain, or require deletion** of recordings made on school property or at school events when such recordings relate to:

- A **disciplinary matter**
- A **criminal investigation**
- A violation of **district policy**

Recordings determined to be educational records will be subject to FERPA and applicable state data privacy laws.

## Staff Recording Policy

While Minnesota law (Minn. Stat. § 626A.02) permits one-party consent for recording conversations, **district policy requires that any staff member acting in their capacity as a district employee must provide prior notice to all individuals being recorded**, including students, families, and colleagues.

This applies to recordings made with or without the use of artificial intelligence (AI) or transcription tools.

- Recordings created in the course of employment must comply with all applicable data privacy laws and professional conduct standards.
- Failure to notify involved parties and obtain appropriate permissions may result in **disciplinary action, up to and including termination**, and may be reportable to the Minnesota Professional Educator Licensing and Standards Board (PELSB).

## VIDEOS IN CLASSROOM

The use of videos, although not promoted, can be a useful tool. As a school, it is imperative that we are not promoting any content that is offensive or pornographic in nature. Staff who are intending for students to view a video are directed to follow these guidelines:

1. Videos should be either G or PG rated
2. The teacher should preview the video first to ensure there are no surprises for students or substitute teachers.
3. Videos with any suggestive sexual content, nude scenes or explicit language are not to be shown

If you need a cleaned-up version of a specific movie, there is the website, [cleanmediaworks.com](http://cleanmediaworks.com), that sells videos without objectionable material. Let me know if you are having difficulty in finding a suitable video.

7/15/2025

<b>BELL SCHEDULES</b>
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**Addendum A**

<u><b>NORMAL TIME SCHEDULE:</b></u>	<u><b>ACTIVITY DAY SCHEDULE:</b></u>	<u><b>ADVISORY TIME SCHEDULE:</b></u>	<u><b>EARLY RELEASE SCHEDULE:</b></u>
8:00 -Teachers in classroom	1 <sup>st</sup> hour - 8:20-9:08	1 <sup>st</sup> hour - 8:20-9:08	1 <sup>st</sup> hour - 8:20-8:50
1 <sup>st</sup> hour - 8:20-9:15	2 <sup>nd</sup> hour - 9:12-9:55	2 <sup>nd</sup> hour- 9:12-9:58	2 <sup>nd</sup> hour - 8:54-9:24
2 <sup>nd</sup> hour - 9:19-10:09	3 <sup>rd</sup> hour - 9:59-10:41	Advisory - 10:02-10:27	3 <sup>rd</sup> hour - 9:28-9:58
3 <sup>rd</sup> hour - 10:13-11:02	4 <sup>th</sup> hour - 10:45-11:31	3 <sup>rd</sup> Hour - 10:31-11:17	4 <sup>th</sup> hour - 10:02-10:32
1 <sup>st</sup> lunch - 11:02-11:37	1 <sup>st</sup> lunch - 11:31-12:01	1 <sup>st</sup> lunch - 11:17-11:47	5 <sup>th</sup> hour - 10:36-11:06
4A Class - 11:06-11:54	5A class - 11:31-12:13	4A Class - 11:21-12:07	1 <sup>st</sup> lunch - 11:06-11:41
4B Class - 11:37-12:25	5B class - 12:01-12:43	4B Class - 11:51-12:37	6A class - 11:10-11:50
2 <sup>nd</sup> lunch - 11:54-12:29	2 <sup>nd</sup> lunch - 12:13-12:43	2 <sup>nd</sup> lunch 12:07-12:37	6B class - 11:41-12:22
5 <sup>th</sup> hour - 12:29-1:19	6 <sup>th</sup> hour - 12:43-1:31	5 <sup>th</sup> hour - 12:41-1:27	2 <sup>nd</sup> lunch - 11:50-12:26
6 <sup>th</sup> hour - 1:23 - 2:13	7 <sup>th</sup> hour - 1:35-2:18	6 <sup>th</sup> hour - 1:31-2:17	7 <sup>th</sup> hour - 12:26-1:07
7 <sup>th</sup> hour - 2:17 - 3:07	Activity hour- 2:18-3:07	7 <sup>th</sup> hour - 2:21-3:07	
Buses leave 3:25			

# Long Prairie-Grey Eagle K-6 Staff Handbook

2025-2026



## 2025-26 LPGE K-6 Staff Handbook

Welcome to Long Prairie-Grey Eagle Elementary School	4
Mission Statement of Long Prairie-Grey Eagle School District	4
Long Prairie Grey Eagle School District Philosophy	4
Long Prairie Grey Eagle Elementary Staff	5
<a href="#"><u>2025-2026 Meeting Schedule - Meeting Dates May Be Subject to Change</u></a>	8
Attendance Entries	10
Buses	10
BOLT - Building Opportunities for Learning Together	11
LPGE K-12 Cell Phone and Other Personal Electronic Communication Devices Policy	11
Church Night	12
Conferencing with Parents/Guardians	12
Daily Announcements	13
Drug-Free School and Workplace	13
Early Entrance Into LPGE Kindergarten (6/1/2012)	13
Employee Information	14
Appropriate Attire:	14
Length of Teacher Work Day:	14
Medical/Dental Appointments:	14
Personal Leave:	14
Pesticide Application Notice	14
Substitute Information:	14
Evacuation Sites	14
Field Trips	15
Fire Drills	15
Homework Policy	15
Injuries/Medications	16
Medication Procedure	17
Medication Administration	17
Leaving School During the Day	18
Lock-Down Procedures	18
Mandatory Reporting of Maltreatment of Minors	20
Media Center	21
No Smoking	21
Notice of Violent Behavior by Students	21
Open House	21
Parent/Teacher Conferences	22
Phy. Ed. Excuses	22

## 2025-26 LPGE K-6 Staff Handbook

Playground Expectations at Recess	22
Prep Time/Common Planning Time/PLC	23
Professional Learning Communities (PLC) Format	23
Property Destruction	24
Report Cards	24
Restrictive Procedures Plan	24
Sanctioning Class Sponsored Activities	24
School Dances	24
School Programs, Assemblies, Pep Fests etc.	24
Staff Responsibilities	24
Staggered Start for Kindergarten	25
Student Dress Code	25
Student Removal from Classroom	26
Student Telephone Calls	26
Summer Academy	27
Thunder Pride Students	27
Toys/Games (Electronic or Otherwise)	27
Tornado/Severe Weather Drills	27
Visitors to School District Buildings	27
Weather	28
<b>PBIS Discipline Guidance</b>	<b>28</b>
PBIS Discipline	28
LPGE PBIS (Positive Behavior Intervention and Support) Purpose Statement	28
LPGE PBIS Discipline Guidance - Thunder Pride	29
Office Referral Form	30
<b>PBIS Major Behaviors Guidance (Grades K-3)</b>	<b>31</b>
<b>PBIS Major Behaviors Guidance (Grades 4-6)</b>	<b>35</b>
<b>Policies</b>	<b>39</b>
School District Policies	39
Artificial Intelligence (AI) Tools Usage	39
Audio and Video Recording Policy	39
Long Prairie-Grey Eagle Public Schools	39
District Oversight and Enforcement	39
Staff Recording Policy	40
Bullying Prohibition Policy (514)	40
Cyber Security Policy	48
Long Prairie Grey Eagle Public Schools	48
E-Learning Policy	53
Harassment and Violence Policy	55

**2025-26 LPGE K-6 Staff Handbook**

Internet Policy	58
Student Device Policy, Procedures, and Information	62

## **Welcome to Long Prairie-Grey Eagle Elementary School**

Welcome to Long Prairie-Grey Eagle ISD #2753 School District and Long Prairie-Grey Eagle Elementary School. You are an integral part of this district. We appreciate and trust the work that you do to create the best educational experience possible for our students.

### **Mission Statement of Long Prairie-Grey Eagle School District**

**The mission of the Long Prairie-Grey Eagle School District, as an innovative progressive leader in education, is to ensure that every student is a confident, responsible global citizen with a passion for learning. This will be accomplished through: state of the art facilities, dynamic positive relationships and a rigorous engaging curriculum, in partnership with parents and the community.**

### **Long Prairie Grey Eagle School District Philosophy**

Independent School District 2753 exists for the education of its citizens from kindergarten through adult life. School employees are here to aid students in their development. Education includes the facts and concepts associated with the subject matter as well as attitudes, appreciations, skills and outlooks. Teachers are concerned with helping students define goals and work toward their fulfillment. We believe it is important for students to develop respect for legally and democratically constituted authority including respect for the teacher's position in the educational process. The classroom; however, shall reflect more of an atmosphere of cooperation than authoritarianism. Respect for the student's right to pursue personal goals, even to make mistakes, is important in developing the kind of teacher-student relationship which will permit the teacher encourage:

1. Work beyond minimum goals
2. Students' evaluation of their goals
3. Self examination by students of their goals

Teachers of District 2753 recognize that intrinsic reward (progress toward goals) is a greater force for learning than extrinsic reward (grades).

We are aware of our professional responsibilities to increase our understanding of people and to keep abreast of developments in the subjects we teach, thereby increasing our confidence in the student-teacher relationship. We exhibit by our enthusiasm that learning is exciting and by our dedication to our task that the acquisition of knowledge is of great importance.

All school experiences are considered a part of the curriculum and should fit the student into community life and activities. The school exists for the education of all without regard to physical, mental, social or economic condition, or socioeconomic status. Equal education opportunity means each person will have the opportunity to be educated in relation to his/her needs, interest, abilities, and limitations. Practices and experiences that have withstood the test of time will be employed. Experimentation with new and promising educational practices will be encouraged.

## 2025-26 LPGE K-6 Staff Handbook

### **Long Prairie Grey Eagle Elementary Staff**

#### **LPGE Board of Education**

Linda Gohman, Jeremiah Zahnow, Lori Hollenkamp, Tanya Levin, Chuck Wolf, Lisa Wright, and Tom Zastrow

#### **LPGE Administration**

Dan Ludvigson, Superintendent of Schools     Barton Rud, 7-12 Principal  
Tammy Cebulla, K-6 Principal                     Bradley Evenson, Comm. Ed. Coordinator & 21st CCLC

#### **LPGE PK-6 Staff**

Secretaries:     Karen Holt, Adm. Sec.; Cassie Zimmer, Comm Ed & Attendance  
ELL Parent/Student Liaison:                     Idania Montanez  
Preschool Readiness:                                 Emili Hibbs  
Preschool Readiness:                                 Brenda Faust  
Headstart:     Melissa Westerberg, Kristine Blommel  
Early Childhood SPED:                                 Kathy Danielson  
Kindergarten:     Caitlin Gustafson, Lori Hovey, Tori Lee, Maressa Rousslange  
Grade 1:     Suzanne Iwainat, Allison Kerfeld (Metcalf), Melissa Vetsch-Larson,  
**TBD**  
Grade 2:     Samantha Chisholm, Amelia Harren, Katie Lieser, Abby Russ  
Grade 3:     Joseph Gaida, Mary Miklavcich, Tracy Schultz, Joni Young  
Grade 4:     Mikayla Jasmer, Taylor Lanoue, Katelyn Suchy  
Grade 5 Math:     **Taylor Psyck**  
Grade 5 Language Arts:                                 **TBD**  
Grade 6 Math:     Kristi Gaida  
Grade 6 Language Arts:                                 Jill Standafer  
Grade 5 & 6 Science:                                     Megan Dreher  
Grade 5 & 6 Social Studies:                             Brett Eisenschenk  
WIN Staff:     Carissa Bitz, Kelly Burns, Lauralee Mertes, Paula Muellner  
K-6 General Music:                                         Ayla Gross, Kyle Lamb, Cindy Roos  
Grade 5 & 6 Bands:                                         Ayla Gross  
Physical Education:                                         Cooper Goerdt, Kayla Mathews  
ELL:     Lisa Day, Patti Larson, Clair Wolters  
Art: Gr. 2-6     Ashley Pohlmann  
Library:     Lisa Schurmann  
SPED:     Steve Christians, Erica Ebnet, Emma Johnson, Jessica Rosenow,  
Vanessa Wielenberg  
Speech:     Nora Carrillo-SLPA, Yesenia Lopez Ibarra-SLPA, Allison Winge-  
SLP, Lisa Marty SLP  
Instructional Coach:                                         Beth Gustafson  
Behavior Intervention Specialist: Myke Zimmerman  
K-6 Counselor:     Nicole Cuchna  
Social Worker:     Amanda Notsch  
Student Support: Northern Pines: **TBD**  
Student Support: Freshwater: **Crystal Geisenhof**  
School Psychologist                                         **Clare St. Catherine**  
School Nurse:     Melissa Meagher  
Nurse's Assistant:     Amanda Joarnt, Heather Luebesmier  
Tech Coordinator:     Mitchell Ganske, Skyler Rosenow  
Tech Curriculum:     Dave Nelson

## 2025-26 LPGE K-6 Staff Handbook

**District Office:** Cindy Dalton, Sherri Evenson, Bonnie Middendorf, Jenny Thelen

**Educational Assistants:** Mayte Albino, Lucy Ambriz, Missy Becker, Dustin Bleess, Stacy Cavallero, Kim Crosby, Ella Cuchna, Lisa Decker, Katie Dolezal, Jasmine Ecker, Beth Gessell, Diana Hegseth, Pamela Kopp, Amy Lanners, Chyna Luberts, Taralee May, Marina Montanez-Ramirez, Veronica Monti, Dora Osborne, Teresa Perish, Barb Pesta, Kaitlin Petron, Jessica Richter, KiylaSue Santiago Kircher, Josean Rodriguez, Lesli Rosendo, Lisa Schurmann, Hannah Stoetzel, Esther Swartzentruber, Sandy Wienhold, Maxx Wiley, Tara Wojtowicz, Brooklyn Wolf and Brenda Wood, Madison Zaccariello

**Custodial:** Mandie Berg, Dave Geisenhof, Alex Georges, Eugene Holmquist

**Kitchen Staff:** Kevin Trierweiler, Michele Anderson, Patricia Bettsinger, Maria, Garcia, Linda Guse, Hunter VanHoever, Kirstin Vanderheyden, Lesa Wettstein

**21st CCLC Staff:** Barb Graves

## 2025-26 LPGE K-6 Staff Handbook

### 2025-26 SCHOOL CALENDAR

August	25-28 27	Teacher Inservice Day-No School K-12 Parent-Teacher Open House
September	1 2 3 4	Labor Day-No School First Student Day ( Kindergarten “A”- 12) First Student Day (Kindergarten “B”) Second Day for all Kindergarten Sections
October	1 16-17 31	Midterm 1 <sup>st</sup> Quarter Education Minnesota--No School End of 1st Quarter (42)
November	3 6 13 27-28	No School-Staff Day K-12 Parent-Teacher Conferences K-12 Parent-Teacher Conferences Thanksgiving Break-No School
December	5 23 24-31	Midterm 2 <sup>nd</sup> Quarter 2 Hour Early Out, 1:00 pm Winter Break-No School
January	1, 2 5 16 19	Winter Break - No School Classes Resume End of Second Quarter (44) No School-Staff Day
February	16 18	No School-Staff Day, President’s Day Midterm 3rd Quarter
March	5 20 23	K-12 Parent-Teacher Conferences End of Third Quarter (43) No School - Staff Day
April	3, 6 24	No School Midterm-4 <sup>th</sup> Quarter
May	22 25 29	Graduation 7:00 pm Memorial Day-No School End of 4 <sup>th</sup> Quarter (46) - Last Day of School – 2 Hr Early Out

175 Instructional Days  
185 Staff Days

## 2025-26 LPGE K-6 Staff Handbook

### **2025-2026 Meeting Schedule - Meeting Dates May Be Subject to Change**

#### **\*K-6 LPGE Prof. Dev./ Staff Work Days (Full Days) 7:30-3:00**

November 3, January 19, February 16, and March 23

#### **\*K-6 Staff Meetings at 7:30 am in the Elem. Room 115-Fridays**

September 12 and 26, October 10 and 24, November 7 and 21, December 5 and 19, January 9 and 23, February 6 and 20, March 6 and 20, April 10 and 24, May 8 and 22

#### **\*K-6 Leadership Elem. at 7:30 am, Principal's Conference Room**

September 24, October 23, November 18, December 18, January 28, February 25, March 25, April 22

#### **\*K-6 BLAST Meetings: Full Days, 1st or 2nd Wednesday of each month)-7:30 am-3:00 pm, Principal's Conference Room**

September (PLC's), October 8, November 5, December 3, January 14, February 11, March 11, April 8, May 6 am (committee staff only)

#### **\*K-6 Child Study Meetings at 7:30 am in Room 115-Every Other Wednesday**

September 3, 17, October 1, 15, 29, November 12, 26, December 10, January 7, 21, February 4, 18, March 4, 18, April 1, 15, 29, May 13

#### **\*K-6 PBIS/SWIS Meetings at 7:30 am in Principal's Conference Room - mostly 2nd Thursday each month**

September 11, October 9, November 13, December 11, January 8, February 12, March 12, April 9, May 14

#### **\*K-6 Literacy Meetings at 7:30 am in Principal's Conference Room-last Thursday/Every other Month. Note: \*\*\* more dates will be added**

September 25, November 20, January 29, March 26

#### **\*K-6 Math Meetings at 7:30 am in Principal's Conf. Room-last Tuesday/Every other month.**

September 30, November 25, January 27, March 31

#### **\*K-6 BOLT Meetings at 7:30 am in Room 108-Sept 2nd T/rest 3rd Tuesday month**

September 9, October 21, November 18, December 16, January 20, February 17, March 17, April 21, May 19 (3:30)

#### **\*K-6 Non-Tenured Teacher Meetings at 7:30 am - 2nd Tuesday monthly - meet with Instructional Coach - Principal Conference Room**

September 16, October 14, November 11, December 9, January 13, February 10, March 10, April 14, May 12

## **2025-26 LPGE K-6 Staff Handbook**

### **PLC's with Principal - during last week of each month - in the Principal's Conference Room**

September 22-26, October 27-31, November 17-21, December 10, 15, 16, 18, 19, January 26-30, February 23-27, March 27, 30, 31, April 1, 2, April 27-May 1, May 11-15

### **TIMES TO BE DETERMINED for 2025-26**

Monday - 10:45 WIN

Tuesday - 12:45 Grade 5

Wednesday - 9:45 Kindergarten; 10:15 Grade 1; 10:45 Grade 3; 2:50 MLL

Thursday - 12:15 Grade 4; 12:45 Grade 2

Friday - 12:45 Grade 6

### **K-6 Paraprofessionals Meetings at 3:15-4:00 pm, 3rd Wednesday of each month**

Dates need to be changed yet for 2025-26 (at Sourcewell 3rd Weds of month, Sept, Nov, Dec, Jan, Feb)

September 18, October 16, November 20, December 18, January 15, February 19, March 19

## **Attendance Entries**

Please make sure that you enter your daily attendance online. This helps ensure up-to-date attendance maintenance by the attendance secretary (Cassie Zimmer).

1. Attendance is done only in the homerooms.
2. Open your web browser . If the Skyward login screen is not visible, go to <http://www.lpge.k12.mn.us> and click on **Educator Access Gradebook**.
3. Enter your **USER NAME** and **PASSWORD**.
4. Click on **Post daily attendance**.
5. Click on the **CLASS** for which you would like to take attendance.
6. Attendance can be taken by **NAME**, or by **SEATING CHART**.
7. Mark the attendance by either clicking on the button (for listing) or using the pull down menu (for seating chart). Do not make any changes if there is already a code from the office.
8. Any codes other than “A” or “T” are marked from the office.
9. Please make sure that if a student shows up late for school, be sure that he/she has checked in the office before going to class. They will get a tardy pass to class. The attendance secretary will make the necessary changes.

## **Buses**

All bus drop off and pick up will take place on the south end of the building in the bus chute. Students will use door S5. School buses are used to transport students living within the District and a mile from the elementary school. School bus transportation to school is at the District's expense. Late buses operate to transport students to selected bus stops at the end of afterschool activities.

### **Student Transportation Information & Guidelines**

**(from Aksamit Bus 320-732-2795)**

Bus transportation is a privilege that can be lost if behavior is unacceptable on the bus or at the bus stop. *(MN Statute 123.B)*

Please review these guidelines to ensure safe transportation for all eligible students. Please read carefully as important changes have been made to the transportation policy. Aksamit Transportation will make a reasonable effort to accommodate transportation requests in a timely fashion once received.

**Bus Stop Assignment:** For reasons of safety and security, it is preferred students have only ONE designated bus stop in the morning and ONE designated bus stop in the afternoon when possible unless prior authorization is granted by Aksamit Transportation. We understand that multiple pick-up or drop-off spots are sometimes warranted based on family’s needs and we will do our best to accommodate these requests on a case by case basis.

**Bus Stop Changes:** Aksamit Transportation must be notified of any proposed changes to a student’s bus riding assignment or bus stop assignment. Bus drivers are not allowed to make changes to the bus stop location or the pick-up time. Bus stop change requests must be made directly to Aksamit Transportation and changes need to be made at least 3 business days in advance.

## **2025-26 LPGE K-6 Staff Handbook**

**Emergency Change Requests:** All temporary changes in a student's assigned bus or designated bus stop need to be made through Aksamit Transportation, and will be approved only in cases of family emergency. Due to regulations on capacity loads, students are not allowed to change bus assignments or bus stops to attend social events, lessons, jobs, parties or other non-emergency activities.

**Daycare/Alternative Location:** All students in daycare or that have an alternative pick up/drop-off location are required to notify the school and Aksamit Transportation. This information is used to assign bus stops and for notification in case of an emergency.

**Bus Stop Behavior:** We strongly urge parents and daycare providers to supervise students at the bus stops. Unsupervised students are the cause of many bus stop problems and complaints.

**Bus Safety and Discipline:** School district policy on bus safety and handbooks are available. The policy, rules and guidelines are reviewed with students during school bus safety each year.

**Bus Scheduling:** Students should be at their assigned bus stops at least five minutes prior to the scheduled arrival of their buses. It is not unusual for buses to be running late the first couple weeks of school. This time lag is usually self-correcting shortly after the start of school. Buses may also run late due to rain, snow, ice, fog or traffic conditions. If a bus is running late, the bus will complete the route nonetheless and stop at every stop. Thank you for your patience in these situations.

Families should call the bus garage at 320-732-2795 by 6:00 A.M. if your child is not riding the bus. Failure to notify Aksamit Transportation could result in service delays. *Updated July 2022*

### **BOLT - Building Opportunities for Learning Together**

This program is free and intended for students in grades 1-6 who would benefit from additional learning experiences. Students will receive extra help with basic skills, study skills, and opportunities to enhance their social skills. Students are referred by teachers, school counselor, and/or parents-guardians. Sessions are from 3:00-5:00 pm on Mondays, Tuesdays, and Thursdays. Students will be transported home by bus or other arrangements can be made by parents. Registration forms can be found in the K-6 Office.

### **LPGE K-12 Cell Phone and Other Personal Electronic Communication Devices Policy**

Students must keep all cell phones, smartwatches, and any other electronic communication device (not provided by the school) capable of connecting to the internet or outside cellular service, in their lockers during school hours. Cell phones will not be allowed in the classroom except under strict exceptions:

The exceptions to this policy will be the following:

1. Students with a health condition warranting the need of a cell phone or electronic device as prescribed by a medical doctor and directed by the office.

2. Those students whose teachers have specifically established the device as part of their curriculum and is set as a basis for the curriculum for a set base of time, i.e. college coursework at the Secondary, such as a student enrolled in CLC classes.
3. Students who have it as part of the Individual Education Plan as stated by the IEP team members and the Special Education Department.

Students who violate the policy will have their device confiscated and returned at the end of the school day. Students who violate the policy after 12:00 will lose their device for the remainder of the day along with the entirety of the next day. This will be enforced through the staff on campus and the administration.

### Church Night

Wednesday night is church night in Long Prairie-Grey Eagle. Do not schedule any practices or meetings on this night. **Homework and tests should be at a minimum and avoided if possible. The building should be empty of students by 6:00 PM.**

### Conferencing with Parents/Guardians

From time to time it is necessary to meet with families about student progress. Whatever pertinent information we can gather and share regarding individual students will help each of us better understand and fulfill their educational needs. The staffing process is one of the best ways that we have of providing teachers, counselors, and administrators an opportunity to develop a consistent and positive approach to the student. Staffing conferences will be instituted as needed.

Each staffing session will be chaired by the Administration or Counselor. Each teacher, coach, and advisor of that student will attend. If there is a probation officer and /or welfare worker who is also working with the student, they will also be invited to attend. Special Education staffings are a **requirement** of the law, and must be treated as such. It is required that one instructor be in attendance during the duration of the meeting. Problems with attendance at the staffing should be cleared with the principal. There are certain cardinal rules regarding staffings which must always be followed:

1. **Be positive** – bring to the attention of others positive things about a student as well as the negative. This carries with it the admonition to avoid gossip and dwelling on negative things. If one needs to use anecdotes to illustrate an insight, fine, but don't take up valuable time telling tales of woe that lend nothing to the discussion.
2. **Do your homework** – be aware of behavior characteristics of the student. Observe closely in class or activity what the student does because there is always a reason for the student acting in a negative way. If we note behavior and bring it out in the staffing we might gain some insight as to why. Once we have accomplished this, we can work to change it.
3. **Pay close attention to the rule of confidentiality.** We can share with others any information that can help the student, **but we have no business gossiping with someone who has no need to know. Never discuss other students by name during meetings. This is especially true with the online-media. Please do not talk about such information over social media such as Facebook or Twitter.**

4. Translators will be provided as needed.

### **Daily Announcements**

Daily announcements must be in to Karen by 7:30 am and should be submitted if at all possible by email. Students are not permitted to submit notices for the morning bulletin unless such announcements have been approved by the faculty sponsor. Advertising is also prohibited.

### **Drug-Free School and Workplace**

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

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

### **Early Entrance Into LPGE Kindergarten (6/1/2012)**

A child may be evaluated for early entrance into Kindergarten upon request of the parent or guardian. The fifth birthday of the child must fall between August 31 and December 1 in order to be considered. The purpose of early entrance is to give those children who are truly ready for formal instruction an opportunity to attend kindergarten. The only acceptable reason for early entrance is that the child has special talents or abilities and is ready mentally, socially, emotionally, academically, and physically. This determination requires a great deal of assessment in all of these areas.

#### **Procedure for Early Kindergarten Entrance:**

1. An *Application Questions Form* completed with a birth certificate attached turned into the building principal office by April 1<sup>st</sup>. To be considered for early entrance, a child must turn five years of age by December 1.
2. The child must participate in the District preschool screening program and the results will be evaluated. Above average results would be expected on the preschool screening assessment.
3. Interview with the building principal. Parents and child must be present.
4. Dependent upon results of interview, a psychological test may be required. Above average to superior performance would be expected on the psychological assessment.
5. The testing results will be given to the Early Entrance Evaluating Team for their recommendation to the principal.
6. A parental conference will be held at this time to discuss the results from the interview and the assessments to determine the most appropriate placement for your child at LPGE School.

## 2025-26 LPGE K-6 Staff Handbook

7. Those students meeting eligibility for early entrance will attend a trial period (end of first quarter) after which a decision will be made regarding their continued placement in Kindergarten. The final decision lies with the LPGE School District.
8. All information shall be regarded as confidential.

### **Employee Information**

#### **Appropriate Attire:**

Teachers and staff members are role models to their students. What the teacher and staff member wears and how he or she carries him/herself will have a strong impact on the students. Therefore, it is crucial for teachers to wear appropriate attire, for example formal yet comfortable clothing during class and casual outfit out of school. Dressing creates a first impression. **All apparel must be school appropriate.**

#### **Length of Teacher Work Day:**

All full time teachers are 7:30 am-3:30 pm.

#### **Medical/Dental Appointments:**

Try to make preventative medical and dental appointments after school or when school is not in session. Notify the office in advance of any scheduled appointments.

#### **Personal Leave:**

Personal leave can be used anytime during the school year as long as there is prior approval. Two days are granted each year and can be carried over to the next year, not to exceed four days. A teacher planning to use a personal day of leave shall give at least five days notice.

#### **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 by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be request the contacting Long Prairie Grey Eagle Superintendent.

#### **Substitute Information:**

Teachers on Call will be set up for requesting sub for days off. More information will be available as training occurs. Absences for advanced known reasons (professional, personal, appointments, etc.) are to be arranged through the building principal. When you put in for time off in Employee account please make sure to choose Karen so she knows you are taking time off. **Please make a folder for your substitute teacher and keep it up to date.**

### **Evacuation Sites**

**Main Evacuation Site: 1<sup>st</sup> Baptist Church-Long Prairie, MN**

Main Contact: Katie Stacey

Church Phone: 732-2179

## 2025-26 LPGE K-6 Staff Handbook

**Back-up Evacuation Site:** Trinity Lutheran Church-Long Prairie, MN

Main Contact: Jennifer Becker or Caris Bennins

Church Phone: 732-2238

### Grade Levels and Supervisors

#### Kindergarten, Grade 1, & ECFE

Supervision: (B. Evenson ECFE and K-1 Instructors & Playground Paras, ELL-(A. Klos), PE-(K. Mathews), SPED-(N. Carrillo & A. Winge), WIN-(P. Muellner, M. Goebel)

#### Grade 2 & 3

Supervision: (K. Holt, Grades 2-3 Instructors & Playground Paras, ELL-(C. Wolters), Nurse/Nurse Assistant, Music-(C. Roos), SPED-(V. Wielenberg, E. Johnson), WIN-(C. Bitz), B. Gustafson.

#### Grade 4 & 5

Supervision:( T. Cebulla, Grades 4-5 Instructors & Playground Paras, ELL-(P. Larson), PE-(C. Goerd), Art-(A. Pohlmann), SPED-(E. Ebnet, S. Christians) WIN-(L. Mertes)

#### Grade 6

Supervision:(C. Zimmer, M. Zimmerman, Grade 6 Instructors & Playground Paras, Music-(A. Gross), ELL (L. Day), SPED-(J. Rosenow), WIN-(K. Burns)

**Other Staff not listed help out as needed.**

**Please become familiar with where you need to go in case of an evacuation.**

### **Field Trips**

Field trips must have prior administrative approval. For parent notification, it is wise to send a letter home explaining the details of the trip (destination, time of departure, time of return, cost, etc.)

You should provide a tear-off at the bottom of the letter for the parent to acknowledge that they know what is going on.

**All volunteers attending must have a LPGE background check on file prior to field trip departure.**

### **Fire Drills**

Five fire drills are required by law. LPGE will conduct the first one in September. Every drill should be treated as a real emergency and all rules should be followed. It is the duty of the LPGE staff to learn the exit routes and procedures for each room. Evacuation directions should be posted in all classrooms. **Please make sure doors are closed and lights turned off in all rooms.** Please make sure that all staff and students know the routes and procedures.

### **Homework Policy**

Homework in the LPGE Public School is an essential part of the school program. Assignments will vary in accordance to the needs of the class and will relate to classroom instruction. Completion of routine homework contributes to students building necessary skills to succeed in class, responsibility,

self-discipline, and lifelong learning habits. The main purposes generally associated with homework are as follows:

- 1.) To give students a chance to review and practice what they have learned
- 2.) To prepare students for the next day's lessons
- 3.) To provide parents with insights into what is being taught in the classroom and the progress of their children.

**Time Frame of Homework Assignments:**

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the **general guidelines**. All assignments are at the discretion of the teacher based on individual and class needs. If your child is having difficulty on a consistent basis completing assignments within the time frames established, please contact your child's teacher for assistance. **All students will be given class time to work on assignments before given as homework.**

Kindergarten – Grade 2:	Fifteen - Twenty minutes of reading per night. This could also include share sheets, spelling, math and occasional family projects
Grade 3 - 4:	Twenty minutes of reading and/or homework per school night. This may also include occasional long term projects.
Grade 5-6:	Twenty - Thirty minutes of homework per school night. This includes reading daily and any work not finished during class time.

**Late Work Consequences:**

Students' homework is due the next school day unless otherwise stated by the instructor. All late work will be due the last school day of the school week-normally Friday or at the end of a chapter. Work will then be graded accordingly for the work completed or not completed for that time frame. Students start fresh on the first day of the school week-normally Monday or at the beginning of a new chapter with no late assignments. Meetings with parents will be conducted for those students who habitually do not do their daily work. This does not apply to projects that may take longer to complete.

**Additional Support for Homework:**

Successful completion of homework assignments is enhanced through the offering of the homework resources listed below. Teachers are advised to encourage the use of these additional resources if offered to maximize student success.

- Use of homework assignment sheets and student planners
- BOLT (after-school program)
- Class remediation time

## **Injuries/Medications**

**Injuries:** All injuries need to be reported to the nurse's office. An incident report must be filled out by the supervisor of the event. If medical attention is given to an injury incurred in school, the school nurse or nurse assistant will file a report with the elementary office.

### **Medication Procedure**

The intent of this procedure is: (1) to ensure the safe administration of medication to students in school; (2) to outline procedures for school staff to follow to comply with MN Statute 123.35 sub 16.

### **Medication Administration**

**When the school nurse is present:** Upon receipt of medication, in a pharmacy-labeled container, it should be taken to the school nurse. Schools have the right to refuse to administer if medication is not properly labeled.

1. Medication Information Sheet will be completed, including physician and parent permission.
2. The medication will be placed in a ziplock bag.
3. The information sheet will be kept with the medication.
4. If the physician did not sign the medication form, the physician's office will be called to verify the order before administration.
5. If the school nurse is in school at the administration times, the medication may be administered by the school nurse.
6. A "**Record of Medication Administration by School Staff**" sheet will be labeled and attached to the front of the ziplock bag. Any staff/school nurse must record medication administered as indicated on this form whenever medication is given to a student.

### **When school nurse is not present:**

1. Medication may be administered by the health aide, building principal, or certified teacher under direct supervision of the school nurse.
2. The school nurse will provide staff with in-service on medication administration in groups or individually when staff are requested to administer medication. This will include a review of Medication Information Sheet and an opportunity to have concerns voiced if possible in person. Staff is encouraged to contact the nurse with any concerns.
3. Record of Administration will be labeled and attached to the front of the ziplock bag.
4. A physician's desk reference for prescription and non-prescription drugs will be in the school nurse's office for reference as to medication effects/side effects, etc. Certified staff is requested to refer to Medication form prior to administering medication in school nurse's absence.
5. The school nurse will provide appropriate follow-up and obtain permission as above, upon notification. Note: Liquid medications are to be administered to students in measuring cups/spoons only, as this is the only way of insuring proper dosage is being given. These will be available in the nurse's office of each school building.
6. Report any possible side effects to the school nurse as soon as you become aware of them.

### **Self Administration of Medication:**

Self administration of medication is encouraged where practical, depending on age/capability of students.

## **2025-26 LPGE K-6 Staff Handbook**

1. Information/permission forms will be kept in the student's health file.
2. Medication use for chronic conditions.
  - a. An individual health plan will be written for the student including the supervision/monitoring system.
  - b. A conference will be held when necessary to discuss the medical condition, the continued need for medication, and the mechanics of administration.
  - c. It is not necessary for staff to record self-administered medication by students.

### **Administration of Non-Prescription Medication:**

The same procedure will be followed with one exception: A physician's authorization is not required. This includes the administration of Tylenol.

### **Field Trip Medicine Packs:**

Please make sure that if a class is leaving the building for a field trip to stop at the nurse's station to check out a medicine pack for safety purposes. Please check them in upon arrival back to the school building.

### **Leaving School During the Day**

Students are not permitted to leave the school grounds after being dropped off at school unless under teacher supervision or without first getting written permission from the office. Parents must sign out students from the elementary office before leaving the building.

### **Lock-Down Procedures**

Five lockdown procedures are required by law. They may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

One means of securing the school is to implement lock-down procedures. Lock-down procedures may be issued in situations involving dangerous intruders or other incidents that may result in harm to persons inside the school building.

- Building administrators will issue lock-down procedures by announcing warnings (if able) over the PA system and/or using designated system(s).
- PA Announcement will be a prerecorded message in both English and Spanish and will run for a set period of time. The message will indicate that we are in a critical incident situation and advise people in the building to evaluate and implement appropriate procedures.
- If students and staff are outdoors, blue strobe lights will be activated on the outside of the building.
- Direct all students, staff, and visitors to evaluate their circumstances and either lockdown in a classroom, barricade doors and prepare for counter measures, or evacuate the building and proceed to a sheltering site.
- Elementary school site: First Baptist church
- If lockdown is due to an intruder in the building, students and staff who are outside of the building SHOULD NOT re-enter the building. May move to the primary evacuation site.
- Lock classroom doors.

## **2025-26 LPGE K-6 Staff Handbook**

- If lockdown is due to an intruder inside the building, do NOT lock exterior doors.
- Move all persons away from windows and doors and keep out of sight.
- Allow no one outside of classrooms until all-clear signal is given by the building administrator.
- Refer Media to District Spokesperson.
- If in the hallway during a lockdown with your class, go to the nearest open classroom door and follow all procedures if possible.
- Lock classroom doors-lock from inside-follow the arrows. You should do this every time you leave your room or are in your classroom.
- Move all persons away from windows and doors if in the classroom.
- If there are students in the hallway, please direct them into your classroom or have them go with you. Keep the students with you until the all clear is given.
- SPED students stay where they are at this time.
- Lunchroom stays, secure the doors if staying in the building.
- Phy. Ed. And Recess go to the 1<sup>st</sup> Baptist Church if they are outside, do not return to the school until clear.
- Cooks remain in the kitchen or evacuate if safe to do so.
- Custodians-(outside) go to Baptist Church -if (inside) go to the nearest classroom.
- Secretaries can be found at the following extensions, if in office: Karen 3001 and Cassie 2015
- In a real lockdown situation, the fire doors will close and the outdoor blue lights will flash which tells people not to come into the building.

All staff and students must be familiar with what to do in case of a lockdown. The K-6 building will conduct a lockdown drill five times a year.

**Mandatory Reporting of Maltreatment of Minors**

**TODD COUNTY RESOURCE AND REFERRAL INFORMATION**

**TODD COUNTY SOCIAL SERVICES**.....732-4500  
**CHILD PROTECTION INTAKE**.....732-4481 or 732-1970  
**TODD COUNTY SHERIFF'S OFFICE (non emergency)**.....732-2157  
**TODD COUNTY HEALTH SERVICES**.....732-4440  
**TODD COUNTY FAMILY SERVICES**.....732-4500  
**COMMUNITY CONCERN FOR YOUTH**.....732-6165  
**24 Hour Crisis Hotlines**.....732-2319 or 1-800-682-4547

<b>LOCAL POLICE</b>	Long Prairie 320-732-2156	Bertha 218-924-2100
	Grey Eagle 320-285-3885	Staples 218-894-1841
	Browerville 320-594-2233	Hewitt 218-732-2157
	Clarissa 218-756-2133	
	Eagle Bend 218-738-3492	

**MN Laws Governing Reporting Maltreatment of Minors - 626.556103/00**

**Persons Mandated to Report:**

- A. A person who knows or has reason to believe a child is being neglected, physically or sexually abused, or has been neglected physically or sexually abused within the preceding three years shall immediately report the information to local welfare agency or appropriate jurisdictional police department.
- B. A professional or professional's delegate who is engaged in the practice of healing arts, social service, hospital administrator, psychological or psychiatric treatment, child care, education or law enforcement; or employed as a member of the clergy and received the information while engaged in ministerial duties, provided that a member of the clergy is not required to this subd. to report information that is otherwise privileged under sec. 595.02, subd. 1, paragraph C (12).
- C. Mandated reporters must report to law enforcement or child protection when they know or have reason to believe that two or more children have been physically or sexually abused by a person not related to the children, within the preceding ten years. If a mandated reporter fails to make a report to an investigating agency, the person mandated to make the report is guilty of a gross misdemeanor. **Note:** If social services receive a report of maltreatment under this section, by a person not related to the child who is alleged to be the victim, the maltreatment report must be taken and reported by social services to the responsible investigating agency and law enforcement agency. (Chapter 385; section 9 amends Minnesota Statutes section 626.556, subdivision 6) All reports, whether mandatory or volunteer, are kept strictly confidential. Your name and phone number are requested only so clarification can be sought if need be.

**Reporting Document may be picked up in the elementary office.**

**Report to:** Todd County Social Services: 320-732-4500, or 1-888-838-4066, ask for Child Protection

Or, call Todd County Sheriff's Office: 320-732-2157, or 1-800-794-5733

Or, if the child resides in town, call your local police department.

**These reports will be shared between law enforcement and social services.**

## **Media Center**

Teachers who take groups of students to the Media Center are responsible for the behavior of those students. The staff of the Media Center is anxious to serve faculty and students to the best of their ability.

If there are special topics or ways they can prepare for your group, please let them know. Conference and classroom facilities are available in the Media Center for use of students and class groups upon request of the instructor. The Media Specialist is glad to give instruction in the use of the Media Center and its resources, or to be of assistance to teachers planning to give such instruction.

You may have subject bibliographies of print, and non-print materials, prepared upon request. Bibliographies of new acquisitions will be issued periodically. They welcome your requests concerning new materials you would like purchased for the Media Center or the Resource Centers.

The following are Media Center rules:

1. **Teachers should be present with groups brought to the Media Center unless it is part of their normal prep time.**
2. All material must be checked out. Please observe the due dates and return or renew materials on time.
3. No food or drinks are allowed.
4. Loss or destruction of property is an injustice to your fellow-students. Take care of all Media Center materials.
5. Technology use is a privilege guided by rules of respectfulness. This privilege may be restricted.

## **No Smoking**

School District #2753 is a smoke free environment. Smoking and smokeless tobacco of any shape or form are not permitted in school buildings, school vehicles, or on school grounds. Staff and visitors are required to follow this policy.

## **Notice of Violent Behavior by Students**

LPGE Schools will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians will have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **Open House**

This will be held on Wednesday, August 27, from 3:30-7:30 PM. This is a time set aside for teachers, students, and parents to get together to review classroom expectations and the needs of their students. It also gives parents a chance to get the paperwork completed during this time.

## **Parent/Teacher Conferences**

The first Parent-Teacher Conferences will be on November 6 and 13. These will be scheduled and notes will go home as to the day and time parents/guardians are to meet with their teachers. An additional conference will be held March 5. This conference will only be held upon request of the teacher or parent. These times are devoted to focus attention on your individual child. Please make every effort to attend. If additional conferences are necessary, arrangements may be made by parents or teachers .

## **Phy. Ed. Excuses**

Excuses to be excluded from participation in physical activities must be signed by the parents. If for longer than two days period, a doctor's statement of the student's health must be filed with the school nurse indicating the student's limited activity. A medical excuse form is available in the nurse's office.

## **Playground Expectations at Recess**

### Supervision:

- ❖ Paraprofessionals monitor all students at all times. Best practice is to be on opposite sides of the playground from your co-worker.
- ❖ No Cell Phone Use. Cell phone use should be limited to communicating with the school if needed. Family emergency situations would be the exception.

### Discipline:

- ❖ Punishment of all students for just a few issues is not best practice. Try to only discipline students that are acting up.
- ❖ Do not make kids run for punishment. Students may sit against a fence for a short period of time or spend their recess in the Choices Room or office as an option.
- ❖ Do NOT have students who are not dressed appropriately, stand by the fence as this only makes them colder.

### Weather and temperature concerns:

1. If temperatures are below zero or wind chills are below -10, students will stay inside. Karen monitors this and it is announced via email.
2. At 45 degrees or below, students MUST wear coats, hats, and mittens are preferred.
3. When there is snow we want kids to wear snow pants and boots at the younger grades at least. Students in grades 5-6 will experience natural consequences if they choose not to wear them and get cold and wet. (example: they will be cold and wet for the afternoon)
4. If students don't have proper apparel, best practice is to NOT have them stand against the fence as they will get even colder. Do not have them run either as this is not viewed favorably by families. Please send them to the office and we will call home to families and/or provide them with winter clothes. If this is a persistent problem, the office will handle the individual discipline.

Preparing To Go Outside:

- ❖ Encourage students to be quiet when lining up to go outside. This is not the same as silence.
- ❖ Quickly get the students outside.
- ❖ When the students re-enter the building, remind them to stomp/wipe their feet and be as quiet as possible out of respect for other classes. Again, this isn't not the same as silence.

**Prep Time/Common Planning Time/PLC**

The purpose of PLC time is to focus on student achievement. The purpose of prep time is teacher preparation.

**Please notify the administration if you will be leaving the building during your prep hour.**

**Professional Learning Communities (PLC) Format**

PLC's will meet with the principal during the last week of each month.

The purpose of the PLC is for the teacher to develop a new understanding and apply it to their classroom in order to raise student achievement. Student achievement is the indicator of this new learning and the change in teacher practice.

**Teachers meet regularly as a team to:**

- Study Data-Progress Monitor Students
- Analyze Current Levels of Achievement,
- Set Achievement Goals
- Identify Essential and Valued Student Learning,
- Develop Common Formative and Summative Assessments
- Share Strategies
- Research Best Practices

Specific topics for PLC Team meetings will be determined by the Principal and/or Instructional Coach

**PLC Team Roles: (Rotated at Each Meeting)**

**Meeting Facilitator:** The meeting facilitator will open the meeting, review the agenda, make sure someone is taking notes and keeping time, move through the agenda one item at a time, keep the team focused, establish an appropriate pace and watch time limits, manage participation, facilitate any proposed changes to the agenda, gather ideas for the next meeting's agenda, solicit input on how the meeting went, and close the meeting.

**Time Keeper:** The time keeper will move the team along by keeping track of time during the meetings and alert the team when time allotted for an item is almost up so the team can decide whether to continue or stop process.

**Note Taker:** The note taker will record topics, points raised during the discussions, decisions made, and future items to discuss. This will be posted as soon as possible after the meeting.

**Reports will be sent to the building principal by email-google docs.**

### **Property Destruction**

Any student deliberately destroying school property must pay for the damage. Additional disciplinary measures may be taken if deemed necessary by school authorities.

### **Report Cards**

Report cards will be mailed every nine weeks, on the Thursday following the end of the nine week period. In special cases, additional information and communication may be necessary.

### **Restrictive Procedures Plan**

In accordance with Minnesota Statute 1125ZAA.0942, Subd.1, every school district is required to develop and make public a plan that discloses its use of restrictive procedures. The plan specifically outlines the list of restrictive procedures the school intends to use. The plan is located in the elementary office. **The K-6 team members are Nicole Cuchna, Vanessa Wielenberg, Erica Gohman, and Tammy Cebulla.** There will be annual training done by the Freshwater Special Education District.

### **Sanctioning Class Sponsored Activities**

Class activities must be approved by the administration.

### **School Dances**

Student behavior and dress expectations at dances follow the same high expectations that the District has for students during the school day. Inappropriate behavior or dress will not be tolerated. Students with inappropriate dress will be asked to change. Students exhibiting behavior deemed inappropriate by dance chaperones will be asked to leave. Parents will be notified before students are to leave the building. Further consequences may include: exclusion from future dances, detention, or suspension.

### **School Programs, Assemblies, Pep Fests etc.**

Staff attendance at all assemblies, programs, pep fests, etc is a requirement to help insure proper conduct and show support of all students involved.

### **Staff Responsibilities**

**The general atmosphere of the building is everyone's responsibility: administration, teachers, support staff and students.** A school's atmosphere should be one in which respect for another person's rights and property is the prime consideration. To build such an atmosphere we must consistently reinforce positive actions and work to change the attitudes of those involved in negative actions. How we interact with students in dealing with the variety of situations that occur in a school is the single most important factor in determining the atmosphere of the school. We must work together to maintain an atmosphere of mutual respect for each other, school property and school rules.

## **2025-26 LPGE K-6 Staff Handbook**

To help meet the above need, all staff members must deal with the following items:

1. School starts at 8:05 AM and students are expected to be in their classrooms for morning orientation. School is dismissed at 3:00 PM for student dismissal from the building.
2. Teachers should be in their classroom before school each morning to help students that have questions.
3. **Student movement throughout the building needs to be properly supervised at all times.**
4. **Before school, between classes, during passing time, after school, teachers should be in the hallways near their classrooms. Visibility can prevent a lot of problems.**
5. We are a tobacco free school. No use of tobacco in any form is allowed in the building or on school grounds.
6. See Student Handbook for attendance policy and other items that come under the discipline heading for enforcement.

**A teacher's work day is from 7:30-3:30 M-F. Teachers are expected to be in their classrooms by 7:30. Teachers are expected to be available before and after school to help students. Teachers need to contact their principal if they will be late or leave early. As with students, teachers are expected to keep their absenteeism at a minimum and expected to be on time. Habitual tardiness will not be tolerated. Students in the building before 7:30 am and after 3:00 pm must be under the direct supervision of a teacher. Students are asked not to arrive at school before 7:30 am if at all possible.**

### **Staggered Start for Kindergarten**

**Purpose:** It is a valid instructional strategy for facilitating a smooth entry for our students as they enter kindergarten.

**Program Goals:** The goals of the program are to: provide the opportunity for teachers to begin to get to know the students and their needs more quickly; allow kindergarten teachers an opportunity to explain the practice school routines and safety issues more easily with a smaller group; offer several small group lessons and activities dealing with citizenship skills, such as working and playing together, self-control, and following directions.

**Program Format:** The staggered start format divides students into Group A or Group B. Group A will attend kindergarten on Tuesday, September 2. Group B will attend kindergarten on Wednesday, September 3. Both groups will start on Thursday, September 4.

**Grouping of Students:** Each kindergarten teacher will divide their class into small groups balanced by the following criteria: gender, English Language Learners, summer testing results which focus on academic and social skills.

### **Student Dress Code**

The dress of a student reflects the quality of the school, of their conduct and their school work. All students at LPGE Schools are expected to dress and groom themselves neatly in clothes that are appropriate for the school/work environment/weather. Therefore grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement, or that expose students to accidents must be avoided. Appropriate dress also applies to school sponsored dances.

**Dressed for the Weather:**

Students need to come to school dressed for the weather. During the winter, this includes boots, jackets, snow pants, hats and mittens for students who have recess.

**Inappropriate Clothing/Accessories:**

Clothing choices that are considered inappropriate for school setting and not allowed include but are not limited to:

\*Clothing or accessories with profanity or suggestive, vulgar, or offensive sayings or pictures that promote alcohol, drugs, tobacco, nudity, violence, gang-related symbolism, or sexual, racial, or religious harassment.

\* Clothing that displays cleavage, exposes navel/midriff, spaghetti strap tank tops, backless garments, and no exposed undergarments.

\* Gang affiliated signs, symbols, jewelry, tattoos, or clothing that represent acknowledged gangs or gang activity. This also includes simulations of anything representing "colors."

\*Headgear of any kind (hats, bandanas, hoods, etc.), coats or pajamas.

\* Skirts, skorts, and shorts must be fingertip length (arms extended down below the waist).

\*Holes in pants are discouraged, however if you must wear them, the holes in the pants must be fingertip length (arms extended down below the waist).

\*Trench coats or heavy chains are prohibited.

Students who don't follow the dress code will be required to change or be referred to the office. If in doubt, don't wear it! Note: This policy may be amended without notice to prohibit any attire that is deemed disruptive to the learning environment. Building-level administrators have the discretion to make decisions about appropriate and inappropriate clothing and their decisions shall be final.

**Student Removal from Classroom**

**Removing a student from your classroom should be the last resort.**

\*Teacher to notify elementary office by phone.

\*Principal or School Counselor will be summoned to the classroom.

\*Principal or School Counselor will escort the student to the principal's office or the counselor's office.

\*Teacher to fill out an office referral form as soon as possible.

\*Parents to be notified by the principal or school counselor.

**Student Telephone Calls**

Telephone calls are only to be made before school, during the noon hour or after school, unless there is an emergency. The office phone may be used for calls. Students will not be called from class to answer an incoming call except in extreme emergency.

The office telephone is for business and emergencies. Many unnecessary phone calls can be eliminated if before coming to school, a check is made to see that all things needed for the day are with the students. Books, band instruments, and lunch money are some of the items that have made extra use of the telephone. In cases where a phone call is necessary, only the person placing the call should come to the office (with a permission slip from the teacher).

### **Summer Academy**

LPGE offers summer school for our students including our SPED students. The focus of summer school will be to increase skills in reading, writing, and math. This is a 3 week session that will take place throughout the summer. Sessions run from 8-12 Noon-a breakfast and lunch will be served. The dates and days of summer school are subject to change.

### **Thunder Pride Students**

This is a program designed to honor those students who do “good deeds” for others in our school. Staff members who see students caught being good may fill out a blue ticket and give to students. Students are encouraged to take their blue tickets home to celebrate with their families. Schoolwide celebrations will happen throughout the school year.

### **Toys/Games (Electronic or Otherwise)**

Toys and Games: (electronic or otherwise) from home are not permitted at school unless they are being used for show and tell or a classroom project approved by the classroom teacher. No trading cards of any type are permitted at school.

### **Tornado/Severe Weather Drills**

A severe weather/tornado drill is conducted in April. In the meantime, please make sure all staff and students are familiar with what to do in case of severe weather or a tornado. Evacuation directions should be posted on your wall. Make sure all doors are closed. Lights turn off automatically.

### **Visitors to School District Buildings**

#### **Purpose:**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

#### **School Board Policy:**

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

#### **Responsibility:**

Each school leadership team will develop procedures and requirements specific to their building that is reflective of this policy. The procedures and requirements shall be approved by the superintendent. It shall be the responsibility of the superintendent to seek school board direction and action for requirements beyond the identified procedures and requirements.

**Procedures and Requirements:**

\*All staff — full-time and part-time — are required to wear a district identification nametag throughout the school year during regular school hours. Staff forgetting to wear their nametag on a given school day shall report to the office for a temporary nametag. Specific procedures for the wearing of a district identification name tag will be developed by the district administration.

\*Each building shall identify a reporting location for visitors to the building. The location shall be posted at each entrance and in the school handbook.

\*Visitors are all individuals who are not school district full-time or part-time students or who are not school district full-time or part-time employees. This would include: Parents/guardians, Community members, Substitute staff person, Volunteers, Consultants, Vendors, Non-student youth.

\* All staff are encouraged to welcome all visitors with proper identification to the school.

**Visitor Limitations:**

\*An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

\*An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

**Lunch Visitors:**

We will not allow visitors to come and eat lunch with students due to limited time and space.

**During Pandemic:**

Visitors will not be allowed during a pandemic or other similar situations.

**Weather**

In case of severe weather, the school will also contact you by phone, using an instant alert system to notify the 1<sup>st</sup> family listed on the students contact information. It is imperative that all contact numbers be kept up to date for contact purposes. Information will also be posted on the school's website at [www.lpge.org](http://www.lpge.org) and the District Facebook page.

**PBIS Discipline Guidance**

**PBIS Discipline**

Behavior is considered a part of the learning process. Anytime the student's behavior handicaps the activities of the school, interrupts the classroom, or is inconsiderate of the rights and privileges of others, the school considers it its responsibility to take corrective measures. The school will try to work closely with the home and other agencies in the development of sound attitudes and proper conduct of our students.

**LPGE PBIS (Positive Behavior Intervention and Support) Purpose Statement**

**The purpose for implementing PBIS at LPGE Elementary is to instill a sense of respect, responsibility, and safety for all students and staff. When this occurs we will create a school environment where our students can achieve a sense of pride and success.**

## **LPGE PBIS Discipline Guidance - Thunder Pride**

The purpose for implementing PBIS at LPGE Elementary is to instill a sense of respect, responsibility, and safety for all students and staff. When this occurs we will create a school environment where our students can achieve a sense of pride and success.

### **Minor Behaviors**

1. Staff member reporting the offense must complete the behavior process.
  - a.) **Paras and other teachers** - fill out **Office Referral Form** and give to the homeroom teacher. The Office Referral Form can be found in the mail room.
  - b.) **Homeroom teachers** enter information into the Skyward discipline area. Be sure to choose Classroom Referral and do classroom action. If the offense needs to be referred to the principal (ex. 3rd minor), do not choose Classroom Referral. Only choose Classroom Referral when teacher/staff member handled situation. By not choosing Classroom Referral, principal will receive email.
  - c.) Set up conference with student to complete **Student Processing Form**-part of the Office Referral Form.
  - d.) Parents/Guardians may be notified.
  - e.) Consequence may be warranted, but a change in behavior is desired more so than a consequence.

### **Major Behaviors**

1. Staff member reporting the major offense must complete the behavior process.
  - a.) **Paras and other teachers** - fill out **Office Referral Form** and give to the homeroom teacher. The Office Referral Form can be found in the mail room.
  - b.) **Homeroom teachers** enter information into the Skyward discipline area. Major offenses need to be referred to the principal **and/or behavior specialist**, do not choose Classroom Referral. Only choose Classroom Referral when teacher/staff member handled situation. By not choosing Classroom Referral, principal will receive email.
2. Elementary principal **and/or behavior specialist** must complete the major behavior process.
  - a.) Set up conference with student to complete **Student Processing Form**-part of the Office Referral Form.
  - b.) Parents/Guardians must be notified.
  - c.) Consequence based on the **Major Behavior Guidance**.



Long Prairie Grey Eagle Elementary

Office Referral Form

**STOP & THINK**

**Name:**

**Date:**

**Time:**

**Classroom Teacher:**

**Grade:**

**Referring Staff:**

**Location:**

**Others Involved:**

**What happened?**

**What would have been a better choice?**

**How will you solve/fix the problem?**

**(Use back side as needed)**

<b>PBIS Major Behaviors Guidance (Grades K-3)</b>			
	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Alcohol or Chemical Infractions</b>	*Student Conference *Student/Parent Contact *Counselor/Social Worker Referral *In School Monitoring and Reteaching *Police Referral * Nonexclusionary discipline (NED)	*Student/Parent Conference *Alternate Lunch Seating *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Alternate Lunch Seating (Multiple Days) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)
<b>Arson - Fire</b>	*Student Conference *Student/Parent Conference *Counselor/Social Worker Referral *Suspension (Up to 5 days) *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Suspension (Up to 10 days) *Police Referral *Expulsion Recommendation	
<b>Assault</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)
<b>Bullying or Intimidating Behavior</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)
<b>Dress and Appearance</b>	*Student Conference *Student told to make necessary changes *Parents may be contacted *Nonexclusionary discipline (NED)	*Parent/Student Contact *Student told to make necessary changes *Counselor/Social Worker Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *Alternate Lunch Seating *In School Monitoring *Nonexclusionary discipline (NED)
<b>Fighting</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating *Nonexclusionary discipline	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)

**2025-26 LPGE K-6 Staff Handbook**

	(NED)		
<b>Harassment</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)
<b>Inappropriate Behavior</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)
<b>Inappropriate - Obscene Language</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)
<b>Nuisance Objects - Potentially Dangerous Items</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple days) *Possible Police Referral *Nonexclusionary discipline (NED)
<b>Pushing, Shoving, Scuffling</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)
<b>Riding the School Bus</b>	*Warning *Nonexclusionary discipline (NED)	*Assigned Seat OR *1-5 Day Bus Suspension	*1-5 Day Bus Suspension 4th Offense * 5-10 Day Bus Suspension and possible loss of bus privileges 5th Offense *10 Day Bus Suspension and possible loss of bus privileges

**2025-26 LPGE K-6 Staff Handbook**

<b>Technology Internet Misuse</b>	*Student Conference *Parent/Student Contact *Check-In/Check-Out Chromebook with Classroom Teacher for one week *Nonexclusionary discipline (NED)	*Parent/Student Conference *Check-In/Check-Out Chromebook with Classroom Teacher for two weeks *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *Check-In/Check-Out Chromebook with Classroom Teacher for three weeks *Network Access limited or monitored for rest of year *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)
<b>Theft - Receiving or Possessing Stolen Property</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Financial Restitution as needed *Nonexclusionary discipline (NED)	*Parent/Student Conference *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating (Multiple days) *Financial Restitution as needed *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Monitoring *Alternate Lunch Seating (Multiple days) *Financial Restitution as needed *Police and/or CCY Referral *Nonexclusionary discipline (NED)
<b>Threatening Group - Gang Activity</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Nonexclusionary discipline (NED)	*Parent/Student Conference *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating (Multiple days) *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Monitoring *Alternate Lunch Seating (Multiple days) *Police Referral *Nonexclusionary discipline (NED)
<b>Tobacco Use or Possession</b>	*Student Conference *Student/Parent Contact *Counselor/Social Worker Referral *In School Monitoring and Reteaching *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Alternate Lunch Seating *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Alternate Lunch Seating (Multiple Days) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)
<b>Truancy - Skipping Class</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Student/Parent Conference *Counselor/Social Worker Referral *Alternate Lunch Seating (Multiple Days) *CCY Referral *Nonexclusionary discipline (NED)	*Student/Parent/CCY Conference *In School Monitoring *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)
<b>Vandalism</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Financial and/or cleaning restitution *Nonexclusionary discipline (NED)	*Student/Parent Conference *Counselor/Social Worker Referral *Alternate Lunch Seating (Multiple Days) *Financial and/or cleaning restitution *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Alternate Lunch Seating (Multiple Days) * In School Monitoring *Financial and/or cleaning restitution *Police Referral *Nonexclusionary discipline (NED)

**2025-26 LPGE K-6 Staff Handbook**

<b>Weapons, Explosives and Other Dangerous Devices *</b>	*Student Conference *Student/Parent Conference *Counselor/Social Worker Referral *Suspension (Up to 5 days) *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Suspension (Up to 10 days) *Police Referral *Expulsion Recommendation	
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<b>PBIS Major Behaviors Guidance (Grades 4-6)</b>			
	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Alcohol or Chemical Infractions</b>	*Student Conference *Student/Parent Contact *Counselor/Social Worker Referral *In School Monitoring and Reteaching *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *In School Suspension (Up to 1 day) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *In School Suspension (Up to 5 days) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)
<b>Arson - Fire</b>	*Student Conference *Student/Parent Conference *Counselor/Social Worker Referral *Suspension (Up to 5 days) *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Suspension (Up to 10 days) *Police Referral *Expulsion Recommendation	
<b>Assault</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 2 days) *Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (Up to 5 days) *Police and CCY Referral *Nonexclusionary discipline (NED)
<b>Bullying or Intimidating Behavior</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 2 days) *Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 5 days) *Police Referral *Nonexclusionary discipline (NED)
<b>Dress and Appearance</b>	*Student Conference *Student told to make necessary changes *Parents may be contacted *Nonexclusionary discipline (NED)	*Parent/Student Contact *Student told to make necessary changes *Counselor/Social Worker Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *Alternate Lunch Seating *In School Monitoring *Nonexclusionary discipline (NED)

**2025-26 LPGE K-6 Staff Handbook**

<b>Fighting</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 2 days) *Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 5 days) *Police Referral *Nonexclusionary discipline (NED)
<b>Harassment</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 1 day) *Nonexclusionary discipline (NED)
<b>Inappropriate Behavior</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 1 day) *Nonexclusionary discipline (NED)
<b>Inappropriate - Obscene Language</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 1 day) *Nonexclusionary discipline (NED)
<b>Nuisance Objects - Potentially Dangerous Items</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 1 day) *Possible Police Referral *Nonexclusionary discipline (NED)
<b>Pushing, Shoving, Scuffling</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *In School Suspension (up to 1 day) *Nonexclusionary discipline (NED)

**2025-26 LPGE K-6 Staff Handbook**

	discipline (NED)	(NED)	
<b>Riding the School Bus</b>	*Warning *Nonexclusionary discipline (NED)	*Assigned Seat OR *1-5 Day Bus Suspension	*1-5 Day Bus Suspension 4th Offense * 5-10 Day Bus Suspension and possible loss of bus privileges 5th Offense *10 Day Bus Suspension and possible loss of bus privileges
<b>Technology Internet Misuse</b>	*Student Conference *Parent/Student Contact *Check-In/Check-Out Chromebook with Classroom Teacher for one week	*Parent/Student Conference *Check-In/Check-Out Chromebook with Classroom Teacher for two weeks *Counselor/Social Worker Referral *Alternate Lunch Seating	*Parent/Student Conference *Check-In/Check-Out Chromebook with Classroom Teacher for three weeks *Network Access limited or monitored for rest of year *In School Suspension (up to 3 days)
<b>Theft - Receiving or Possessing Stolen Property</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Financial Restitution as needed *Nonexclusionary discipline (NED)	*Parent/Student Conference *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating (Multiple days) *Financial Restitution as needed *Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Monitoring *In School Suspension (up to 3 days) *Financial Restitution as needed *Police and/or CCY Referral *Nonexclusionary discipline (NED)
<b>Threatening Group - Gang Activity</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Nonexclusionary discipline (NED)	*Parent/Student Conference *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating (Multiple days) *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Monitoring *In School Suspension (up to 3 days) *Police Referral *Nonexclusionary discipline (NED)
<b>Tobacco Use or Possession</b>	*Student Conference *Student/Parent Contact *Counselor/Social Worker Referral *In School Support Services (Reteaching) *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *In School Suspension (Up to 1 day) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *In School Suspension (Up to 5 days) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)
<b>Tuancy - Skipping Class</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline	*Student/Parent Conference *Counselor/Social Worker Referral *Alternate Lunch Seating (Multiple Days) *CCY Referral	*Student/Parent/CCY Conference *In School Monitoring *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)

**2025-26 LPGE K-6 Staff Handbook**

	(NED)	*Nonexclusionary discipline (NED)	
<b>Vandalism</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Financial and/or cleaning restitution *Nonexclusionary discipline (NED)	*Student/Parent Conference *Counselor/Social Worker Referral *Alternate Lunch Seating (Multiple Days) *Financial and/or cleaning restitution *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *In School Suspension (Up to 5 days) *Financial and/or cleaning restitution *Police Referral *Nonexclusionary discipline (NED)
<b>Weapons, Explosives and Other Dangerous Devices *</b>	*Student Conference *Student/Parent Conference *Counselor/Social Worker Referral *Suspension (Up to 5 days) *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Suspension (Up to 10 days) *Police Referral *Expulsion Recommendation	

# **Policies**

## **School District Policies**

LPGE School District Policies are found on the LPGE School District website. Please click *District* and then scroll down to *Policies* and click on Policies. The following are the section headings for the various district policies: **School District, School Board, Employee, Student, Education Program, Business Services, Buildings and Sites, Community Relations, Education of Homeless Students.**

### **Artificial Intelligence (AI) Tools Usage**

Employees may use Artificial Intelligence (AI) tools in the course of their work, provided such use complies with all applicable district policies, state and federal laws, and professional ethical standards. This includes, but is not limited to, compliance with the Family Educational Rights and Privacy Act (FERPA), the Children’s Online Privacy Protection Act (COPPA), the Minnesota Government Data Practices Act (MGDPA), and copyright and intellectual property laws.

Employees are responsible for ensuring that any content produced, assisted, or reviewed using AI tools meets district standards for accuracy, appropriateness, and professional quality. Use of AI tools does not absolve an employee of responsibility for the content or decisions made based on such tools. Additionally, employees must not input or expose personally identifiable student or staff information into AI systems unless explicitly authorized by the district and ensured to be compliant with relevant privacy protections.

Improper use of AI tools, including but not limited to violations of privacy, misrepresentation of work, or reliance on inaccurate or unverified outputs, may result in disciplinary action in accordance with district policy.

### **Audio and Video Recording Policy**

#### **Long Prairie-Grey Eagle Public Schools**

The creation of audio and/or video recordings in an educational setting is governed by applicable federal and state privacy laws, including the **Family Educational Rights and Privacy Act (FERPA)** and the **Minnesota Government Data Practices Act (MGDPA)**. Recordings, including Artificial Intelligence, tools made on school property or during school-related activities, may constitute **educational records** and are subject to all related policies, ethical standards, and handbook guidelines.

### **District Oversight and Enforcement**

- The school district reserves the right to prohibit or limit recording activity that disrupts instruction, infringes on the rights of others, or violates law or district policy.
- The district may review, retain, or require deletion of recordings made on school property or at school events when such recordings relate to:
  - A disciplinary matter

- A **criminal investigation**
- A violation of **district policy**
- Recordings determined to be educational records will be subject to FERPA and applicable state data privacy laws.

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## **Staff Recording Policy**

While Minnesota law (Minn. Stat. § 626A.02) permits one-party consent for recording conversations, **district policy requires that any staff member acting in their capacity as a district employee must provide prior notice to all individuals being recorded**, including students, families, and colleagues.

This applies to recordings made with or without the use of artificial intelligence (AI) or transcription tools.

- Recordings created in the course of employment must comply with all applicable data privacy laws and professional conduct standards.
- Failure to notify involved parties and obtain appropriate permissions may result in **disciplinary action, up to and including termination**, and may be reportable to the Minnesota Professional Educator Licensing and Standards Board (PELSB).

## **Long Prairie-Grey Eagle Public Schools**

**Date Adopted: 07/17/2023**

### **Bullying Prohibition Policy (514)**

#### **I. PURPOSE**

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

#### **II. GENERAL STATEMENT OF POLICY**

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
  - 1. on the school premises, at the school functions or activities, on the school transportation;
  - 2. by the use of electronic technology and communications on the school

## **2025-26 LPGE K-6 Staff Handbook**

premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or

3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public-school activity, such as a co curricular or extracurricular activity, is subject to the policy provisions applicable to the public-school students participating in the activity.
  - C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
  - D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.  
  
Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.
  - E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
  - F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
  - G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
  - H. False accusations or reports of bullying against another student are prohibited.
  - I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
    1. The developmental ages and maturity levels of the parties involved;
    2. The levels of harm, surrounding circumstances, and nature of the behavior;
    3. Past incidences or past or continuing patterns of behavior;
    4. The relationship between the parties involved; and
    5. The context in which the alleged incidents occurred.

## 2025-26 LPGE K-6 Staff Handbook

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

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.
- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic

## **2025-26 LPGE K-6 Staff Handbook**

status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. .
- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

## **2025-26 LPGE K-6 Staff Handbook**

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

### **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

**VI. RETALIATION OR REPRISAL**

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

**VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and

## **2025-26 LPGE K-6 Staff Handbook**

other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

### **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.

## **2025-26 LPGE K-6 Staff Handbook**

- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

### **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Model Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. Ch. 124E (Charter Schools)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

## Cyber Security Policy

### Long Prairie Grey Eagle Public Schools

#### Cyber Security Policy

July 2025

#### Introduction

Information Technology (IT) is an integral and critical component of Long Prairie-Grey Eagle (LPGE)'s daily business and educational needs. This policy seeks to ensure that LPGE's IT resources efficiently serve the primary business/educational functions of LPGE, provide security for LPGE and users' electronic data, and comply with federal and other regulations. IT resources include hardware (computers, servers, peripherals), software (licensed applications, operating systems), network equipment (routers, firewalls, wiring), and IT personnel. The integrity of all IT resources is extremely important to the successful operation of LPGE.

All computer equipment, peripherals, and software are LPGE's property and are provided for business/educational purposes. Proper use and control of computer resources is the responsibility of all employees. Intentional or reckless violation of established policies or improper use of LPGE's computers will result in corrective action up to and including termination.

Employees should also be aware that any work completed on LPGE's computers is subject to monitoring and review, and they should not expect their communications to be private.

#### Policy Statement

It is the policy of LPGE Schools to use IT resources in a cost-effective manner that safeguards student and employee data and promotes accuracy, safety, information, and efficiency. The overriding goal of this policy is to comply with all federal and other regulations and to protect the integrity of the private and confidential data that resides within LPGE's technology infrastructure.

#### Review and Acceptance

The School Board, Technology Director, and IT staff shall review this comprehensive policy at least annually, making such revisions and amendments as deemed appropriate and indicating approval and the date thereof in the policy header.

All LPGE staff are responsible for review and acceptance of this policy annually. Appropriate communications by way of a reminder will be sent by Administration or its assignee along with instructions for acceptance.

#### Acceptable Use of Information Systems

##### Definitions

**Information Systems:** All electronic means used to create, store, access, transmit, and use data, information, or communications in the conduct of administrative, instructional, research, or service activities. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

**Authorized User:** An individual or automated application or process that is authorized access to the

resource by the system owner, in accordance with the system owner's procedures and rules.

**Overview**

Data, electronic file content, information systems, and computer systems at LPGE must be managed as valuable organization resources.

Information Technology's (IT) intentions are not to impose restrictions that are contrary to LPGE's established culture of openness, trust, and integrity. IT is committed to protecting LPGE's authorized users from illegal or damaging actions by individuals either knowingly or unknowingly.

Internet systems including, but not limited to, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and File Transfer Protocol (FTP) are the property of LPGE. These systems are to be used for school purposes in serving the interests of LPGE and of its students.

Effective security is a team effort involving the participation and support of every LPGE employee, volunteer, and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct activities accordingly.

**Purpose**

The purpose of this policy is to outline the acceptable use of computer equipment at LPGE. These rules are in place to protect the authorized user and LPGE. Inappropriate use exposes LPGE to risks including virus attacks, compromise of network systems and services, and legal issues.

**Scope**

This policy applies to the use of information, electronic and computing devices, and network resources to conduct LPGE business or interact with internal networks and business systems, whether owned or leased by LPGE, the employee, or a third party.

All employees, students, volunteers, contractors, consultants, subs, and other workers at LPGE, including all personnel affiliated with third parties, are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with LPGE policies and standards, local laws, and regulations.

**Policy Detail**

**Ownership of Electronic Files**

All electronic files created, sent, received, or stored on LPGE-owned, leased, or administered equipment or otherwise under the custody and control of LPGE are the property of LPGE.

**Privacy**

Electronic files created, sent, received, or stored on LPGE-owned equipment, or otherwise under the custody and control of LPGE are not private and may be accessed by LPGE IT employees or administration at any time without knowledge of the user, sender, recipient, or owner. Electronic file content may also be accessed by appropriate personnel in accordance with directives from Human Resources or the Superintendent.

**General Use and Ownership**

Authorized users are accountable for all activity that takes place under their username.

## 2025-26 LPGE K-6 Staff Handbook

Authorized users should be aware that the data and files they create on the school's systems immediately become the property of LPGE. Because of the need to protect LPGE's network, there is no guarantee of privacy or confidentiality of any information stored on any network device belonging to LPGE.

For security and network maintenance purposes, authorized individuals within the LPGE IT Department may monitor equipment, systems, and network traffic at any time.

LPGE's IT Department reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

LPGE's IT Department reserves the right to remove any non-business-related software or files from any system. Examples of non-business related software or files include, but are not limited to; games, instant messengers, pop email, music files, image files, freeware, and shareware.

System-level and user-level passwords must comply with the Password Policy. Authorized users must not share their LPGE login ID(s), account(s), passwords, Personal Identification Numbers (PIN) or similar information or devices used for identification and authentication purposes. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.

All PCs, laptops, and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less.

All users must lockdown their PCs, laptops, and workstations by locking (Windows + L) when the computer will be unattended for any amount of time.

All users are responsible for promptly reporting the theft, loss, or unauthorized disclosure of school information to their immediate supervisor and/or the IT Department.

All users must report any weaknesses in LPGE computer security and any incidents of possible misuse or violation of this agreement to their immediate supervisor and/or the IT Department.

Authorized users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses or e-mail phishing attempts.

### **Artificial Intelligence (AI) Tools Usage**

Employees may use Artificial Intelligence (AI) tools in the course of their work, provided such use complies with all applicable district policies, state and federal laws, and professional ethical standards. This includes, but is not limited to, compliance with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), the Minnesota Government Data Practices Act (MGDPA), and copyright and intellectual property laws.

Employees are responsible for ensuring that any content produced, assisted, or reviewed using AI tools meets district standards for accuracy, appropriateness, and professional quality. Use of AI tools does not absolve an employee of responsibility for the content or decisions made based on such tools. Additionally, employees must not input or expose personally identifiable student or staff information into AI systems unless explicitly authorized by the district and ensured to be compliant with relevant

privacy protections.

Improper use of AI tools, including but not limited to violations of privacy, misrepresentation of work, or reliance on inaccurate or unverified outputs, may result in disciplinary action in accordance with district policy.

### **Unacceptable Use**

Users must not intentionally access, create, store, or transmit material which LPGE may deem to be offensive, indecent, or obscene.

Under no circumstances is an employee or temporary employee of LPGE authorized to engage in any activity that is illegal under local, state, federal, or international law while utilizing LPGE-owned resources.

### **System and Network Activities**

The following activities are prohibited by users, with no exceptions:

- Violations of the rights of any person or company protected by copyright, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by LPGE.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email phishing, etc.).
- Revealing your account password to others or allowing use of your account by others. This includes subs, student teacher assistants, paraprofessionals, family and other household members when work is being done at home.
- Using a LPGE computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- Attempting to access any data, electronic content, or programs contained on LPGE systems for which they do not have authorization, explicit consent, or implicit need for their job duties.
- Installing any software, upgrades, updates, or patches on any computer or information system without the prior consent of LPGE IT.
- Installing or using non-standard shareware or freeware software without LPGE IT approval.
- Installing, disconnecting, or moving any LPGE owned computer equipment and peripheral devices without prior consent of LPGE’s IT Department.
- Purchasing software or hardware, for LPGE use, without prior IT compatibility review.
- Purposely engaging in activity that may; degrade the performance of information systems; deprive an authorized LPGE user access to a LPGE resource; obtain extra resources beyond those allocated; or circumvent LPGE computer security measures.
- Downloading, installing, or running security programs or utilities that reveal passwords, private information, or exploit weaknesses in the security of a system. For example, LPGE users must not run spyware, adware, password cracking programs, packet sniffers, port scanners, or any other non- approved

## **2025-26 LPGE K-6 Staff Handbook**

programs on LPGE information systems. The LPGE IT Department is the only department authorized to perform these actions.

- Circumventing user authentication or security of any computer, network, or account.
- Interfering with, or denying service to, any user other than the employee's computer (for example, denial of service attack).

Access to the Internet at home, from a LPGE-owned computer, must adhere to all the same policies that apply to use from within LPGE facilities. Authorized users must not allow family members or other non-authorized users to access LPGE computer systems.

LPGE information systems or hardware must not be used for personal benefit. Examples include but not limited to: Selling products or merchandise, promoting non school related fundraising activities.

### **User Passwords**

Passwords for LPGE network access must be implemented according to the following guidelines:

- Passwords must adhere to a minimum length of 10 characters
- Passwords must contain a combination of alpha, numeric, and special characters, where the computing system permits (!@#%&\* \_+=~/~';<>|).
- Passphrases are also encouraged. This could be as easy as using a sentence as your password.
- Passwords must not be easily tied back to the account owner such as: username, social security number, nickname, relative's names, birth date, etc.
- Passwords must not be dictionary words or acronyms
- Password changes may be required periodically.

### **Multi Factor Authentication**

LPGE IT department requires Multi Factor Authentication on Google Apps (i.e. Email, Drive etc.)

Employees will have two options to use for Multi Factor Authentication. (only need one of these)

- Personal Cell Phone Text Message
- Classroom Phone Number voice codes

Other district owned Software will be required to have Multi Factor Authentication as the software permits. (This is not available from Skyward at this time)

### **LPGE Wi-Fi Network**

LPGE IT department will provide access to its secure wifi network on LPGE owned devices only.

LPGE also provides Guest Internet access to personal devices. This is a password protected network. The password will be posted in each building for Guest access. LPGE is not responsible for any damage to personal devices when using the Guest network. LPGE reserves the right to remove the Guest network or block access to users who are using the guest access in violation of policy.

**Review and Acceptance**

Each employee must complete a cyber security training program each school year or upon employment. This online training will be assigned and managed by the IT department. Training and assessment must be completed two weeks after the first workshop day. Failure to complete this training may result in the blocking of access to LPGE IT equipment.

Employees will be expected to complete training exercises throughout the year. These could include interactive games, phishing tests, and more.

If an employee fails two exercises they will be required to repeat the cybersecurity training within one week of notification from the IT team. Building level administration will be informed of the repeat training.

All LPGE staff are responsible for the review and acceptance of this policy. Acceptable use upon starting work at LPGE. New employee onboarding and training shall include this Policy at a minimum, and in addition to all other applicable training and orientation material, and instructions for acceptance shall be provided at that time. Signed acceptance will be received and retained by Information Technology management.

\_\_\_\_\_ Date: \_\_\_\_\_

LPGE Staff Member

**E-Learning Policy**

The Long Prairie Grey Eagle School will be adopting an alternative learning day in the event of a school closure. Beginning the 2022-2023 school year, students will continue their daily academic schedule as usual from outside of the school setting if an eLearning day is implemented. Families will be notified via the Instant Alert System as well as the information will be posted on the district website, Facebook page, and broadcast media entities that the closure of school will be an "e-Learning Day. Note: The 3rd canceled school day of the academic year will be the first E-Learning Day.

It is important to note that due to internet connectivity/bandwidth issues that not all teachers will be able to have live sessions; students/parents will be informed at the start of the year if their teacher has limited access.

The district will share information from the National Weather Service so that staff and students are aware of potential weather related issues in advance. Therefore, teachers and students should be forewarned for the potential of an upcoming e-learning day and will be expected to be prepared accordingly. Unfortunately, some school closures take place due to alternative circumstances and an e-learning day may be scheduled with less forewarning.

**Purpose:** The rationale for E-Learning days are to sustain the educational process for the students of Long Prairie Grey Eagle. Additionally, doing so will allow for the district and faculty to maintain curriculum goals and skills. E-Learning can be used up to five times (days) during the

year and will be counted as instructional days. Lastly, adopting the plan will either eliminate or decrease the need for make-up days at the end of the school year.

**Plan:** It will be the teacher's responsibility to follow the Minnesota Department of Education's program plan for e-Learning days and the plan established by the LPGE School.

As stated by MDE Statute 120A.414 the plan must include:

- Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.
- Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student's Individualized Education Program (IEP)/504 plans.
- Notification to parents and students of the plan at the beginning of the school year and, upon implementation, at least two hours' notice prior to the normal school start time that students are to follow the e-Learning day plan.

**In the event of an e-Learning day, LPGE faculty will:**

1. Assignments will be posted to Schoology or SeeSaw no later than 10:00 a.m.
2. Be available for communication via Googlemeets, telephone, email, and/or Schoology or SeeSaw messaging between 10:00 am and 3:00 pm. Faculty will have voicemail from school linked to their email. Staff will be expected to respond to student questions within 30 minutes of the question being posed.
3. Allow students up to three (3) days to make-up work administered on an e-Learning day. The “three (3) days” consists of the e-learning day and the two (2) days following the e-learning day.

**The intent of e-learning is to continue what is currently being taught in the classroom.**

1. Therefore, a teacher may need to have a live Google meeting or post a recorded lesson in some instances.
2. On the other hand, if students were expected to take a test in class on a specific day that becomes an e-learning day, students might be asked to take an exam rather than partake in a lesson.
3. If students were to be conducting research in class on a particular day that becomes an e-learning day, students may be asked to conduct research from home.
4. If students were scheduled to watch a video or participate in a web-based activity on a particular day that becomes an e-learning day, students may be asked to view the video or engage in the web-based activity from home.
5. If students were supposed to progress through a project during a particular day that becomes an e-learning day, students may be expected to continue to work toward completion of that project during the e-learning day.

Other examples of high-quality e-Learning include:

- a. Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.

- b. Leverage digital tools students are using as part of their regular instruction (i.e. Schoology or SeeSaw, Google Docs, apps).

## **Harassment and Violence Policy**

It is the policy of Independent School District No. 2753 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action upon any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

### **Types of Harassment:**

**Sexual Harassment:** Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: 1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or 2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or 3. that conduct or communication has

the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to: 1. unwelcome verbal harassment or abuse; 2. unwelcome pressure for sexual activity; 3. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property; 4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status; 5. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or 6. unwelcome behavior or words directed at an individual because of gender. 7. Written notes or E-mail messages that contain sexual references will be interpreted as harassment. Consequence: ISS and loss of E-mail privilege.

### **Racial Harassment:**

Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct: 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or 3. otherwise adversely affects an individual's employment or academic opportunities.

**Religious Harassment:**

Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct: 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or 3. otherwise adversely affects an individual's employment or academic opportunities.

**Sexual Violence:**

Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breasts, as well as the clothing covering these areas. Sexual violence may include, but is not limited to: 1. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; 2. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; 3. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or 4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

**Racial Violence:**

Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

**Religious Violence:**

Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

**Reporting Procedures:**

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person

with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as

well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

- A. In Each School Building.** The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately. The principal may request, but may not insist upon, a written complaint. The principal will conduct an investigation as soon as possible. The Complaint and Report will be forwarded to the School District Human Rights Officer. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights officer by the reporting party or complainant.

**B. In the School District.** The School Board hereby designates Barton Rud as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights officer, the complaint shall be filed directly with the Superintendent. The School District shall conspicuously post the name of the Human Rights Officer including mailing address and telephone number.

**Confidentiality:**

Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments. Use of formal reporting forms is not mandatory. The School District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

**Investigation:**

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed and others who may have knowledge of the alleged incidents or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

**School District Action:**

Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

## **2025-26 LPGE K-6 Staff Handbook**

The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

### **Reprisal:**

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **Right to Alternative Complaint Procedure:**

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

### **Harassment or Violence as Abuse:**

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory report under Minn. Stat. 626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

### **Dissemination of Policy and Training:**

1. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
2. This policy shall appear in the student handbook.
3. The School District will develop a method of discussing this policy with student and employees.
4. This policy shall be reviewed at least annually for compliance with state and federal law.

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records) MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination) MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination) MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy) MSBA/MASA Model Policy 525 (Violence Prevention) MSBA/MASA Model Policy 526 (Hazing Prohibition) MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students) MSBA/MASA Model Policy 709 (Student Transportation Safety Policy) MSBA/MASA Model Policy 711 (Video Recording on School Buses) MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses) 514-10

### **Internet Policy**

District #2753 has a computer network. This network allows students and staff to access the school's programs and the Internet. The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, government, the military and individuals. In schools and libraries the Internet can be used to educate, to inform and to entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM and other information resources.

## 2025-26 LPGE K-6 Staff Handbook

Staff and students use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals and to locate material to meet educational and personal information needs.

Because the Internet is a fluid environment, the information which will be available to students is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purchase, availability and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the "User Agreement and Parent Permission Form" to the school.

**Network Acceptable Use Policy:** Students and staff are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Network users agree to be: **Responsible:** They will protect their individual accounts by declining to share their passwords. They accept responsibility for the content of the messages they post - in their real names - and recognize **access is a privilege - not a right.** Access requires responsibility. Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity to insure that users are using the system responsibly. Users should not expect that files on district servers will always be private. Messages relating to or in support of illegal activities may be reported to legal authorities. Within reason, freedom of speech and access to information will be honored. During school, teachers guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies and radio.

**Ethical:** They do not interfere with others' work or with the performance of the network, by attempting to "hack" passwords, gain entry to closed areas of the network or by knowingly or inadvertently introducing computer viruses. Users will not send or display sexually explicit, obscene, pornographic, lewd or other inappropriate messages or pictures. If access to these areas is gained accidentally, the user will exit immediately.

**Efficient:** They recognize that the network is a shared resource, respect time limits and band with limits (downloading large files will slow down the entire network) and learn to use tools which allow them to work offline.

**Network Etiquette:** They learn that the network is a social community with accepted standards of behavior - also known as netiquette". These standards include: Being polite. Do not get abusive in your messages with others; Use appropriate language. Do not swear, use vulgarities or inappropriate language. Illegal activities are strictly forbidden; Do not reveal your personal address or phone numbers of students

or colleagues; Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities; Do not use the network in such a way that you would disrupt the use of the network by other users; All communications and information accessible via the network should be assumed to be private property.

**Legal:** They respect copyright, and will not use the network resources to promote illegal activities. This includes copying software provided by District #2753.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users.

## 2025-26 LPGE K-6 Staff Handbook

Do not use another individual's account without written permission from the individual. Attempts to log on to the Internet as system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**Sanctions:** Sanctions may be applied in cases of inappropriate use of the network. Violators of this policy will be held liable for any and all damages done to the equipment or software resources and may result in the following: 1. Loss of access. 2. Additional disciplinary action may be determined at the building level, consistent with existing practice regarding inappropriate language or behavior. 3. When applicable, law enforcement agencies will be involved. District #2753 reserves all rights to any material stored in its file servers and have the right to remove any material that is inappropriate or objectionable. The primary use of the district's network is for school related, educational purposes and communications.

A copy of the form which must be completed to gain access to the Internet follows. This form is sent home with elementary students the first week of school.

Independent School District #2753 makes no warranties of any kind, whether expressed or implied, for the service it is providing. ISD #2753 will not be responsible for any damages a student, parent or guardian suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or a student, parent or guardian error or omission. Use of any information obtained via the Internet is at student, parent or guardian's own risk. ISD #2753 denies any responsibility for the accuracy or quality of information obtained.

## 2025-26 LPGE K-6 Staff Handbook

~~**Web Account Student Under 13 Parent Consent Form: 2024-2025 - Grades K-2**~~ In order for Long Prairie Grey Eagle Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below:

Long Prairie Grey Eagle Schools utilizes several computer software applications and web-based services, operated not by Long Prairie Grey Eagle Schools but by third parties. These include Google, Schoology, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits Long Prairie Grey Eagle Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site advisor.

This form will constitute consent for Long Prairie Grey Eagle Schools to provide personal identifying information for your child consisting of first name, email address and username to the following web operators: Google, Schoology, and to the operators of any additional web-based educational programs and services which Long Prairie Grey Eagle Schools may add during the upcoming academic year.

**~~Please be advised that without the receipt of this signed form, your son or daughter will not be allowed to have access to the school's devices or internet, thus preventing them from doing a significant amount of their school work. This will require the student to have access to the internet and a device outside of the school day in which to complete these requirements. This will also cause your son or daughter to take a zero on some electronic based assignments or assessments that need to be completed on the internet during the school day. The only exception to this is when students need to take the MCAs, which is a computer based state assessment.~~**

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian Name (PLEASE PRINT):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Device Policy, Procedures, and Information**

**Long Prairie-Grey Eagle K-12 Public School**  
**Student Device Policy, Procedures, and Information**  
**2025-2026**

*The Student Device will be your device for the life of the Student Device and it is your responsibility to take care of the device.*

**1) RECEIVING YOUR Student Device & Student Device CHECK-IN**

This section goes over the procedures and rules for receiving your Student Device

1.1 Receiving your Student Device

Student Devices will be distributed at the beginning of each school year during open house for students in 7th-12th grade.

K-6 students will receive their Student Device in their classrooms. These Student Devices will be for their use during the school day. Classroom Chromebooks are not to be taken home. If a student needs to complete homework, the student will get a request from the teacher and will check out a Student Device from the Media Center and return it the following morning. The students will abide by the Policies set forth in the Device Policy, Procedures, and Information Packet.

1.2 Policy and Procedures Document

Students and Parents of K-12th grade must return Student Pledge documents signed by both the parent/guardian and the student. Pay any fees from the previous school year by September 30th. 7-12 Grade must show proof of a school-issued Charger if one was not handed in at the end of the previous school year. Failure to do this will result in the loss of your Chromebook and Google Account on October 1.

1.3 Withdrawals and End of Year Check In

1.3.1 Individual school Student Devices must be returned at the end of each year. Students who withdraw for any reason or are expelled must return their individual school Student Device and charger on the date of termination.

1.3.2 The Student Device is LPGE school property. If a student fails to return the Student Device at the end of the school year or upon termination of enrollment at LPGE, it will be considered theft and that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Student Device.

**2) TAKING CARE OF YOUR Student Device**

Students are responsible for the general care of the Student Device they have been issued by the school. Student Devices that are broken or fail to work properly must be taken to the Secondary School Media Center for an evaluation of the equipment. If school staff sees that a Student Device is damaged, the student can not refuse repair.

### **2.1 General Precautions**

2.1.1 The District will provide one charger; if the charger is damaged or lost, the student will be responsible for replacement. **Students must buy chargers from the school at the cost of \$20.00.**

2.1.2 Student Devices must remain free of any writing, drawing, stickers, or labels that are not the property of LPGE.

2.1.3 Student Devices must never be left in an unlocked locker or unlocked car.

2.1.4 Students are responsible for keeping their Student Device battery charged for school each day.

### **2.2 Student Device**

2.2.1 The Student Devices can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Never close the Student Device with anything sitting on the keyboard as this may damage the screen, even papers.

2.2.2 Do not put unnecessary pressure on the top of the Student Device.

2.2.3 Do not place anything near the Student Device that could put pressure on the screen.

2.2.4 Keep your Student Device clean by using a soft damp cloth.

2.2.5 Always carry your Student Device with the lid closed.

2.2.6 Keep food and drink away from your Student Device.

2.2.7 Never leave your Student Device in the cold as it could break the screen.

## **3) USING YOUR Student Device AT SCHOOL**

Student Devices are intended for use at school each day. Students should bring their Student Device to all classes, unless specifically instructed not to do so by their teacher. Student Devices are not to be borrowed/loaned out to other students.

### **3.1 Student Devices Left at Home**

If students leave their Student Device at home, they are responsible for getting the coursework completed as if their Student Device were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their Student Device at home, the student will be subject to appropriate disciplinary action. The Media Center will not issue a replacement device for the day. Teachers will have a Student Device in their room, but it is limited.

### **3.2 Charging Your Student Device's Battery**

Student Devices should be charged to full capacity each day before they are brought to school. Chargers should be left at home.

### **3.4 Home Internet Access**

Students are allowed to set up additional wireless networks on their Student Devices. This will be necessary to use web-based services outside of the school setting.

**3.5 Student owned Student Devices or Laptops College classes**

**Only students enrolled in college classes** are allowed to use their own personal Student Device or laptop at school. However, it is their responsibility to acquire all required apps even if a cost is involved.

**3.6 Chromebook Cases:**

**School-issued devices will not be permitted to have the use of a personal case. Students who put a case on school-issued devices will be asked to remove them. Cases provided by the school shall not be taken off/ removed for any reason from the device. Decorations, papers, pictures, or stickers are not to be placed inside the case. Breakage will result in a \$30.00 replacement fee.**

**4) ACCEPTABLE USE**

The use of the LPGE #2753 School District's technology resources are a privilege, not a right. The privilege of using the technology resources provided by LPGE #2753 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in LPGE #2753. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Students and parents are put on notice that videos of school employees and/or other students shall not be taken or uploaded to the Internet and/or social media without the express consent of everyone in the video. Prohibited sites include (but not limited to) Youtube, X, Facebook, Instagram, Snapchat, Vimeo, etc.

Only "apps" that are approved by the District shall be allowed on the Student Device. Any unapproved "app" shall be deemed to be a violation of the acceptable use policy of the district and therefore will subject the student to the school discipline policy. The Student Device is a tool for educational use and is not to be used as a toy.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

**4.1 Parent/Guardian Responsibilities**

4.1.1 Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for Student Device use outside of the school day.

## 2025-26 LPGE K-6 Staff Handbook

4.1.2 Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network's capabilities.

4.1.3 LPGE will also be able to regulate the legally purchased content purchased through Chrome Store that can be put on the device.

### 4.2 School Responsibilities are to:

4.2.1 Provide Internet and email access to its students at school.

4.2.2 Provide Internet filtering at school.

4.2.3 Provide cloud data storage. (These will be treated similar to school lockers. LPGE #2753 reserves the right to review, monitor, and restrict information stored on or transmitted via LPGE owned equipment and to investigate inappropriate use of resources.)

4.2.4 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

### 4.3 Students responsible for:

4.3.1 Using Student Devices in a responsible and ethical manner.

4.3.2 Obeying general school rules concerning behavior and communication that applies to Student Device/computer use.

4.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.

4.3.4 Helping LPGE #2753 protect our computer system/device by contacting an administrator about any security problems they may encounter.

4.3.5 Monitoring all activity on their account.

4.3.6 Securing their Student Device after they are done working to protect their work and information.

4.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

### 4.4 Student Activities Strictly Prohibited:

4.4.1 Illegal installation or transmission of copyrighted materials.

4.4.2 Any action that violates existing LPGE school policy or public law.

4.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

4.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.

4.4.5 Changing Student Device settings in an effort to circumvent the filtering system.

4.4.6 Downloading inappropriate apps.

4.4.7 Spamming-Sending inappropriate emails.

4.4.8 Gaining access to other student's accounts, files, and/or data.

**4.4.9 Vandalism to your Student Device or another student's Student Device. To include but not limited to removing keys, drawing/painting on Student Device, stickers, taking apart and general abuse.**

4.4.10 Students must not remove inventory markings applied by the school including Student ID tag or barcodes.

**4.5 Student Discipline:**

If a student violates any part of the above policy, board policy, or LPGE handbook policy, the student may be subject to the following disciplinary steps:

4.5.1 Students will check-in/check-out their Student Device from the Media Center. This may include restriction of the device to only work in school.

4.5.2 Loss of Student Device while still being required to complete coursework.

4.5.3 Disciplinary/Legal action as deemed appropriate.

**5) PROTECTING & STORING YOUR Student Device**

**5.1 Student Device Identification:**

Student Devices will be labeled in the manner specified by the school. Student Devices can be identified based on serial number and LPGE identification number. Students are not permitted to add stickers, personal pictures/drawings, or other papers to the Student Device or the inside of the case.

**5.2 Storing Your Student Device:**

When students are not using their Student Devices, they should be stored in a secured area. If a student needs a secure place to store their Student Device, they may check it in for storage at the media center.. Student Devices should not be stored in a student's vehicle at school or at home.

**5.3 Student Devices Left in Unsupervised Areas:**

Under no circumstance should Student Devices be left in unsupervised areas. The commons, gyms, and locker rooms are areas that are not supervised. If a Student Device is found in an unsupervised area, it will be taken to the office or media center. A student may have disciplinary consequences if their Student Device is found unattended.

**6) REPAIRING OR REPLACING YOUR Student Device / COST OF REPAIRS**

LPGE #2753 recognizes that there is a need to protect the investment by both the District and the Student/Parent. *The District shall make available an insurance plan to 7-12 families for the cost of \$40 per device per year payable in advance of the student receiving the device. The District shall make available an insurance plan for K-6 families for the cost of \$15.00 per device per year payable in advance of the student using the device. This plan will help cover accidental damage to the device (but not the charger or case); while this policy is not mandatory, it is highly recommended. The plan is subject to the terms and conditions contained elsewhere in this policy, and we have set the following guidelines in place.*

**6.1 Student Device Damage**

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. **Students with paid insurance will be**

required to pay a \$15 copay for the first claim, \$30 copay for the second claim, \$55 for each additional claim within a school year. A claim consists of repair or replacement of one item. There may be more than one claim per incident. When damage does occur the student will be given a replacement to use and may be limited to In School Only.

Cost of Repairs **without insurance or for Deliberate damage** will be determined by Tech Department, but not to exceed the following:

Full Student Device: \$370

Screen \$80

Keyboard \$100

Motherboard \$190

Replacement cost for accessories not included with insurance:

Case \$30

Charger \$20

6.1.1 If the Student Device is returned damaged the student will be charged appropriate repair costs when returning the device. Documentation of damages is done in the Media Center. A letter will be sent home describing the damage and the fee attached. The school will also contact parents through Parent Square, phone calls, and emails.

6.1.2 **Loss of Student Device with insurance would result in a \$100 fee** plus the \$30.00 replacement fee for the case.

6.1.3 Copay or fees must be paid within 10 (ten) days once device is sent in for repairs. The Internet will be restricted to use in school only on the Chromebook until the fees are paid in full.

## 6.2 Personal Home or Homeowners coverage

***If parents choose to not purchase the insurance plan from the school, they are encouraged to carry their own personal insurance to protect the Student Device in cases of theft, loss, or accidental damage.*** Parents may wish to consult with their insurance agent for details about their coverage of the Student Device. Parents who choose not to carry insurance on the device will be responsible for any and all costs of repair or replacement.

## **7) SCHOOL RIGHTS:**

### 7.1 Privacy Rights

The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all LPGE #2753 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all LPGE #2753 technology. LPGE #2753 may randomly check student

devices on a weekly basis to inspect for damage or inappropriate use of the Student Device.

## 7.2 Appropriate Use

LPGE #2753 reserves the right to define inappropriate use of technology.

### **8) Web account Student Under 18 Parent consent form:**

8.1 In order for Long Prairie Grey Eagle Schools to continue to be able to provide your student with the most effective web based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Long Prairie Grey Eagle Schools utilizes several computer software applications and web based services, operated not by Long Prairie Grey Eagle Schools but by third parties. These include Google, Schoology, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits Long Prairie Grey Eagle Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site advisor.

This form will constitute consent for Long Prairie Grey Eagle Schools to provide personal identifying information for your child consisting of first name, email address and username to the following web operators: Google, Schoology, and to the operators of any additional web based educational programs and services which Long Prairie Grey Eagle Schools may add during the upcoming academic year.

***Please be advised that without the receipt of this signed form, your son or daughter will not be allowed to have access to the school's devices or internet, thus preventing them from doing a significant amount of their school work. This will require the student to have access to the internet and a device outside of the school day in which to complete these requirements. This will also cause your son or daughter to take a zero on some electronic based assignments or assessments that need to be completed on the internet during the school day. The only exception to this is when students need to take the MCAs, which is a computer based state assessment.***

**By making the payment you are agreeing to the Student Device Policy and the Student Under 18 Consent Form.**

**Parents may choose to fill out an Application for Educational Benefits to receive a coupon to wave the entire cost insurance. Currently \$40/year (7-12)**

**\$15/year (K-6)**

## **9) Use of Artificial Intelligence (AI) Tools**

Students may use Artificial Intelligence (AI) tools (such as chatbots, writing assistants, or image generators) for school-related work only when allowed by a teacher and in a way that supports learning—not replacing it.

All use of AI tools must follow district technology policies and comply with state and federal laws, including those that protect student privacy and intellectual property (such as FERPA and copyright laws).

Students are expected to complete their own work and demonstrate their own understanding. Using AI tools to copy, generate, or submit work that is not your own—without permission or proper citation—may be considered academic dishonesty.

If you are ever unsure whether a tool or use is appropriate, ask your teacher before using it. Misuse of AI tools may result in loss of technology privileges or other disciplinary actions.

Our goal is to use technology in ways that enhance learning, encourage critical thinking, and prepare students for the future—while maintaining honesty, responsibility, and academic integrity.

## **LPGE Network/Internet Acceptable Use Policy**

Revised July 2025

Students use the Internet to participate in various learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet educational and personal information needs.

Because the Internet is a fluid environment, the information that will be available to students is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purchase, availability, and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the "User Agreement and Parent Permission Form" to the school.

**Network Acceptable Use Policy:** Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Network users agree to be responsible. They will protect their individual accounts by declining to share their passwords. They accept responsibility for the content of the messages they post - in their real names - and recognize access is a privilege, not a right. Access requires responsibility. Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files on district servers will always be private. Messages relating to or in support of illegal activities may be reported to legal authorities. Within reason, freedom of speech and access to information will be honored. During school, teachers guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, cellphones, movies, etc.

**Ethical:** They do not interfere with others' work or with the performance of the network by attempting to "hack" passwords, gain entry to closed areas of the network, or knowingly or inadvertently introducing computer viruses. Users will not send or display sexually explicit, obscene, pornographic, lewd, or other inappropriate messages or pictures. If access to these areas is gained accidentally, the user will exit immediately and contact the Technology Department.

**Efficient:** They recognize that the network is a shared resource, respect time limits and bandwidth limits (downloading large files will slow down the entire network), and learn to use tools that allow them to work offline.

**Network Etiquette:** They learn that the network is a social community with accepted standards of behavior. These standards include:

- Being polite. Do not get abusive in your messages with others
- Use appropriate language. Do not swear, use vulgarities, or inappropriate language. Illegal activities are strictly forbidden
- Do not reveal your personal address or the phone numbers of students or colleagues. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

**Legal:** They respect copyright and will not use the network resources to promote illegal activities.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Technology Director. Do not demonstrate the problem to other users. Attempts to log on to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**Sanctions:** Sanctions may be applied in cases of inappropriate use of the network. Violators of this policy will be held liable for any and all damages done to the equipment or software resources, and may result in the following:

1. Loss of access.
2. Additional disciplinary action may be determined at the building level, consistent with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies will be involved. District #2753 reserves all rights to any material stored in its file servers and has the right to remove any material that is inappropriate or objectionable. The primary use of the district's network is for school-related, educational purposes and communications.

Independent School District #2753 makes no warranties of any kind, whether expressed or implied, for the service it is providing. ISD #2753 will not be responsible for any damages a student, parent, or guardian suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or a student, parent, or guardian error, or omission. Use of any information obtained via the

Internet is at the student, parent, or guardian's own risk. ISD #2753 denies any responsibility for the accuracy or quality of information obtained.

**25-26 LPGE Student Pledge for Student Device Use**

1. I will take good care of my Student Device and never leave it unattended.
2. I will know where my Student Device is at all times and never loan it out to others.
3. I will charge my Student Device battery daily at home.
4. I will keep food and beverages away from my Student Device since they may cause damage to the device.
5. I will not disassemble any part of my Student Device or attempt any repairs.
6. I will use my Student Device in ways that are appropriate, meet LPGE expectations, and are educational in nature.
7. I will not place decorations (such as stickers, markers, etc.) on the Student Device. I will not deface the serial number on my Student Device.
8. I understand that my Student Device and its contents are subject to inspection at any time without notice and remains the property of LPGE #2753.
9. I will follow the policies outlined in the Handbook while at school, as well as outside the school day.
10. I will report theft, vandalism, or accidental damage to the media center.
11. I will be responsible for all damage to or loss of the Student Device.
12. If there is deliberate damage, I may be held responsible for the cost of damages, to be determined by the Tech Department, not to exceed the full replacement cost of the device.
13. I agree to return the Student Device in good working condition.
14. I will not take or utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner

**Internet Acceptable Use policy**

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

**I agree to the stipulations set forth in the Student Device Policy, Procedures, and Information.**

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

By signing this I agree to the 'Under 18 Parent Consent Form' as listed in the Student Device Policy. (8)

**Additions/Corrections to this handbook may be done at any time.**

# Long Prairie-Grey Eagle

## K-6

# Parent-Student Handbook

2025-2026





## TABLE OF CONTENTS

<b>Welcome to Long Prairie-Grey Eagle Elementary School</b>	<b>4</b>
<b>Mission Statement of Long Prairie-Grey Eagle School District</b>	<b>4</b>
<b>Long Prairie Grey Eagle Elementary Staff</b>	<b>5</b>
<b>Part I - Information</b>	<b>8</b>
<b>Cafeteria &amp; Meal Charge Policy</b>	<b>8</b>
<b>Buses</b>	<b>9</b>
<b>LPGE K-12 Cell Phone and Other Personal Electronic</b>	<b>10</b>
<b>Communication Devices Policy</b>	<b>10</b>
<b>E-Learning Policy</b>	<b>10</b>
<b>Employment Background Checks</b>	<b>12</b>
<b>Fees</b>	<b>12</b>
<b>Leaving School During the Day</b>	<b>13</b>
<b>Lost and Found</b>	<b>13</b>
<b>Nondiscrimination</b>	<b>13</b>
<b>Open House</b>	<b>13</b>
<b>Parent/Teacher Conferences</b>	<b>14</b>
<b>Parent Teacher Requests</b>	<b>14</b>
<b>Phone Calls</b>	<b>14</b>
<b>Phy. Ed. Excuses</b>	<b>14</b>
<b>Pledge of Allegiance</b>	<b>14</b>
<b>Recess</b>	<b>14</b>
<b>Sanctioning Class Sponsored Activities</b>	<b>15</b>
<b>School Dances</b>	<b>15</b>
<b>School Hours</b>	<b>15</b>
<b>School Closing Procedures</b>	<b>15</b>
<b>Searches</b>	<b>15</b>
<b>Toys/Games (Electronic or Otherwise)</b>	<b>15</b>
<b>Weather</b>	<b>16</b>
<b>Part II - Academics</b>	<b>16</b>
<b>BOLT</b>	<b>16</b>
<b>Early Entrance Into LPGE Kindergarten (6/1/2012)</b>	<b>16</b>
<b>Homework Policy</b>	<b>17</b>
<b>Parent Refusal to Testing</b>	<b>18</b>
<b>Statewide Assessments: Parent/Guardian Decision Not to Participate</b>	<b>20</b>



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



<b>Report Cards</b>	<b>21</b>
<b>Staggered Start for Kindergarten</b>	<b>21</b>
<b>Part III - Rules and Discipline</b>	<b>21</b>
<b>Attendance Policy</b>	<b>21</b>
<b>Audio and Video Recording Policy</b>	<b>23</b>
Long Prairie-Grey Eagle Public Schools	23
District Oversight and Enforcement	23
Student Recording Policy	23
<b>Bullying Prohibition Policy (514)</b>	<b>24</b>
<b>Bus Policy</b>	<b>31</b>
<b>Cyber Security Policy</b>	<b>34</b>
<b>Dress and Appearance</b>	<b>40</b>
<b>Harassment and Violence Policy</b>	<b>41</b>
<b>Internet Policy</b>	<b>45</b>
<b>LPGE PBIS Discipline Guidance - Thunder Pride</b>	<b>49</b>
<b>Student Device Policy, Procedures, and Information</b>	<b>63</b>
Long Prairie-Grey Eagle K-12 Public School	63
<b>Part IV - Health and Safety</b>	<b>74</b>
<b>Injuries/Medications</b>	<b>74</b>
<b>Suicide Prevention</b>	<b>75</b>
<b>Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction.</b>	<b>75</b>
<b>Drug-Free School and Workplace</b>	<b>75</b>
<b>Visitors to School District Buildings</b>	<b>76</b>
<b>Pesticide Application Notice</b>	<b>77</b>



## Welcome to Long Prairie-Grey Eagle Elementary School

Welcome to Long Prairie-Grey Eagle ISD #2753 School District and Long Prairie-Grey Eagle Elementary School. Your children are important to us and we value and appreciate your trust as we work with you to create the best educational experience possible for your child/children.

### Mission Statement of Long Prairie-Grey Eagle School District

The mission of the Long Prairie-Grey Eagle School District, as an innovative progressive leader in education, is to ensure that every student is a confident, responsible global citizen with a passion for learning. This will be accomplished through: state of the art facilities, dynamic positive relationships and a rigorous engaging curriculum, in partnership with parents and the community.

Our school handbook is comprised of four parts:

- 1) Information
- 2) Academics
- 3) Rules and Discipline
- 4) Health and Safety

Topics within these categories are alphabetized for your convenience.

### Policy Information

Information regarding school policies can be found within this handbook as well as on our school website at [www.lpge.org](http://www.lpge.org).

### School Hours

Elementary School Hours - 8:05 am-3:00 pm

The official school day is 8:05 am to 3:00 pm. Teachers are available before and after school to help students. Students in the building before 7:45 am and after 3:00 pm must be under the direct supervision of a teacher or staff member. **Students are asked not to arrive at school before 7:30 am if at all possible.**

- 1.) Parents/Guardians need to sign your child in at the elementary office if he/she is late for school or returning from a scheduled appointment.
- 2.) Parents/Guardians need to sign their child out at the elementary office if he/she is going to leave the school grounds.



### **Long Prairie Grey Eagle Elementary Staff**

#### **LPGE Board of Education**

Linda Gohman, Jeremiah Zahnow, Lori Hollenkamp, Tanya Levin, Chuck Wolf, Lisa Wright, and Tom Zastrow

#### **LPGE Administration**

Dan Ludvigson, Superintendent of Schools     Barton Rud, 7-12 Principal

Tammy Cebulla, K-6 Principal                     Bradley Evenson, Comm. Ed. Coordinator/21st CCLC

#### **LPGE PK-6 Staff**

Secretaries:	Karen Holt, Adm. Sec.; Cassie Zimmer, Comm Ed & Attendance
ELL Parent/Student Liaison:	Idania Montanez
Preschool Readiness:	Emili Hibbs
Preschool Readiness:	Brenda Faust
Headstart:	Melissa Westerberg, Kristine Blommel
Early Childhood SPED:	Kathy Danielson, Emily Warner
Kindergarten:	Caitlin Gustafson, Lori Hovey, Tori Lee, Maressa Rousslange
Grade 1:	Suzanne Iwainat, Allison Kerfeld (Metcalf), Melissa Vetsch-Larson
Grade 2:	Samantha Chisholm, Amelia Harren, Katie Lieser, Abby Russ
Grade 3:	Joseph Gaida, Mary Miklavcich, Tracy Schultz, Joni Young
Grade 4:	Mikayla Jasmer, Taylor Lanoue, Katelyn Suchy
Grade 5 Math:	Taylor Psyck
Grade 5 Language Arts:	TBD
Grade 6 Math:	Kristi Gaida
Grade 6 Language Arts:	Jill Standafer
Grade 5 & 6 Science:	Megan Dreher
Grade 5 & 6 Social Studies:	Brett Eisenschenk
WIN Staff:	Carissa Bitz, Kelly Burns, Lauralee Mertes, Paula Muellner
K-6 General Music:	Ayla Gross, Kyle Lamb, Cindy Roos
Grade 5 & 6 Bands:	Ayla Gross
Physical Education:	Cooper Goerdt, Kayla Mathews
ELL:	Lisa Day, Patti Larson, Clair Wolters
Art: Gr. 2-6	Ashley Pohlmann
Library:	Lisa Schurmann
SPED:	Steve Christians, Erica Ebnet, Emma Johnson, Jessica Rosenow, Vanessa Wielenberg
Speech:	Nora Carrillo-SLPA, Yesenia Lopez Ibarra-SLPA, Allison Winge- SLP, Lisa Marty SLP
Instructional Coach:	Beth Gustafson
Behavior Intervention Specialist:	Myke Zimmerman
K-6 Counselor:	Nicole Cuchna
Social Worker:	Amanda Notsch
Student Support: Northern Pines:	TBD
Student Support: Freshwater:	Crystal Geisenhof
School Psychologist	Clare St. Catherine
School Nurse:	Melissa Meagher
Nurse's Assistant:	Amanda Joarnt, Heather Luebesmier
Tech Coordinator:	Mitchell Ganske, Skyler Rosenow



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



Tech Curriculum: Dave Nelson

**District Office:** Cindy Dalton, Sherri Evenson, Barb Graves, Bonnie Middendorf, Jenny Thelen

**Educational Assistants:** Mayte Albino, Lucy Ambriz, Missy Becker, Dustin Bleess, Stacy Cavallero, Kim Crosby, Ella Cuchna, Lisa Decker, Katie Dolezal, Jasmine Ecker, Beth Gessell, Diana Hegseth, Amelia Hudalla, Pamela Kopp, Amy Lanners, Chyna Luberts, Taralee May, Marina Montanez-Ramirez, Veronica Monti, Dora Osborne, Teresa Perish, Barb Pesta, Kaitlin Petron, Jessica Richter, Josean Rodriguez, KiylaSue Santiago Kircher, Josean Rodriguez, KiylaSue Santiago Kircher, Jocelyne Raya, Lisa Schurmann, Hannah Stoetzel, Esther Swartzentruber, Mishaye Trampusch, Lesli Vilchis-Rosendo, Sandy Wienhold, Maxx Wiley, Tara Wojtowicz, Brooklynn Wolf, Samantha Wojtowicz, Madison Wolf, and Brenda Wood, Madison Zaccariello

**Custodial:** Mandie Berg, Dave Geisenhof, Alex Georges, Eugene Holmquist

**Kitchen Staff:** Kevin Trierweiler, Michele Anderson, Patricia Bettsinger, Maria Garcia, Linda Guse, Kirstin Vanderheyden, Hunter VanHoever, Lesa Wettstein

**21st CCLC Staff:** Barb Graves



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



August	25-28 27	Teacher Inservice Day-No School K-12 Parent-Teacher Open House
September	1 2 3 4	Labor Day-No School First Student Day ( Kindergarten “A”- 12) First Student Day (Kindergarten “B”) Second Day for all Kindergarten Sections
October	1 16-17 31	Midterm 1 <sup>st</sup> Quarter Education Minnesota--No School End of 1st Quarter (42)
November	3 6 13 27-28	No School-Staff Day K-12 Parent-Teacher Conferences K-12 Parent-Teacher Conferences Thanksgiving Break-No School
December	5 23 24-31	Midterm 2 <sup>nd</sup> Quarter 2 Hour Early Out, 1:00 pm Winter Break-No School
January	1, 2 5 16 19	Winter Break - No School Classes Resume End of Second Quarter (44) No School-Staff Day
February	16 18	No School-Staff Day, President’s Day Midterm 3rd Quarter
March	5 20 23	K-12 Parent-Teacher Conferences End of Third Quarter (43) No School - Staff Day
April	3, 6 24	No School Midterm-4 <sup>th</sup> Quarter
May	22 25 29	Graduation 7:00 pm Memorial Day-No School End of 4 <sup>th</sup> Quarter (46) - Last Day of School – 2 Hr Early Out

175 Instructional Days  
185 Staff Days



## Part I - Information

### Cafeteria & Meal Charge Policy

The cafeteria provides a nutritious well-balanced diet. Students are required to eat their noon meals in the cafeteria. Families can make out one check for lunches for all students including high school. We encourage paying for lunches at 4-week intervals at the beginning of the month. Free and reduced lunches are available to families who qualify because of economic circumstances. Information is available through the elementary school office.

### LONG PRAIRIE-GREY EAGLE PUBLIC SCHOOL MEAL POLICY

#### I. PURPOSE

The purpose of this rule is to establish consistent meal account procedures for the Long Prairie-Grey Eagle Public School District #2753.

#### II. GENERAL STATEMENT OF POLICY

A. The Long Prairie-Grey Eagle School District recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur. B. It is the policy of the Long Prairie-Grey Eagle School District to offer breakfast and lunch. The Food Service Department strives to produce quality meals at a reasonable cost.

C. Students may purchase meals when funds have been deposited into their family account or by cash payment.

D. Households may apply for free/reduced meals anytime during the school year. Applications are delivered to all households in the school district prior to the school year and are included in enrollment packets. *In addition, applications are available on the district website.*

#### III. 2025-26 FOOD SERVICE PRICES (need to change prices for 25-26)

**Adult Breakfast: \$3.75**

**Student Breakfast: \$0**

**Elem. Lunch Pre-K&K-6: \$0**

**Secondary Lunch 7-12: \$0**

**Adult Lunch: \$4.70**

**Milk \$0.60**

#### IV. PROCEDURES FOR NOTIFYING FAMILY OF ACCOUNT STATUS

A. The parent/guardian will be notified when the household account has balance of less than \$20.

B. The method of notifying the parent/guardian of children in grades K-12 will be via automatic calling system. If parents do not respond to the phone call, a letter will be sent.

C. Students will be notified in line each day when their account has a negative balance. D. If the household account is less than adequate to pay for breakfast and/or lunch, a student in the household will be allowed to charge. The District reserves the right to initiate collection procedures if the parent/guardian is unresponsive to phone calls, letters or other methods of



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



communication.

E. Students will be offered the regularly served breakfast and lunch when the family account balance is more than a negative \$20. The District is under no legal obligation to do so but believes that this is in the best interests of students. The District does reserve the right to refuse service if the parent/guardian is unresponsive to any type of collection effort. F. Assistance from the county Social Services may be requested by the school for possible neglect if parents refuse to provide meals for their children.

### **Buses**

All bus drop off and pick up will take place on the south end of the building in the bus chute area. Students will use door S5. Buses are used to transport students living within the District and a mile from the elementary school. Transportation to school is at the District's expense. Late buses operate to transport students to selected bus stops at the end of afterschool activities

#### **Student Transportation Information & Guidelines (from Aksamit Bus)**

Bus transportation is a privilege that can be lost if behavior is unacceptable on the bus or at the bus stop. (*MN Statute 123.B*)

Please review these guidelines to ensure safe transportation for all eligible students. Please read carefully as important changes have been made to the transportation policy. Aksamit Transportation will make a reasonable effort to accommodate transportation requests in a timely fashion once received.

**Bus Stop Assignment:** For reasons of safety and security, it is preferred students have only ONE designated bus stop in the morning and ONE designated bus stop in the afternoon when possible unless prior authorization is granted by Aksamit Transportation. We understand that multiple pick-up or drop-off spots are sometimes warranted based on family's needs and we will do our best to accommodate these requests on a case by case basis.

**Bus Stop Changes:** Aksamit Transportation must be notified of any proposed changes to a student's bus riding assignment or bus stop assignment. Bus drivers are not allowed to make changes to the bus stop location or the pick-up time. Bus stop change requests must be made directly to Aksamit Transportation and changes need to be made at least 3 business days in advance.

**Emergency Change Requests:** All temporary changes in a student's assigned bus or designated bus stop need to be made through Aksamit Transportation, and will be approved only in cases of family emergency. Due to regulations on capacity loads, students are not allowed to change bus assignments or bus stops to attend social events, lessons, jobs, parties or other non-emergency activities.

**Daycare/Alternative Location:** All students in daycare or that have an alternative pick up/drop-off location are required to notify the school and Aksamit Transportation. This information is used to assign bus stops and for notification in case of an emergency.

**Bus Stop Behavior:** We strongly urge parents and daycare providers to supervise students at bus stops. Unsupervised students are the cause of many bus stop problems and complaints.

**Bus Safety and Discipline:** School district policy on bus safety and handbooks are available. The



policy, rules and guidelines are reviewed with students during school bus safety each year.

Bus Scheduling: Students should be at their assigned bus stops at least five minutes prior to the scheduled arrival of their buses. It is not unusual for buses to be running late the first couple weeks of school. This time lag is usually self-correcting shortly after the start of school. Buses may also run late due to rain, snow, ice, fog or traffic conditions. If a bus is running late, the bus will complete the route nonetheless and stop at every stop. Thank you for your patience in these situations.

Please call the bus garage at 320-732-2795 by 6:00 A.M. if your child is not riding the bus. Failure to notify Aksamit Transportation could result in service delays. *Updated July 2022*

## **LPGE K-12 Cell Phone and Other Personal Electronic**

### **Communication Devices Policy**

Students must keep all cell phones, smartwatches, and any other electronic communication device (not provided by the school) capable of connecting to the internet or outside cellular service, in their lockers during school hours. Cell phones will not be allowed in the classroom except under strict exceptions:

The exceptions to this policy will be the following:

1. Students with a health condition warranting the need of a cell phone or electronic device as prescribed by a medical doctor and directed by the office.
2. Those students whose teachers have specifically established the device as part of their curriculum and is set as a basis for the curriculum for a set base of time, i.e. college coursework at the Secondary, such as a student enrolled in CLC classes.
3. Students who have it as part of the Individual Education Plan as stated by the IEP team members and the Special Education Department.

Students who violate the policy will have their device confiscated and returned at the end of the school day. Students who violate the policy after 12:00 will lose their device for the remainder of the day along with the entirety of the next day. This will be enforced through the staff on campus and the administration.

### **E-Learning Policy**

The Long Prairie Grey Eagle School will be adopting an alternative learning day in the event of a school closure. Beginning the 2022-2023 school year, students will continue their daily academic schedule as usual from outside of the school setting if an eLearning day is implemented. Families will be notified via the Instant Alert System as well as the information will be posted on the district



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



website, Facebook page, and broadcast media entities that the closure of school will be an "e-Learning Day. Note: The 3rd canceled school day of the academic year will be the first E-Learning Day.

It is important to note that due to internet connectivity/bandwidth issues that not all teachers will be able to have live sessions; students/parents will be informed at the start of the year if their teacher has limited access.

The district will share information from the National Weather Service so that staff and students are aware of potential weather related issues in advance. Therefore, teachers and students should be forewarned for the potential of an upcoming e-learning day and will be expected to be prepared accordingly. Unfortunately, some school closures take place due to alternative circumstances and an e-learning day may be scheduled with less forewarning.

**Purpose:** The rationale for E-Learning days are to sustain the educational process for the students of Long Prairie Grey Eagle. Additionally, doing so will allow for the district and faculty to maintain curriculum goals and skills. E-Learning can be used up to five times (days) during the year and will be counted as instructional days. Lastly, adopting the plan will either eliminate or decrease the need for make-up days at the end of the school year.

**Plan:** It will be the teacher's responsibility to follow the Minnesota Department of Education's program plan for e-Learning days and the plan established by the LPGE School.

As stated by MDE Statute 120A.414 the plan must include:

- Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.
- Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student's Individualized Education Program (IEP)/504 plans.
- Notification to parents and students of the plan at the beginning of the school year and, upon implementation, at least two hours' notice prior to the normal school start time that students are to follow the e-Learning day plan.

**In the event of an e-Learning day, LPGE faculty will:**

1. Assignments will be posted to Schoology or SeeSaw no later than 10:00 a.m. 2. Be available for communication via Googlemeets, telephone, email, and/or Schoology or SeeSaw messaging between 10:00 am and 3:00 pm. Faculty will have voicemail from school linked to their email. Staff will be expected to respond to student questions within 30 minutes of the question being posed. 3. Allow students up to three (3) days to make-up work administered on an e-Learning day. The "three (3) days" consists of the e-learning day and the two (2) days following the e-learning day.



**The intent of e-learning is to continue what is currently being taught in the classroom.**

1. Therefore, a teacher may need to have a live Google meeting or post a recorded lesson in some instances.
2. On the other hand, if students were expected to take a test in class on a specific day that becomes an e-learning day, students might be asked to take an exam rather than partake in a lesson.
3. If students were to be conducting research in class on a particular day that becomes an e-learning day, students may be asked to conduct research from home.
4. If students were scheduled to watch a video or participate in a web-based activity on a particular day that becomes an e-learning day, students may be asked to view the video or engage in the web-based activity from home.
5. If students were supposed to progress through a project during a particular day that becomes an e-learning day, students may be expected to continue to work toward completion of that project during the e-learning day.

Other examples of high-quality e-Learning include:

- a. Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.
- b. Leverage digital tools students are using as part of their regular instruction (i.e. Schoology or SeeSaw, Google Docs, apps).

### **Employment Background Checks**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are 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.

### **Fees**

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

- Admission fees or charges for extracurricular activities, where attendance is optional and



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Elementary Principal.

### **Leaving School During the Day**

Students are not permitted to leave the school grounds when classes are in session unless under teacher supervision or without first getting written permission from the office. Parents must sign out students from the elementary office before leaving the building.

### **Lost and Found**

Articles lost or found should be checked in with the principal's office. Labeling student items reduces losses. The lost and found will be disposed of on a monthly basis. If your child loses an item at school, promptly come to claim the item.

### **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 Superintendent Daniel Ludvigson, 205 2nd St. S, Long Prairie, MN 56347 (320)357-3697 as the district's human rights officer to handle inquiries regarding nondiscrimination

### **Open House**

This will be held on Wednesday, August 27, from 3:30-7:30 pm. This is a time set aside for teachers, students, and parents to get together to review classroom expectations and the needs of their students. It also gives parents a chance to get the paperwork completed during this time.



### **Parent/Teacher Conferences**

The first Parent-Teacher Conferences will be on November 6 and 13. These will be scheduled and notes will go home as to the day and time parents/guardians are to meet with their teachers. An additional conference will be held March 5. This conference will only be held upon request of the teacher or parent. These times are devoted to focus attention on your individual child. Please make every effort to attend. If additional conferences are necessary, arrangements may be made by parents or teachers .

### **Parent Teacher Requests**

Requests must be placed by May 1 to be considered.

### **Phone Calls**

The office telephone is for business and emergencies. Many unnecessary phone calls can be eliminated if before coming to school, a check is made to see that all things needed for the day are with the students. Books, band instruments, and lunch money are some of the items that have made extra use of the telephone. In cases where a phone call is necessary, only the person placing the call should come to the office (with a permission slip from the teacher).

### **Phy. Ed. Excuses**

Excuses to be excluded from participation in physical activities must be signed by the parents. If for a longer than two days period, a doctor's statement of the student's health must be filed with the school nurse indicating the student's limited activity. A medical excuse form is available in the nurse's office.

### **Pledge of Allegiance**

Students will recite the Pledge of Allegiance to the flag of the United States of America daily. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

### **Recess**

Students will go outside daily unless:

If temperatures are below zero OR wind chills are below -10 degrees Fahrenheit, students will stay inside for recess. At 45 degrees or below, all students must wear coats, hats, and mittens. When there is snow on the ground, students in grades K-4 MUST wear snow pants and boots. Students in Grades 5-6 have the option to wear snow pants and boots but it is highly recommended.



## **Sanctioning Class Sponsored Activities**

Class activities must be approved by the administration.

### **School Dances**

Student behavior and dress expectations at dances follow the same high expectations that the District has for students during the school day. Inappropriate behavior or dress will not be tolerated. Students with inappropriate dress will be asked to change. Students exhibiting behavior deemed inappropriate by dance chaperones will be asked to leave. Parents will be notified before students are to leave the building.

### **School Hours**

The official school day is 8:05 am to 3:00 pm. Teachers are available before and after school to help students. Students in the building before 7:45 am and after 3:00 pm must be under the direct supervision of a teacher or staff member. **Students are asked not to arrive at school before 7:30 am if at all possible.**

- 1.) Parents/Guardians need to sign your child in at the elementary office if he/she is late for school or returning from a scheduled appointment.
- 2.) Parents/Guardians need to sign their child out at the elementary office if he/she is going to leave the school grounds.

### **School Closing Procedures**

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over the Instant Alert System, school website ([www.lpge.org](http://www.lpge.org)) and the school's Facebook page.

### **Searches**

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

Students' personal possessions within a school locker or desk may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers or desks were searched, unless disclosure would impede an ongoing investigation by police or school officials.

### **Toys/Games (Electronic or Otherwise)**

Toys and Games: (electronic or otherwise) from home are not permitted at school unless they are being used for show and tell or a classroom project approved by the classroom teacher. No trading cards of any type are permitted.

Violations of this rule will result in confiscation of the toy, game, or cell phone. These confiscated



items may be picked up by the student in the elementary office at the end of the school day.

### **Weather**

In case of severe weather, the school will also contact you by phone, using an instant alert system to notify the 1st family listed on the students contact information. It is imperative that all student contact numbers be kept up to date for contact purposes. Weather notices can also be found on the school's website at [www.lpge.org](http://www.lpge.org) and the District Facebook page.

## **Part II - Academics**

### **Use of Artificial Intelligence (AI) Tools – Student Policy**

Students may use Artificial Intelligence (AI) tools (such as chatbots, writing assistants, or image generators) for school-related work only when allowed by a teacher and in a way that supports learning—not replaces it.

All use of AI tools must follow district technology policies and comply with state and federal laws, including those that protect student privacy and intellectual property (such as FERPA and copyright laws).

Students are expected to complete their own work and demonstrate their own understanding. Using AI tools to copy, generate, or submit work that is not your own—without permission or proper citation—may be considered academic dishonesty.

If you are ever unsure whether a tool or use is appropriate, ask your teacher before using it. Misuse of AI tools may result in loss of technology privileges or other disciplinary actions.

Our goal is to use technology in ways that enhance learning, encourage critical thinking, and prepare students for the future—while maintaining honesty, responsibility, and academic integrity.

### **BOLT**

BOLT stands for Building Opportunities for Learning Together. This program is free and intended for students in grades 1-6 who would benefit from additional learning experiences. Students will receive extra help with basic skills, study skills, and opportunities to enhance their social skills. Students are referred by teachers, school counselor, and/or parents-guardians. Sessions run from 3:00-5:00 pm on Mondays, Tuesdays, and Thursdays. Students will be transported home by bus or other arrangements can be made by parents. Registration forms can be found in the K-6 Office.

### **Early Entrance Into LPGE Kindergarten (6/1/2012)**

A child may be evaluated for early entrance into Kindergarten upon request of the parent or guardian. The fifth birthday of the child must fall between August 31 and December 1 in order to be considered. The purpose of early entrance is to give those children who are truly ready for formal instruction an opportunity to attend kindergarten. The only acceptable reason for early



entrance is that the child has special talents or abilities and is ready mentally, socially, emotionally, academically, and physically. This determination requires a great deal of assessment in all of these areas.

**Procedure for Early Kindergarten Entrance:**

1. An *Application Questions Form* completed with birth certificate attached turned into the building principal office by April 1<sup>st</sup>. To be considered for early entrance, a child must turn five years of age by December 1.
2. The child must participate in the District preschool screening program and the results will be evaluated. Above average results would be expected on the preschool screening assessment.
3. Interview with the building principal. Parents and child must be present.
4. Dependent upon results of interview, a psychological test may be required. Above average to superior performance would be expected on the psychological assessment.
5. The testing results will be given to the Early Entrance Evaluating Team for their recommendation to the principal.
6. A parental conference will be held at this time to discuss the results from the interview and the assessments to determine the most appropriate placement for your child at LPGE School.
7. Those students meeting eligibility for early entrance will attend a trial period (end of first quarter) after which a decision will be made regarding their continued placement in Kindergarten. The final decision lies with the LPGE School District.
8. All information shall be regarded as confidential.

**Homework Policy**

Homework in the LPGE Public School is an essential part of the school program. Assignments will vary in accordance to the needs of the class and will relate to classroom instruction. Completion of routine homework contributes to students building necessary skills to succeed in class, responsibility, self-discipline, and lifelong learning habits. The main purposes generally associated with homework are as follows:

- 1.) To give students a chance to review and practice what they have learned
- 2.) To prepare students for the next day's lessons
- 3.) To provide parents with insights into what is being taught in the classroom and the progress of their children.

**Time Frame of Homework Assignments:**

While it is understood that the time it takes to complete homework assignments may vary with each child, the times below are the **general guidelines**. All assignments are at the discretion of the teacher based on individual and class needs. If your child is having difficulty on a consistent basis completing assignments within the time frames established, please contact your child's teacher for assistance. **All students will be given class time to work on assignments before given as homework.**

- Kindergarten – Grade 2:                      Fifteen - Twenty minutes of reading per night. This could also include share sheets, spelling, math and occasional family projects
- Grade 3 - 4:                                      Twenty minutes of reading and/or homework per school night.



This may also include occasional long term projects.

Grade 5-6: Twenty - Thirty minutes of homework per school night. This includes reading daily and any work not finished during class time.

### **Late Work Consequences:**

Students' homework is due the next school day unless otherwise stated by the instructor. All late work will be due the last school day of the school week-normally Friday or at the end of a chapter. Work will then be graded accordingly for the work completed or not completed for that time frame. Students start fresh on the first day of the school week-normally Monday or at the beginning of a new chapter with no late assignments. Meetings with parents will be conducted for those students who habitually do not do their daily work. This does not apply to projects that may take longer to complete.

### **Additional Support for Homework:**

Successful completion of homework assignments is enhanced through the offering of the homework resources listed below. Teachers are advised to encourage the use of these additional resources if offered to maximize student success.

- Use of homework assignment sheets and student planners
- BOLT (after-school program)
- Class remediation time

## **Parent Refusal to Testing**

## **Statewide Assessments:**

### **Parent/Guardian Participation Guide and Refusal Information**

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

### **Assessments Connect to Standards**

Statewide assessments are based on the Minnesota Academic Standards or the WIDA English Language Development Standards. These standards define the knowledge and skills students should be learning in K-12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

### **Statewide Assessments Help Families and Students**

Participating in statewide assessments gives families a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results for:

- Postsecondary Enrollment Options (PSEO) in grade 10.



•Course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.  
English learners who take the WIDA ACCESS or WIDA Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

## **Taking Statewide Assessments Helps Your Student's School**

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

## **Student Participation in Statewide Assessments**

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

## **Consequences of Not Participating in Statewide Assessments**

- The student will not receive an individual score. For WIDA ACCESS and WIDA Alternate ACCESS, the student will not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any additional consequences for not participating.

Explore the [Statewide Testing page](#) for more information. ([education.mn.gov](http://education.mn.gov)>Students and Families>Programs and Initiatives>Statewide Testing)

### **Additional Information**

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the October 1 each school year. Refer to your district or charter school's website for more information on assessments

Updated March 2025



**Statewide Assessments: Parent/Guardian Decision Not to Participate**

**By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be submitted to your student’s school or district office prior to testing.**

**First Name:** \_\_\_\_\_ **Middle Initial:** \_\_\_\_\_

**Last Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Current Grade in School:** \_\_\_\_\_

**Student ID Number (if known):** \_\_\_\_\_

**School:**

\_\_\_\_\_ **District:** \_\_\_\_\_

**Parent/Guardian Name (print):**

\_\_\_\_\_

**Parent/Guardian Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**Reason for Refusal:**

\_\_\_\_\_

**Please indicate the statewide assessment(s) you are opting your student out of this school year:**

Reading MCA/Alternate MCA       Science MCA/Alternate MCA

Mathematics MCA/MTAS       WIDA ACCESS/WIDA Alternate ACCESS



**Contact your school or district for more information on how to opt out of local assessments.**

**(Note: This form is only applicable for the 20\_\_\_\_ to 20 \_\_\_\_ school year.)**

**Updated March 2025**

Contact your school or district for more information on how to opt out of local assessments.

### **Report Cards**

Report cards will be mailed every nine weeks, on the Thursday following the end of the nine week period. In special cases, additional information and communication may be necessary.

### **Staggered Start for Kindergarten**

**Purpose:** It is a valid instructional strategy for facilitating a smooth entry for our students as they enter kindergarten.

**Program Goals:** The goals of the program are to: provide the opportunity for teachers to begin to get to know the students and their needs more quickly; allow kindergarten teachers an opportunity to explain the practice school routines and safety issues more easily with a smaller group; offer several small group lessons and activities dealing with citizenship skills, such as working and playing together, self-control, and following directions.

**Program Format:** The staggered start format divides students into Group A or Group B. Group A will attend kindergarten on Tuesday, September 2. Group B will attend kindergarten on Wednesday, September 3. Both groups will start on Thursday, September 4.

**Grouping of Students:** Kindergarten classes will divide their small groups balanced by the following criteria: gender, English Language Learners, summer testing results which focus on academic and social skills.

### **Summer Academy**

LPGE offers summer school for our students including our SPED students. The focus of summer school will be to increase skills in reading, writing, and math. This is a 3 week session that will take place throughout the summer. Sessions run from 8-12 Noon-a breakfast and lunch will be served. Field trip day on Thursday runs 8:00-3:30 pm - field trip-lunch is provided. The dates and days of summer school are subject to change.

## **Part III - Rules and Discipline**

### **Attendance Policy**

Regular school attendance is necessary for students to achieve educational progress. Good attendance is directly related to their academic success. It also benefits them socially and helps them to establish regular habits of dependability and responsibility.



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the LPGE school district are **REQUIRED** to attend all assigned classes each day school is in session. Failure to do this without a valid excuse may result in official truancy proceedings.

The K-6 Education day officially begins at 8:05 a.m. and ends at 3:00 p.m. Any deviation from this by a student is considered a tardy or an absence.

- a) A student is marked tardy if they arrive at school between 8:05 a.m. and 8:30 a.m.
- b) A student arriving to school after 8:30 a.m. will be marked absent for ½ day.
- c) A student leaving school before 2:30 p.m for the afternoon will be marked absent for ½ day.

If your child will be absent all day or part of the day, please call 320-357-3699 or for an interpreter call 320-357-3696.

Parents/Guardians will be required to do the following if your child is absent or tardy:

- 1) Call and notify the school and/or...
- 2) Send a note with your student to school the following **absent** day.
  - a. If your child is absent more than 3 consecutive days due to illness, you will be requested to bring a doctor's note excusing the days absent.
  - b. Documentation may be requested at any time by the school for any excessive absence due to illness, appointments or family matters.
  - c. If notification is not received by the school explaining your child's absence, it will be marked unexcused.
- 3) Pick up your child's homework. Especially if they are going to be out of school for an extended period of time.
- 4) A student coming to school late or leaving school early will need to be signed in/out at the elementary office.
- 5) Parents/Guardians are strongly encouraged to make appointments for their children during "non-school" time, as to not interfere with their educational learning.
- 6) Parents are strongly encouraged to plan vacations during times when school is not in session.
- 7) If a student will be absent for a continued amount of time due to a medical concern, parents can make a request for homebound services. This request needs the approval of the principal. A doctor's note will be required for this service.

The Attendance Policy at LPGE K6 building is as follows:

Tardies: (that are not excused by a doctor, dental, or illness related appointment)

3 Tardies= student will get a warning

4 Tardies= letter from the Principal sent to parents

8 Tardies= Principal will set up a Parent Meeting



### Unexcused days or Partial Days

3 Days Unexcused = Letter from the Principal

5 Days Unexcused = 2<sup>nd</sup> Letter from the Principal to set up a Parent Meeting

7 Days Unexcused = A Truancy Referral for the student will be sent to Todd County Health & Human Services

### Excused & Unexcused Full or Partial Days

10 Days = Letter from the Principal

11 Days or more = may result in a request from the Principal to set up a Parent Meeting

## **Audio and Video Recording Policy**

### **Long Prairie-Grey Eagle Public Schools**

The creation of audio and/or video recordings in an educational setting is governed by applicable federal and state privacy laws, including the **Family Educational Rights and Privacy Act (FERPA)** and the **Minnesota Government Data Practices Act (MGDPA)**. Recordings, including Artificial Intelligence, tools made on school property or during school-related activities, may constitute **educational records** and are subject to all related policies, ethical standards, and handbook guidelines.

### **District Oversight and Enforcement**

- The **school district reserves the right to prohibit or limit recording activity** that disrupts instruction, infringes on the rights of others, or violates law or district policy.
- The **district may review, retain, or require deletion** of recordings made on school property or at school events when such recordings relate to:
  - A **disciplinary matter**
  - A **criminal investigation**
  - A violation of **district policy**
- Recordings determined to be educational records will be subject to FERPA and applicable state data privacy laws.

### **Student Recording Policy**

Students are **not permitted** to record classmates, staff, or classroom activities **without prior permission** from a teacher, administrator, or designated school staff member.

- Unauthorized recordings, especially those intended to embarrass, intimidate, or harass, may be considered violations of the district's **bullying prevention, acceptable use, and student discipline policies**.
- Students who violate this policy may face **disciplinary consequences**, up to and including suspension or expulsion, depending on the nature and impact of the recording.



**Date Adopted: 07/17/2023**

## **Bullying Prohibition Policy (514)**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;
2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public-school activity, such as a co curricular or extracurricular activity, is subject to the policy provisions applicable to the public-school students participating in the activity.

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

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

H. False accusations or reports of bullying against another student are prohibited.

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

### III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term “bullying” specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

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

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

D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “Malicious and sadistic conduct” means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

F. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

G. “Prohibited conduct” means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.

H. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



I. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

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

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

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

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



## **V. SCHOOL DISTRICT ACTION**

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

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

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

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

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

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

## **VI. RETALIATION OR REPRISAL**

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



## VII. TRAINING AND EDUCATION

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

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

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

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

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

#### **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

#### **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



in consultation with students, parents, and community organizations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Model Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. Ch. 124E (Charter Schools)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**Bus Policy**

**STUDENT TRANSPORTATION POLICY**

Aksamit Transportation Inc. (ATI) is pleased to offer school bus transportation to and from school for your student(s). ATI takes great strides to provide safe and reliable transportation each and every day. Our motto is “Transporting America’s Pride” and we wholeheartedly believe in this. The following information will assist us in making this possible. Please share this information with your son(s) and/or daughter(s) prior to the start of the school year.

School Bus Safety training is conducted within the first three weeks of school. During School Bus Safety training students will be provided training for safe and proper behavior on and around the school buses.



## **PROPER CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

First and foremost, riding the school bus is a privilege, not a right. Students are expected to follow the same behavior standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

### **SCHOOL BUS AND BUS STOP RULES**

The school district bus safety rules are to be posted in every bus. It is the school bus driver's responsibility to report unacceptable behavior to the appropriate ATI terminal manager or ATI staff.

#### **RULES AT THE BUS STOP**

- Get to your stop five (5) minutes before your scheduled pick up time. The school bus driver will not wait.
- Keep your arms, legs and belongings away from where the bus stops.
- Stay 10 feet away from the bus while the bus is moving.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus. Wait until the bus comes to a complete stop before approaching the bus.
- After getting off the bus, safely move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to wave to you before crossing the street.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

#### **RULES ON THE BUS OR VAN**

- Always follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs and belongings to yourself.
- No fighting, harassment, intimidation or horseplay.
- Keep ALL personal belongings in your backpack.
- Do not throw any objects.
- Do not damage the inside or outside of the school bus or van.
- Make sure you have all of your belongings and are prepared to exit the bus prior to arriving at your stop. • There are NO guarantees that items left on the bus or van can be returned.
- The driver may take items from a student(s) if the driver finds it to be offensive or unsafe. • No



eating, drinking or use of tobacco or drugs.

- Do not bring any weapon or dangerous objects on the school bus.

*Revised 08/2018*

#### **STUDENT BEHAVIOR MANAGEMENT POLICIES**

- The school bus driver is responsible for the safety and supervision of students on the bus. • Rules must be enforced according to ATI and School District policies.

#### **CONSEQUENCES**

Consequences for school bus/bus stop misconduct will apply to all riders. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (Ex: field trips or competitions) will be in the sole discretion of the school district and ATI staff.

1st Offense Warning

2nd Offense Assigned seat or 1-5 day suspension

3rd Offense 1-5 day suspension

4th Offense 5-10 day suspension; possible loss of all bus privileges

5th Offense 10 day suspension; possible loss of all bus privileges

#### **INCIDENTS OF MISCONDUCT**

Incidents or serious misconduct must be documented and reported to the proper authorities (MN Stat. 169.4582). Offenses include but are not limited to the following:

- Spitting
- Excessive Noise
- Horseplay
- Eating and drinking on the bus
- Standing
- Profanity, verbal abuse
- Prohibited objects
- Hanging out the windows
- Throwing of any object
- Physical aggression
- Use of tobacco or controlled substance
- Vandalism to bus
- Holding onto or touching exterior of bus
- Lighting of matches or incendiary device
- Tampering with or using emergency exits unless in an emergency or drill
- Other offenses otherwise not listed



### OTHER DISCIPLINE

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

### CRIMINAL CONDUCT

In cases involving criminal conduct (Ex. Assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed. *Revised 08/2018*

## **Cyber Security Policy**

# **Long Prairie Grey Eagle Public Schools Cyber Security Policy July 2025**

### **Introduction**

Information Technology (IT) is an integral and critical component of Long Prairie-Grey Eagle (LPGE)'s daily business and educational needs. This policy seeks to ensure that LPGE's IT resources efficiently serve the primary business/educational functions of LPGE, provide security for LPGE and users' electronic data, and comply with federal and other regulations. IT resources include hardware (computers, servers, peripherals), software (licensed applications, operating systems), network equipment (routers, firewalls, wiring), and IT personnel. The integrity of all IT resources is extremely important to the successful operation of LPGE.

All computer equipment, peripherals, and software are LPGE's property and are provided for business/educational purposes. Proper use and control of computer resources is the responsibility of all employees. Intentional or reckless violation of established policies or improper use of LPGE's computers will result in corrective action up to and including termination.

Employees should also be aware that any work completed on LPGE's computers is subject to monitoring and review, and they should not expect their communications to be private.

### **Policy Statement**

It is the policy of LPGE Schools to use IT resources in a cost-effective manner that safeguards student and employee data and promotes accuracy, safety, information, and efficiency. The overriding goal of this policy is to comply with all federal and other regulations and to protect the integrity of the private and confidential data that resides within LPGE's technology infrastructure.

### **Review and Acceptance**

The School Board, Technology Director, and IT staff shall review this comprehensive policy at least annually, making such revisions and amendments as deemed appropriate and indicating approval and the date thereof in the policy header.



All LPGE staff are responsible for review and acceptance of this policy annually. Appropriate communications by way of a reminder will be sent by Administration or its assignee along with instructions for acceptance.

## Acceptable Use of Information Systems

### Definitions

**Information Systems:** All electronic means used to create, store, access, transmit, and use data, information, or communications in the conduct of administrative, instructional, research, or service activities. Additionally, it is the procedures, equipment, facilities, software, and data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

**Authorized User:** An individual or automated application or process that is authorized access to the resource by the system owner, in accordance with the system owner's procedures and rules.

### Overview

Data, electronic file content, information systems, and computer systems at LPGE must be managed as valuable organization resources.

Information Technology's (IT) intentions are not to impose restrictions that are contrary to LPGE's established culture of openness, trust, and integrity. IT is committed to protecting LPGE's authorized users from illegal or damaging actions by individuals either knowingly or unknowingly.

Internet systems including, but not limited to, computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and File Transfer Protocol (FTP) are the property of LPGE. These systems are to be used for school purposes in serving the interests of LPGE and of its students.

Effective security is a team effort involving the participation and support of every LPGE employee, volunteer, and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines and to conduct activities accordingly.

### Purpose

The purpose of this policy is to outline the acceptable use of computer equipment at LPGE. These rules are in place to protect the authorized user and LPGE. Inappropriate use exposes LPGE to risks including virus attacks, compromise of network systems and services, and legal issues.

### Scope

This policy applies to the use of information, electronic and computing devices, and network resources to conduct LPGE business or interact with internal networks and business systems, whether owned or leased by LPGE, the employee, or a third party.



All employees, students, volunteers, contractors, consultants, subs, and other workers at LPGE, including all personnel affiliated with third parties, are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with LPGE policies and standards, local laws, and regulations.

## **Policy Detail**

### **Ownership of Electronic Files**

All electronic files created, sent, received, or stored on LPGE-owned, leased, or administered equipment or otherwise under the custody and control of LPGE are the property of LPGE.

### **Privacy**

Electronic files created, sent, received, or stored on LPGE-owned equipment, or otherwise under the custody and control of LPGE are not private and may be accessed by LPGE IT employees or administration at any time without knowledge of the user, sender, recipient, or owner. Electronic file content may also be accessed by appropriate personnel in accordance with directives from Human Resources or the Superintendent.

### **General Use and Ownership**

Authorized users are accountable for all activity that takes place under their username.

Authorized users should be aware that the data and files they create on the school's systems immediately become the property of LPGE. Because of the need to protect LPGE's network, there is no guarantee of privacy or confidentiality of any information stored on any network device belonging to LPGE.

For security and network maintenance purposes, authorized individuals within the LPGE IT Department may monitor equipment, systems, and network traffic at any time.

LPGE's IT Department reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

LPGE's IT Department reserves the right to remove any non-business-related software or files from any system. Examples of non-business related software or files include, but are not limited to; games, instant messengers, pop email, music files, image files, freeware, and shareware.

System-level and user-level passwords must comply with the Password Policy. Authorized users must not share their LPGE login ID(s), account(s), passwords, Personal Identification Numbers (PIN) or similar information or devices used for identification and authentication purposes. Providing access to another individual, either deliberately or



through failure to secure its access, is prohibited.

All PCs, laptops, and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 10 minutes or less.

All users must lockdown their PCs, laptops, and workstations by locking (Windows + L) when the computer will be unattended for any amount of time.

All users are responsible for promptly reporting the theft, loss, or unauthorized disclosure of school information to their immediate supervisor and/or the IT Department.

All users must report any weaknesses in LPGE computer security and any incidents of possible misuse or violation of this agreement to their immediate supervisor and/or the IT Department.

Authorized users must use extreme caution when opening email attachments received from unknown senders, which may contain viruses or e-mail phishing attempts.

### **Artificial Intelligence (AI) Tools Usage**

Employees may use Artificial Intelligence (AI) tools in the course of their work, provided such use complies with all applicable district policies, state and federal laws, and professional ethical standards. This includes, but is not limited to, compliance with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), the Minnesota Government Data Practices Act (MGDPA), and copyright and intellectual property laws.

Employees are responsible for ensuring that any content produced, assisted, or reviewed using AI tools meets district standards for accuracy, appropriateness, and professional quality. Use of AI tools does not absolve an employee of responsibility for the content or decisions made based on such tools. Additionally, employees must not input or expose personally identifiable student or staff information into AI systems unless explicitly authorized by the district and ensured to be compliant with relevant privacy protections.

Improper use of AI tools, including but not limited to violations of privacy, misrepresentation of work, or reliance on inaccurate or unverified outputs, may result in disciplinary action in accordance with district policy.

### **Unacceptable Use**

Users must not intentionally access, create, store, or transmit material which LPGE may deem to be offensive, indecent, or obscene.

Under no circumstances is an employee or temporary employee of LPGE authorized to



engage in any activity that is illegal under local, state, federal, or international law while utilizing LPGE-owned resources.

### **System and Network Activities**

The following activities are prohibited by users, with no exceptions:

- Violations of the rights of any person or company protected by copyright, or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of “pirated” or other software products that are not appropriately licensed for use by LPGE.
- Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email phishing, etc.).
- **Revealing your account password to others or allowing use of your account by others. This includes subs, student teacher assistants, paraprofessionals, family and other household members when work is being done at home.**
- Using a LPGE computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- Attempting to access any data, electronic content, or programs contained on LPGE systems for which they do not have authorization, explicit consent, or implicit need for their job duties.
- **Installing any software, upgrades, updates, or patches on any computer or information system without the prior consent of LPGE IT.**
- **Installing or using non-standard shareware or freeware software without LPGE IT approval.**
- Installing, disconnecting, or moving any LPGE owned computer equipment and peripheral devices without prior consent of LPGE’s IT Department.
- **Purchasing software or hardware, for LPGE use, without prior IT compatibility review.**
- Purposely engaging in activity that may; degrade the performance of information systems; deprive an authorized LPGE user access to a LPGE resource; obtain extra resources beyond those allocated; or circumvent LPGE computer security measures.
- Downloading, installing, or running security programs or utilities that reveal passwords, private information, or exploit weaknesses in the security of a system. For example, LPGE users must not run spyware, adware, password cracking programs, packet sniffers, port scanners, or any other non- approved programs on LPGE information systems. The LPGE IT Department is the only department authorized to perform these actions.
- Circumventing user authentication or security of any computer, network, or account.
- Interfering with, or denying service to, any user other than the employee’s computer (for example, denial of service attack).



Access to the Internet at home, from a LPGE-owned computer, must adhere to all the same policies that apply to use from within LPGE facilities. Authorized users must not allow family members or other non-authorized users to access LPGE computer systems.

LPGE information systems or hardware must not be used for personal benefit. Examples include but not limited to: Selling products or merchandise, promoting non school related fundraising activities.

### User Passwords

Passwords for LPGE network access must be implemented according to the following guidelines:

- Passwords must adhere to a minimum length of 10 characters
- Passwords must contain a combination of alpha, numeric, and special characters, where the computing system permits (!@#%&\* \_+=~/~';',<>|\).
- Passphrases are also encouraged. This could be as easy as using a sentence as your password.
- Passwords must not be easily tied back to the account owner such as: username, social security number, nickname, relative's names, birth date, etc.
- Passwords must not be dictionary words or acronyms
- Password changes may be required periodically.

### Multi Factor Authentication

LPGE IT department requires Multi Factor Authentication on Google Apps (i.e. Email, Drive etc.)

Employees will have two options to use for Multi Factor Authentication. (only need one of these)

- Personal Cell Phone Text Message
- Classroom Phone Number voice codes

Other district owned Software will be required to have Multi Factor Authentication as the software permits. (This is not available from Skyward at this time)

### LPGE Wi-Fi Network

LPGE IT department will provide access to its secure wifi network on LPGE owned



devices only.

LPGE also provides Guest Internet access to personal devices. This is a password protected network. The password will be posted in each building for Guest access. LPGE is not responsible for any damage to personal devices when using the Guest network. LPGE reserves the right to remove the Guest network or block access to users who are using the guest access in violation of policy.

**Review and Acceptance**

Each employee must complete a cyber security training program each school year or upon employment. This online training will be assigned and managed by the IT department. Training and assessment must be completed two weeks after the first workshop day. Failure to complete this training may result in the blocking of access to LPGE IT equipment.

Employees will be expected to complete training exercises throughout the year. These could include interactive games, phishing tests, and more.

If an employee fails two exercises they will be required to repeat the cybersecurity training within one week of notification from the IT team. Building level administration will be informed of the repeat training.

All LPGE staff are responsible for the review and acceptance of this policy. Acceptable use upon starting work at LPGE. New employee onboarding and training shall include this Policy at a minimum, and in addition to all other applicable training and orientation material, and instructions for acceptance shall be provided at that time. Signed acceptance will be received and retained by Information Technology management.

\_\_\_\_\_ Date: \_\_\_\_\_

LPGE Staff Member

**Dress and Appearance**

The dress of a student reflects the quality of the school, of their conduct and their schoolwork. All students at LPGE Schools are expected to dress and groom themselves neatly in clothes that are appropriate for the school/work environment/weather. Therefore grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement, or that expose students to accidents must be avoided. Appropriate dress also applies to school sponsored dances.



### **Dressed for the Weather:**

Students need to come to school dressed for the weather. During the winter, this includes boots, jackets, snow pants, hats and mittens for students who have recess.

### **Inappropriate Clothing/Accessories:**

Clothing choices that are considered inappropriate for school setting and not allowed include but are not limited to:

- \*Clothing or accessories with profanity or suggestive, vulgar, or offensive sayings or pictures that promote alcohol, drugs, tobacco, nudity, violence, gang-related symbolism, or sexual, racial, or religious harassment.
- \* Clothing that displays cleavage, exposes navel/midriff, spaghetti strap tank tops, backless garments, and no exposed undergarments.
- \* Gang affiliated signs, symbols, jewelry, tattoos, or clothing that represent acknowledged gangs or gang activity. This also includes simulations of anything representing "colors."
- \*Headgear of any kind (hats, bandanas, hoods, etc.), coats or pajamas.
- \* Skirts, skorts, and shorts must be fingertip length (arms extended down below the waist).
- \*Holes in pants are discouraged, however if you must wear them, the holes in the pants must be fingertip length (arms extended down below the waist).
- \*Trench coats or heavy chains are prohibited.

Students will be required to change or be referred to the office. If in doubt, don't wear it! **Note: This policy may be amended without notice to prohibit any attire that is deemed disruptive to the learning environment. Building-level administrators have the discretion to make decisions about appropriate and inappropriate clothing and their decisions shall be final.**

*Adopted: December 19, 2005 MSBA/MASA Model Policy 514 Orig. 2003 Revised:*

*May 16, 2016 Rev. 2014*

## **Harassment and Violence Policy**

It is the policy of Independent School District No. 2753 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.



The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action upon any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

**Types of Harassment:**

**Sexual Harassment:** Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when: 1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or 2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or 3. that conduct or communication has

the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment. Sexual harassment may include but is not limited to: 1. unwelcome verbal harassment or abuse; 2. unwelcome pressure for sexual activity; 3. unwelcome, sexually motivated or inappropriate patting,

pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property; 4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status; 5. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or 6. unwelcome behavior or words directed at an individual because of gender. 7. Written notes or E-mail messages that contain sexual references will be interpreted as harassment. Consequence: ISS and loss of E-mail privilege.

**Racial Harassment:**

Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct: 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or 3. otherwise adversely affects an individual's employment or academic opportunities.

**Religious Harassment:**

Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct: 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment; 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or 3. otherwise adversely affects an individual's employment or academic opportunities.

**Sexual Violence:**

Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's parts, or forcing a person to touch any person's intimate parts.



Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breasts, as well as the clothing covering these areas. Sexual violence may include, but is not limited to: 1. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; 2. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; 3. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or 4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

**Racial Violence:**

Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

**Religious Violence:**

Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

**Reporting Procedures:**

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

**A. In Each School Building.** The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately. The principal may request, but may not insist upon, a written complaint. The principal will conduct an investigation as soon as possible. The Complaint and Report will be forwarded to the School District Human Rights Officer. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights officer by the reporting party or complainant.

**B. In the School District.** The School Board hereby designates Barton Rud as the School District Human Rights Officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights officer, the complaint shall be filed directly with the Superintendent. The School District shall conspicuously post the name of the Human Rights Officer including mailing address and telephone number.

**Confidentiality:**

Submission of a good faith complaint or report of religious, racial or sexual harassment or violence



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



will not affect the complainant or reporter's future employment, grades or work assignments. Use of formal reporting forms is not mandatory. The School District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

**Investigation:**

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed and others who may have knowledge of the alleged incidents or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

**School District Action:**

Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

**Reprisal:**

The School District will discipline or take appropriate action against any pupil, teacher,



administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### **Right to Alternative Complaint Procedure:**

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

#### **Harassment or Violence as Abuse:**

Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory report under Minn. Stat. 626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

#### **Dissemination of Policy and Training:**

1. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
2. This policy shall appear in the student handbook.
3. The School District will develop a method of discussing this policy with student and employees.
4. This policy shall be reviewed at least annually for compliance with state and federal law.

#### **Internet Policy**

~~District #2753 has a computer network. This network allows students and staff to access the school's programs and the Internet. The Internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, government, the military and individuals. In schools and libraries the Internet can be used to educate, to inform and to entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM and other information resources.~~

~~Staff and students use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals and to locate material to meet educational and personal information needs.~~

~~Because the Internet is a fluid environment, the information which will be available to students is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purchase, availability and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the "User Agreement and Parent Permission Form" to the school.~~

~~**Network Acceptable Use Policy:** Students and staff are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on~~



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



the network are often public in nature. General school rules for behavior and communications apply. Network users agree to be: **Responsible:** They will protect their individual accounts by declining to share their passwords. They accept responsibility for the content of the messages they post - in their real names - and recognize **access is a privilege - not a right**. Access requires responsibility. Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity to insure that users are using the system responsibly. Users should not expect that files on district servers will always be private. Messages relating to or in support of illegal activities may be reported to legal authorities. Within reason, freedom of speech and access to information will be honored. During school, teachers guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies and radio.

**Ethical:** They do not interfere with others' work or with the performance of the network, by attempting to "hack" passwords, gain entry to closed areas of the network or by knowingly or inadvertently introducing computer viruses. Users will not send or display sexually explicit, obscene, pornographic, lewd or other inappropriate messages or pictures. If access to these areas is gained accidentally, the user will exit immediately.

**Efficient:** They recognize that the network is a shared resource, respect time limits and bandwidth limits (downloading large files will slow down the entire network) and learn to use tools which allow them to work offline.

**Network Etiquette:** They learn that the network is a social community with accepted standards of behavior - also known as netiquette". These standards include: Being polite. Do not get abusive in your messages with others; Use appropriate language. Do not swear, use vulgarities or inappropriate language. Illegal activities are strictly forbidden; Do not reveal your personal address or phone numbers of students

or colleagues; Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities; Do not use the network in such a way that you would disrupt the use of the network by other users; All communications and information accessible via the network should be assumed to be private property.

**Legal:** They respect copyright, and will not use the network resources to promote illegal activities. This includes copying software provided by District #2753.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Internet Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from the individual. Attempts to log on to the Internet as system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**Sanctions:** Sanctions may be applied in cases of inappropriate use of the network. Violators of this policy will be held liable for any and all damages done to the equipment or software resources and may result in the following: 1. Loss of access. 2. Additional disciplinary action may be determined at the building level, consistent with existing practice regarding inappropriate language or behavior. 3. When applicable, law enforcement agencies will be involved. District #2753 reserves all rights to any material stored in its file servers and have the right to remove any material that is



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



inappropriate or objectionable. The primary use of the district's network is for school related, educational purposes and communications. A copy of the form which must be completed to gain access to the Internet follows. This form is sent home with elementary students the first week of school.

~~Independent School District #2753 makes no warranties of any kind, whether expressed or implied, for the service it is providing. ISD #2753 will not be responsible for any damages a student, parent or guardian suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or a student, parent or guardian error or omission. Use of any information obtained via the Internet is at student, parent or guardian's own risk. ISD #2753 denies any responsibility for the accuracy or quality of information obtained.~~

**Web Account Student Under 13 Parent Consent Form: 2025-2026 Grades K-2 (will be updated)**

~~In order for Long Prairie Grey Eagle Schools to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.~~

~~Long Prairie Grey Eagle Schools utilizes several computer software applications and web-based services, operated not by Long Prairie Grey Eagle Schools but by third parties. These include Google, Schoology, and similar educational programs.~~

~~In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.~~

~~The law permits Long Prairie Grey Eagle Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site advisor.~~

~~This form will constitute consent for Long Prairie Grey Eagle Schools to provide personal identifying information for your child consisting of first name, email address and username to the following web operators: Google, Schoology, and to the operators of any additional web-based~~



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



educational programs and services which Long Prairie Grey Eagle Schools may add during the upcoming academic year.

~~Please be advised that without the receipt of this signed form, your son or daughter will not be allowed to have access to the school's devices or internet, thus preventing them from doing a significant amount of their school work. This will require the student to have access to the internet and a device outside of the school day in which to complete these requirements. This will also cause your son or daughter to take a zero on some electronic based assignments or assessments that need to be completed on the internet during the school day. The only exception to this is when students need to take the MCAs, which is a computer based state assessment.~~

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Parent/Guardian Name (PLEASE PRINT):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **LPGE PBIS Discipline Guidance - Thunder Pride**

The purpose for implementing PBIS at LPGE Elementary is to instill a sense of respect, responsibility, and safety for all students and staff. When this occurs we will create a school environment where our students can achieve a sense of pride and success.

### **Minor Behaviors**

1. Staff member reporting the offense must complete the behavior process.
  - a.) **Paras and other teachers** - fill out **Office Referral Form** and give to the homeroom teacher. The Office Referral Form can be found in the mail room.
  - b.) **Homeroom teachers** enter information into the Skyward discipline area. Be sure to choose Classroom Referral and do classroom action. If the offense needs to be referred to the principal (ex. 3rd minor), do not choose Classroom Referral. Only choose Classroom Referral when teacher/staff member handled situation. By not choosing Classroom Referral, principal will receive email.
  - c.) Set up conference with student to complete **Student Processing Form**-part of the Office Referral Form.
  - d.) Parents/Guardians may be notified.
  - e.) Consequence may be warranted, but a change in behavior is desired more so than a consequence.

### **Major Behaviors**

1. Staff member reporting the major offense must complete the behavior process.
  - a.) **Paras and other teachers** - fill out **Office Referral Form** and give to the homeroom teacher. The Office Referral Form can be found in the mail room.
  - b.) **Homeroom teachers** enter information into the Skyward discipline area. Major offenses need to be referred to the principal, do not choose Classroom Referral. Only choose Classroom Referral when teacher/staff member handled situation. By not choosing Classroom Referral, principal will receive email.
2. Elementary principal must complete the major behavior process.
  - a.) Set up conference with student to complete **Student Processing Form**-part of the Office Referral Form.
  - b.) Parents/Guardians must be notified.
  - c.) Consequence based on the **Major Behavior Guidance**.



**Long Prairie Grey Eagle Elementary**  
**Office Referral Form**

**STOP & THINK**

**Name:**

**Date: Time:**

**Classroom Teacher:**

**Grade:**

**Referring Staff:**

**Location:**

**Others Involved:**

**What happened?**

**What would have been a better choice?**

**How will you solve/fix the problem?**

**(Use back side as needed)**



## **PBIS Major Behaviors Guidance**

Unique or special situations may call for an adjustment to this document to meet the needs of our students and school. **The building principal is responsible for administering the contents of this document.**

### **Alcohol or Chemical Infractions**

The possession or use of any alcohol, narcotic, illegal substance, controlled substance or drug paraphernalia is prohibited on school property.

### **Arson-Fire**

The intentional setting of a fire that results in, or could have potentially resulted in, the destruction or damage to district property or other property or that endangers or potentially endangers others by means of fire is prohibited.

### **Assault**

Committing an act with intent to cause fear in another person of immediate bodily harm or intentionally inflicting or attempting to inflict bodily harm upon another person is prohibited.

### **Bullying or Intimidating Behavior**

Bullying or intimidating behavior of any type, including through the use of technology and the internet is prohibited. This is also addressed under the District's Bullying Policy.

#### **Bullying:**

This means intimidating, threatening, abusive, or harming conduct that is objectively offensive and: an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

#### **Cyber-bullying:**

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

### **Dress and Appearance**

Dress or appearance determined to be inappropriate or disruptive to the education process is prohibited. See below for specific information.

### **Fighting**

Engaging in any form of fighting where blows are exchanged is prohibited.



### **Harassment**

Harassment and violence because of race, color, creed, religion, national origin, gender, etc. are prohibited.

### **Inappropriate Behavior**

Disruptive or disrespectful behavior is prohibited. Disruptive or disrespectful behavior is language or behavior that disrupts or threatens to disrupt the school environment. Intentional touching of another person's intimate parts is prohibited. Indecent exposure is also prohibited.

### **Inappropriate/Obscene Language**

Offensive, obscene, or abusive language tending reasonably to arouse alarm, anger, or resentment in others is prohibited.

### **Nuisance Objects/Potentially Dangerous Items**

Misuse or distribution of any object that causes distractions or a nuisance is prohibited. These objects may include, but not limited to laser pointers, lighters, squirt guns, video games, etc.

### **Pushing, Shoving, Scuffling**

Physical contact that could harm others, but is not defined as an assault or fighting, is prohibited.

### **Riding School Bus**

All rules that apply to building and classroom behavior apply while riding a school bus. Aksamit Transportation Inc policies will be enforced.

### **Technology/Internet Misuse**

Misuse of technologies, equipment or network; deletion or violation of password-protected information, inappropriate downloading of apps, computer programs, data, passwords or system files; deliberate contamination of the system; unethical use of information; or violation of copyright laws are prohibited. The use of personal devices is prohibited during class time.

### **Theft-Receiving or Possessing Stolen Property**

The unauthorized taking, using, transferring, hiding or possessing of the property of another person without the consent of the owner or the receiving of such property is prohibited. Restitution, when appropriate, may be required.

### **Threatening Group/Gang Activity**

Threatening group-related activity, the use of graffiti emblems, symbolism, hand signs, slang, tattoos, jewelry, discussion, clothing, etc. are prohibited.

### **Tobacco Use or Possession**

Possession or use of tobacco is prohibited, including e-cigarettes, vaping items, and other items used for use of tobacco or other illegal substances.

### **Truancy/Skipping Class**

Habitually being late for class is prohibited. Intentionally skipping class or BOLT (if enrolled) is prohibited.



**Vandalism**

Littering, defacing, cutting, damaging or destroying property that belongs to the district or individuals is prohibited.

**Weapons, Explosives, Incendiary Devices, Ammunition, and Other Dangerous Items** It means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples are: guns (including pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives (including jack knives and other knives with folding blades), clubs, metal knuckles, nunchucks, throwing stars, explosives, stun guns, mace (including any chemical that might be used to harm others), or any ammunition. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon. The possession of imitation, non-working, or self-created weapons is prohibited. **Definition of Possession:** This refers to having a weapon on one's person or in an area subject to one's control on school property including, but not limited to, lockers or at a school activity.

**Others Not Listed Above: Serious infraction of any school rule or for any good cause not specifically stated above. This reason is to be used for unique or unusual situations not listed above.**



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



<b>PBIS Major Behaviors Guidance (Grades K-3)</b>			
	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Alcohol or Chemical Infractions</b>	*Student Conference *Student/Parent Contact *Counselor/Social Worker Referral *In School Monitoring and Reteaching *Police Referral * Nonexclusionary discipline (NED)	*Student/Parent Conference *Alternate Lunch Seating *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Alternate Lunch Seating (Multiple Days) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)
<b>Arson - Fire</b>	*Student Conference *Student/Parent Conference *Counselor/Social Worker Referral *Suspension (Up to 5 days) *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Suspension (Up to 10 days) *Police Referral *Expulsion Recommendation	
<b>Assault</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)
<b>Bullying or Intimidating Behavior</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)
<b>Dress and Appearance</b>	*Student Conference *Student told to make necessary changes *Parents may be contacted *Nonexclusionary discipline (NED)	*Parent/Student Contact *Student told to make necessary changes *Counselor/Social Worker Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *Alternate Lunch Seating *In School Monitoring *Nonexclusionary discipline (NED)
<b>Fighting</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



<b>Harassment</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)
<b>Inappropriate Behavior</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)
<b>Inappropriate - Obscene Language</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)
<b>Nuisance Objects - Potentially Dangerous Items</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Alternate Lunch Seating (Multiple days) *Possible Police Referral *Nonexclusionary discipline (NED)
<b>Pushing, Shoving, Scuffling</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)
<b>Riding the School Bus</b>	*Warning *Nonexclusionary discipline (NED)	*Assigned Seat OR *1-5 Day Bus Suspension	*1-5 Day Bus Suspension 4th Offense * 5-10 Day Bus Suspension and possible loss of bus privileges 5th Offense *10 Day Bus Suspension and possible loss of bus privileges



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



<p><b>Technology Internet Misuse</b></p>	<p>*Student Conference *Parent/Student Contact *Check-In/Check-Out Chromebook with Classroom Teacher for one week *Nonexclusionary discipline (NED)</p>	<p>*Parent/Student Conference *Check-In/Check-Out Chromebook with Classroom Teacher for two weeks *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)</p>	<p>*Parent/Student Conference *Check-In/Check-Out Chromebook with Classroom Teacher for three weeks *Network Access limited or monitored for rest of year *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)</p>
<p><b>Theft - Receiving or Possessing Stolen Property</b></p>	<p>*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Financial Restitution as needed *Nonexclusionary discipline (NED)</p>	<p>*Parent/Student Conference *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating (Multiple days) *Financial Restitution as needed *Possible Police Referral *Nonexclusionary discipline (NED)</p>	<p>*Parent/Student Conference *In School Monitoring *Alternate Lunch Seating (Multiple days) *Financial Restitution as needed *Police and/or CCY Referral *Nonexclusionary discipline (NED)</p>
<p><b>Threatening Group - Gang Activity</b></p>	<p>*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Nonexclusionary discipline (NED)</p>	<p>*Parent/Student Conference *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating (Multiple days) *Possible Police Referral *Nonexclusionary discipline (NED)</p>	<p>*Parent/Student Conference *In School Monitoring *Alternate Lunch Seating (Multiple days) *Police Referral *Nonexclusionary discipline (NED)</p>
<p><b>Tobacco Use or Possession</b></p>	<p>*Student Conference *Student/Parent Contact *Counselor/Social Worker Referral *In School Monitoring and Reteaching *Police Referral *Nonexclusionary discipline (NED)</p>	<p>*Student/Parent Conference *Alternate Lunch Seating *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)</p>	<p>*Student/Parent Conference *Alternate Lunch Seating (Multiple Days) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)</p>
<p><b>Truancy - Skipping Class</b></p>	<p>*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline (NED)</p>	<p>*Student/Parent Conference *Counselor/Social Worker Referral *Alternate Lunch Seating (Multiple Days) *CCY Referral *Nonexclusionary discipline (NED)</p>	<p>*Student/Parent/CCY Conference *In School Monitoring *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)</p>



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



<b>Vandalism</b>	<ul style="list-style-type: none"> <li>*Student Conference *Parent/Student Contact</li> <li>*In School Support Services (Reteaching)</li> <li>*Financial and/or cleaning restitution</li> <li>*Nonexclusionary discipline (NED)</li> </ul>	<ul style="list-style-type: none"> <li>*Student/Parent Conference</li> <li>*Counselor/Social Worker Referral *Alternate Lunch Seating (Multiple Days)</li> <li>*Financial and/or cleaning restitution *Police Referral</li> <li>*Nonexclusionary discipline (NED)</li> </ul>	<ul style="list-style-type: none"> <li>*Student/Parent Conference</li> <li>*Alternate Lunch Seating (Multiple Days) * In School Monitoring</li> <li>*Financial and/or cleaning restitution *Police Referral</li> <li>*Nonexclusionary discipline (NED)</li> </ul>
<b>Weapons, Explosives and Other Dangerous Devices *</b>	<ul style="list-style-type: none"> <li>*Student Conference *Student/Parent Conference</li> <li>*Counselor/Social Worker Referral *Suspension (Up to 5 days)</li> <li>*Police Referral *Nonexclusionary discipline (NED)</li> </ul>	<ul style="list-style-type: none"> <li>*Student/Parent Conference</li> <li>*Suspension (Up to 10 days)</li> <li>*Police Referral *Expulsion Recommendation</li> </ul>	
Updated July 2023			



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



<b>PBIS Major Behaviors Guidance (Grades 4-6)</b>			
	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
<b>Alcohol or Chemical Infractions</b>	*Student Conference *Student/Parent Contact *Counselor/Social Worker Referral *In School Monitoring and Reteaching *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *In School Suspension (Up to 1 day) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *In School Suspension (Up to 5 days) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)
<b>Arson - Fire</b>	*Student Conference *Student/Parent Conference *Counselor/Social Worker Referral *Suspension (Up to 5 days) *Police Referral *Nonexclusionary discipline (NED)	*Student/Parent Conference *Suspension (Up to 10 days) *Police Referral *Expulsion Recommendation	
<b>Assault</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 2 days) *Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (Up to 5 days) *Police and CCY Referral *Nonexclusionary discipline (NED)
<b>Bullying or Intimidating Behavior</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 2 days) *Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 5 days) *Police Referral *Nonexclusionary discipline (NED)
<b>Dress and Appearance</b>	*Student Conference *Student told to make necessary changes *Parents may be contacted *Nonexclusionary discipline (NED)	*Parent/Student Contact *Student told to make necessary changes *Counselor/Social Worker Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *Alternate Lunch Seating *In School Monitoring *Nonexclusionary discipline (NED)
<b>Fighting</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 2 days) *Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 5 days) *Police Referral *Nonexclusionary discipline (NED)
<b>Harassment</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 1 day) *Nonexclusionary discipline (NED)



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



<b>Inappropriate Behavior</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 1 day) *Nonexclusionary discipline (NED)
<b>Inappropriate - Obscene Language</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 1 day) *Nonexclusionary discipline (NED)
<b>Nuisance Objects - Potentially Dangerous Items</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Verbal Warning *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Possible Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Suspension (up to 1 day) *Possible Police Referral *Nonexclusionary discipline (NED)
<b>Pushing, Shoving, Scuffling</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Counselor/Social Worker Referral *Alternate Lunch Seating *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *Alternate Lunch Seating (Multiple days) *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Support Services (Reteaching) *In School Monitoring *In School Suspension (up to 1 day) *Nonexclusionary discipline (NED)
<b>Riding the School Bus</b>	*Warning *Nonexclusionary discipline (NED)	*Assigned Seat OR *1-5 Day Bus Suspension	*1-5 Day Bus Suspension 4th Offense * 5-10 Day Bus Suspension and possible loss of bus privileges 5th Offense *10 Day Bus Suspension and possible loss of bus privileges
<b>Technology Internet Misuse</b>	*Student Conference *Parent/Student Contact *Check-In/Check-Out Chromebook with Classroom Teacher for one week	*Parent/Student Conference *Check-In/Check-Out Chromebook with Classroom Teacher for two weeks *Counselor/Social Worker Referral *Alternate Lunch Seating	*Parent/Student Conference *Check-In/Check-Out Chromebook with Classroom Teacher for three weeks *Network Access limited or monitored for rest of year *In School Suspension (up to 3 days)
<b>Theft - Receiving or Possessing Stolen Property</b>	*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Financial Restitution as needed *Nonexclusionary discipline (NED)	*Parent/Student Conference *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating (Multiple days) *Financial Restitution as needed *Police Referral *Nonexclusionary discipline (NED)	*Parent/Student Conference *In School Monitoring *In School Suspension (up to 3 days) *Financial Restitution as needed *Police and/or CCY Referral *Nonexclusionary discipline (NED)



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



<p><b>Threatening Group - Gang Activity</b></p>	<p>*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Nonexclusionary discipline (NED)</p>	<p>*Parent/Student Conference *Counselor/Social Worker Referral *In School Monitoring *Alternate Lunch Seating (Multiple days) *Possible Police Referral *Nonexclusionary discipline (NED)</p>	<p>*Parent/Student Conference *In School Monitoring *In School Suspension (up to 3 days) *Police Referral *Nonexclusionary discipline (NED)</p>
<p><b>Tobacco Use or Possession</b></p>	<p>*Student Conference *Student/Parent Contact *Counselor/Social Worker Referral *In School Support Services (Reteaching) *Police Referral *Nonexclusionary discipline (NED)</p>	<p>*Student/Parent Conference *In School Suspension (Up to 1 day) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)</p>	<p>*Student/Parent Conference *In School Suspension (Up to 5 days) *Referral to CCY *Police Referral *Nonexclusionary discipline (NED)</p>
<p><b>Truancy - Skipping Class</b></p>	<p>*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Alternate Lunch Seating *Nonexclusionary discipline (NED)</p>	<p>*Student/Parent Conference *Counselor/Social Worker Referral *Alternate Lunch Seating (Multiple Days) *CCY Referral *Nonexclusionary discipline (NED)</p>	<p>*Student/Parent/CCY Conference *In School Monitoring *Alternate Lunch Seating (Multiple Days) *Possible Police Referral *Nonexclusionary discipline (NED)</p>
<p><b>Vandalism</b></p>	<p>*Student Conference *Parent/Student Contact *In School Support Services (Reteaching) *Financial and/or cleaning restitution *Nonexclusionary discipline (NED)</p>	<p>*Student/Parent Conference *Counselor/Social Worker Referral *Alternate Lunch Seating (Multiple Days) *Financial and/or cleaning restitution *Police Referral *Nonexclusionary discipline (NED)</p>	<p>*Student/Parent Conference *In School Suspension (Up to 5 days) *Financial and/or cleaning restitution *Police Referral *Nonexclusionary discipline (NED)</p>
<p><b>Weapons, Explosives and Other Dangerous Devices *</b></p>	<p>*Student Conference *Student/Parent Conference *Counselor/Social Worker Referral *Suspension (Up to 5 days) *Police Referral *Nonexclusionary discipline (NED)</p>	<p>*Student/Parent Conference *Suspension (Up to 10 days) *Police Referral *Expulsion Recommendation</p>	
<p>Updated July 2023</p>			



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



**THUNDER PRIDE MATRIX: (Voice Control: 0=No Talking, 1=Whisper, 2=Inside Voice, 3=Outside Voice) LPGE ELEMENTARY: Creating a school environment where everyone can achieve a sense of pride and success!**

	<b>We are Respectful</b> <b>*Be respectful of self, others, and property</b>	<b>We are Responsible</b> <b>*Be responsible for your words, actions and learning</b>	<b>We are Safe</b> <b>*Be safe and make smart choices</b>
<b>Classroom</b> (Voice: 0, 1, 2)	<ul style="list-style-type: none"> <li>*Respect other people's right to learn</li> <li>*Listen to the speaker</li> <li>*Take turns</li> <li>*Use appropriate words and actions</li> </ul>	<ul style="list-style-type: none"> <li>*Do your best work</li> <li>*Be prepared and ready to learn</li> <li>*Use time wisely</li> <li>*Stay focused and actively participate</li> </ul>	<ul style="list-style-type: none"> <li>*Move with care around the room</li> <li>*Use materials appropriately</li> <li>*Sit correctly in chairs and on the floor</li> <li>*Keep classroom and work space clean</li> <li>*Keep your own personal space</li> </ul>
<b>Bathroom</b> (Voice: 0, 1)	<ul style="list-style-type: none"> <li>*Respect each others' privacy</li> <li>*Keep area clean</li> <li>*Go quickly and quietly in and out</li> <li>*Keep school materials out of the bathroom area</li> </ul>	<ul style="list-style-type: none"> <li>*Wash hands with soap and water</li> <li>*Place all toilet paper in the toilet and garbage in the trash can</li> <li>*Flush the toilet</li> <li>*Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>*No running unless it is an emergency</li> <li>*Walk on the right facing forward</li> <li>*Keep the walking path clear</li> <li>*Keep lockers closed</li> <li>*Be aware of others and your surroundings</li> </ul>
<b>Hallways</b> (Voice: 0, 1)	<ul style="list-style-type: none"> <li>*Greet others appropriately</li> <li>*Keep personal space</li> <li>*Keep walls clean and damage-free</li> <li>*Quietly move through the hallway</li> </ul>	<ul style="list-style-type: none"> <li>*Go quickly and quietly to your destination</li> <li>*Keep lockers and hallways clean and uncluttered</li> <li>*Stay in your designated area if working in the hall</li> </ul>	<ul style="list-style-type: none"> <li>*Report problems</li> <li>*Use toilet/urinal properly</li> <li>*Keep the water in the sink</li> </ul>
<b>Cafeteria</b> (Voice: 0, 1, 2)	<ul style="list-style-type: none"> <li>*Use please and thank you</li> <li>*Use self-control in line &amp; at tables</li> <li>*Follow directions</li> <li>*Keep personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Know your lunch number</li> <li>*Keep the eating area clean</li> <li>*Hold your tray carefully with both hands</li> <li>*Get everything you need before you sit down</li> <li>*Be aware of your surroundings and your noise level</li> </ul>	<ul style="list-style-type: none"> <li>*Stay seated and raise your hand if you need something</li> <li>*Report any spills immediately</li> <li>*Wait to be dismissed from the cafeteria</li> <li>*Eat your own food</li> </ul>
<b>Arrival/Dismissal</b> (Voice: 0, 1, 2)	<ul style="list-style-type: none"> <li>*Stop, listen and follow all adult directions</li> <li>*Follow hallway expectations</li> </ul>	<ul style="list-style-type: none"> <li>*Walk directly to and stay in designated areas before and after school, both inside and outside</li> </ul>	<ul style="list-style-type: none"> <li>*Go quickly and quietly in and out of school</li> <li>*Pass others carefully</li> <li>*Pay attention to where you are going and what's around you</li> </ul>
<b>Assembly</b> (Voice: 0, 1)	<ul style="list-style-type: none"> <li>*Listen quietly</li> <li>*Eyes and attention on the speaker</li> <li>*Represent your school in a positive way, using appropriate words and actions</li> <li>*Keep personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Applaud appropriately</li> <li>*Follow directions the first time given</li> <li>*Stay seated</li> </ul>	<ul style="list-style-type: none"> <li>*Be careful on the bleachers</li> <li>*Walk and stay with your group</li> <li>*Enter and exit in an orderly manner when your class is dismissed.</li> </ul>
<b>Playground</b> (Voice: 0, 1, 2, 3)	<ul style="list-style-type: none"> <li>*Take turns</li> <li>*Include others in activities</li> <li>*Show good sportsmanship</li> <li>*Use appropriate words and actions</li> <li>*Enter and exit the building quietly</li> </ul>	<ul style="list-style-type: none"> <li>*Line up immediately at the first signal</li> <li>*Bring in all equipment, clothes, etc.</li> <li>*Be a problem solver</li> <li>*Remind friends to follow the rules</li> <li>*Walk and stay on the sidewalk when lining up</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment for intended purpose</li> <li>*Play in supervised areas only</li> <li>*Wear appropriate outside clothing</li> <li>*Report problems and injuries to adults immediately</li> <li>*Keep wood chips, rocks and snow on the ground</li> <li>*Cross the street with an adult</li> </ul>
<b>Media Center/Computer Labs</b> (Voice: 0, 1)	<ul style="list-style-type: none"> <li>*Listen quietly</li> <li>*Keep personal space</li> </ul>	<ul style="list-style-type: none"> <li>*Take care of books, materials and equipment</li> <li>*Stand quietly while waiting in line, keeping personal space</li> <li>*Return books on time.</li> <li>*No food, drinks or gum</li> </ul>	<ul style="list-style-type: none"> <li>*Push in your chairs</li> <li>*Move with care around the room (walk)</li> </ul>



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



<p><b>BOLT</b> (Voice 0, 1, 2)</p>	<ul style="list-style-type: none"> <li>*Respect other people’s right to learn</li> <li>*Listen to the speaker</li> <li>*Take turns</li> <li>*Respect other people’s space and property</li> <li>*All school rules apply to all after school activities</li> </ul>	<ul style="list-style-type: none"> <li>*Do your best work</li> <li>*Be prepared and ready to learn</li> <li>*Bring all homework and materials needed</li> <li>*Use time wisely</li> <li>*Stay focused and actively participate</li> </ul>	<ul style="list-style-type: none"> <li>*Move with care around the room and through the halls</li> <li>*Use materials appropriately</li> <li>*Sit correctly in chairs and on the floor</li> <li>*Keep classroom and work space clean</li> </ul>
<p><b>Bus</b> (Voice: 0, 1, 2)</p>	<ul style="list-style-type: none"> <li>*Follow driver's directions the first time given</li> <li>*Use appropriate words and actions</li> <li>*Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>*Keep the bus clean</li> <li>*No eating or drinking</li> <li>*Be a problem solver</li> <li>*Keep your belongings with you</li> <li>*Be on time</li> </ul>	<ul style="list-style-type: none"> <li>*Sit and stay in seat facing the front</li> <li>*Enter and exit in an orderly fashion</li> <li>*Keep aisles clear</li> <li>*Follow the bus safety rules</li> <li>*Report any problems to the bus driver</li> </ul>

**Property Destruction**

Any student deliberately destroying school property must pay for the damage. Additional disciplinary measures may be taken if deemed necessary by school authorities.



## **Student Device Policy, Procedures, and Information**

### **Long Prairie-Grey Eagle K-12 Public School Student Device Policy, Procedures, and Information 2025-2026**

*The Student Device will be your device for the life of the Student Device and it is your responsibility to take care of the device.*

#### **1) RECEIVING YOUR Student Device & Student Device CHECK-IN**

This section goes over the procedures and rules for receiving your Student Device

##### 1.1 Receiving your Student Device

Student Devices will be distributed at the beginning of each school year during open house for students in 7th-12th grade.

K-6 students will receive their Student Device in their classrooms. These Student Devices will be for their use during the school day. Classroom Chromebooks are not to be taken home. If a student needs to complete homework, the student will get a request from the teacher and will check out a Student Device from the Media Center and return it the following morning. The students will abide by the Policies set forth in the Device Policy, Procedures, and Information Packet.

##### 1.2 Policy and Procedures Document

Students and Parents of K-12th grade must return Student Pledge documents signed by both the parent/guardian and the student. Pay any fees from the previous school year by September 30th. 7-12 Grade must show proof of a school-issued Charger if one was not handed in at the end of the previous school year. Failure to do this will result in the loss of your Chromebook and Google Account on October 1.

##### 1.3 Withdrawals and End of Year Check In

1.3.1 Individual school Student Devices must be returned at the end of each year. Students who withdraw for any reason or are expelled must return their individual school Student Device and charger on the date of termination.

1.3.2 The Student Device is LPGE school property. If a student fails to return the Student Device at the end of the school year or upon termination of enrollment at LPGE, it will be considered theft and that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Student Device.



## **2) TAKING CARE OF YOUR Student Device**

Students are responsible for the general care of the Student Device they have been issued by the school. Student Devices that are broken or fail to work properly must be taken to the Secondary School Media Center for an evaluation of the equipment. If school staff sees that a Student Device is damaged, the student can not refuse repair.

### **2.1 General Precautions**

2.1.1 The District will provide one charger; if the charger is damaged or lost, the student will be responsible for replacement. **Students must buy chargers from the school at the cost of \$20.00.**

2.1.2 Student Devices must remain free of any writing, drawing, stickers, or labels that are not the property of LPGE.

2.1.3 Student Devices must never be left in an unlocked locker or unlocked car.

2.1.4 Students are responsible for keeping their Student Device battery charged for school each day.

### **2.2 Student Device**

2.2.1 The Student Devices can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Never close the Student Device with anything sitting on the keyboard as this may damage the screen, even papers.

2.2.2 Do not put unnecessary pressure on the top of the Student Device.

2.2.3 Do not place anything near the Student Device that could put pressure on the screen.

2.2.4 Keep your Student Device clean by using a soft damp cloth.

2.2.5 Always carry your Student Device with the lid closed.

2.2.6 Keep food and drink away from your Student Device.

2.2.7 Never leave your Student Device in the cold as it could break the screen.

## **3) USING YOUR Student Device AT SCHOOL**

Student Devices are intended for use at school each day. Students should bring their Student Device to all classes, unless specifically instructed not to do so by their teacher. Student Devices are not to be borrowed/loaned out to other students.

### **3.1 Student Devices Left at Home**

If students leave their Student Device at home, they are responsible for getting the coursework completed as if their Student Device were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their Student Device at home, the student will be subject to appropriate disciplinary action. The Media Center will not issue a replacement device for the day. Teachers will have a Student Device in their room, but it is limited.

### **3.2 Charging Your Student Device's Battery**

Student Devices should be charged to full capacity each day before they are brought to school. Chargers should be left at home.



### 3.4 Home Internet Access

Students are allowed to set up additional wireless networks on their Student Devices. This will be necessary to use web-based services outside of the school setting.

### 3.5 Student owned Student Devices or Laptops College classes

**Only students enrolled in college classes** are allowed to use their own personal Student Device or laptop at school. However, it is their responsibility to acquire all required apps even if a cost is involved.

### 3.6 Chromebook Cases:

**School-issued devices will not be permitted to have the use of a personal case. Students who put a case on school-issued devices will be asked to remove them. Cases provided by the school shall not be taken off/ removed for any reason from the device. Decorations, papers, pictures, or stickers are not to be placed inside the case. Breakage will result in a \$30.00 replacement fee.**

## **4) ACCEPTABLE USE**

The use of the LPGE #2753 School District's technology resources are a privilege, not a right. The privilege of using the technology resources provided by LPGE #2753 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in LPGE #2753. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Students and parents are put on notice that videos of school employees and/or other students shall not be taken or uploaded to the Internet and/or social media without the express consent of everyone in the video. Prohibited sites include (but not limited to) Youtube, X, Facebook, Instagram, Snapchat, Vimeo, etc.

Only "apps" that are approved by the District shall be allowed on the Student Device. Any unapproved "app" shall be deemed to be a violation of the acceptable use policy of the district and therefore will subject the student to the school discipline policy. The Student Device is a tool for educational use and is not to be used as a toy.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

### 4.1 Parent/Guardian Responsibilities

4.1.1 Talk to your children about values and the standards that your children should follow on the



use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for Student Device use outside of the school day.

4.1.2 Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network's capabilities.

4.1.3 LPGE will also be able to regulate the legally purchased content purchased through Chrome Store that can be put on the device.

#### 4.2 School Responsibilities are to:

4.2.1 Provide Internet and email access to its students at school.

4.2.2 Provide Internet filtering at school.

4.2.3 Provide cloud data storage. (These will be treated similar to school lockers. LPGE #2753 reserves the right to review, monitor, and restrict information stored on or transmitted via LPGE owned equipment and to investigate inappropriate use of resources.)

4.2.4 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

#### 4.3 Students responsible for:

4.3.1 Using Student Devices in a responsible and ethical manner.

4.3.2 Obeying general school rules concerning behavior and communication that applies to Student Device/computer use.

4.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.

4.3.4 Helping LPGE #2753 protect our computer system/device by contacting an administrator about any security problems they may encounter.

4.3.5 Monitoring all activity on their account.

4.3.6 Securing their Student Device after they are done working to protect their work and information.

4.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

#### 4.4 Student Activities Strictly Prohibited:

4.4.1 Illegal installation or transmission of copyrighted materials.

4.4.2 Any action that violates existing LPGE school policy or public law.

4.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

4.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.

4.4.5 Changing Student Device settings in an effort to circumvent the filtering system.

4.4.6 Downloading inappropriate apps.

4.4.7 Spamming-Sending inappropriate emails.

4.4.8 Gaining access to other student's accounts, files, and/or data.

**4.4.9 Vandalism to your Student Device or another student's Student Device. To include but not limited to removing keys, drawing/painting on Student Device, stickers, taking apart**



**and general abuse.**

4.4.10 Students must not remove inventory markings applied by the school including Student ID tag or barcodes.

**4.5 Student Discipline:**

If a student violates any part of the above policy, board policy, or LPGE handbook policy, the student may be subject to the following disciplinary steps:

4.5.1 Students will check-in/check-out their Student Device from the Media Center. This may include restriction of the device to only work in school.

4.5.2 Loss of Student Device while still being required to complete coursework.

4.5.3 Disciplinary/Legal action as deemed appropriate.

**5) PROTECTING & STORING YOUR Student Device**

**5.1 Student Device Identification:**

Student Devices will be labeled in the manner specified by the school. Student Devices can be identified based on serial number and LPGE identification number. Students are not permitted to add stickers, personal pictures/drawings, or other papers to the Student Device or the inside of the case.

**5.2 Storing Your Student Device:**

When students are not using their Student Devices, they should be stored in a secured area. If a student needs a secure place to store their Student Device, they may check it in for storage at the media center.. Student Devices should not be stored in a student's vehicle at school or at home.

**5.3 Student Devices Left in Unsupervised Areas:**

Under no circumstance should Student Devices be left in unsupervised areas. The commons, gyms, and locker rooms are areas that are not supervised. If a Student Device is found in an unsupervised area, it will be taken to the office or media center. A student may have disciplinary consequences if their Student Device is found unattended.

**6) REPAIRING OR REPLACING YOUR Student Device / COST OF REPAIRS**

LPGE #2753 recognizes that there is a need to protect the investment by both the District and the Student/Parent. *The District shall make available an insurance plan to 7-12 families for the cost of \$40 per device per year payable in advance of the student receiving the device. The District shall make available an insurance plan for K-6 families for the cost of \$15.00 per device per year payable in advance of the student using the device. This plan will help cover accidental damage to the device (but not the charger or case); while this policy is not mandatory, it is highly recommended. The plan is subject to the terms and conditions contained elsewhere in this policy, and we have set the following guidelines in place.*

**6.1 Student Device Damage**

Students will be responsible for caring for their device and will be expected to return them at the



end of the year in good working condition. **Students with paid insurance will be required to pay a \$15 copay for the first claim, \$30 copay for the second claim, \$55 for each additional claim within a school year.** A claim consists of repair or replacement of one item. There may be more than one claim per incident. When damage does occur the student will be given a replacement to use and may be limited to In School Only.

Cost of Repairs **without insurance or for Deliberate damage** will be determined by Tech Department, but not to exceed the following:

Full Student Device: \$370  
Screen \$80  
Keyboard \$100  
Motherboard \$190

Replacement cost for accessories not included with insurance:

Case \$30  
Charger \$20

6.1.1 If the Student Device is returned damaged the student will be charged appropriate repair costs when returning the device. Documentation of damages is done in the Media Center. A letter will be sent home describing the damage and the fee attached. The school will also contact parents through Parent Square, phone calls, and emails.

6.1.2 **Loss of Student Device with insurance would result in a \$100 fee plus the \$30.00 replacement fee for the case.**

6.1.3 Copay or fees must be paid within 10 (ten) days once device is sent in for repairs. The Internet will be restricted to use in school only on the Chromebook until the fees are paid in full.

## 6.2 Personal Home or Homeowners coverage

***If parents choose to not purchase the insurance plan from the school, they are encouraged to carry their own personal insurance to protect the Student Device in cases of theft, loss, or accidental damage.*** Parents may wish to consult with their insurance agent for details about their coverage of the Student Device. Parents who choose not to carry insurance on the device will be responsible for any and all costs of repair or replacement.

## **7) SCHOOL RIGHTS:**

### 7.1 Privacy Rights

The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all LPGE #2753 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all LPGE



#2753 technology. LPGE #2753 may randomly check student devices on a weekly basis to inspect for damage or inappropriate use of the Student Device.

### 7.2 Appropriate Use

LPGE #2753 reserves the right to define inappropriate use of technology.

## **8) Web account Student Under 18 Parent consent form:**

8.1 In order for Long Prairie Grey Eagle Schools to continue to be able to provide your student with the most effective web based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Long Prairie Grey Eagle Schools utilizes several computer software applications and web based services, operated not by Long Prairie Grey Eagle Schools but by third parties. These include Google, Schoology, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits Long Prairie Grey Eagle Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site advisor.

This form will constitute consent for Long Prairie Grey Eagle Schools to provide personal identifying information for your child consisting of first name, email address and username to the following web operators: Google, Schoology, and to the operators of any additional web based educational programs and services which Long Prairie Grey Eagle Schools may add during the upcoming academic year.

***Please be advised that without the receipt of this signed form, your son or daughter will not be allowed to have access to the school's devices or internet, thus preventing them from doing a significant amount of their school work. This will require the student to have access to the internet and a device outside of the school day in which to complete these requirements. This will also cause your son or daughter to take a zero on some electronic based assignments or assessments that need to be completed on the internet during the school day. The only exception to this is when students need to take the MCAs, which is a computer based state assessment.***

**By making the payment you are agreeing to the Student Device Policy and the Student Under 18 Consent Form.**

**Parents may choose to fill out an Application for Educational Benefits to receive a coupon to wave the entire cost insurance. Currently \$40/year (7-12) \$15/year (K-6)**



## 9) Use of Artificial Intelligence (AI) Tools

Students may use Artificial Intelligence (AI) tools (such as chatbots, writing assistants, or image generators) for school-related work only when allowed by a teacher and in a way that supports learning—not replacing it.

All use of AI tools must follow district technology policies and comply with state and federal laws, including those that protect student privacy and intellectual property (such as FERPA and copyright laws).

Students are expected to complete their own work and demonstrate their own understanding. Using AI tools to copy, generate, or submit work that is not your own—without permission or proper citation—may be considered academic dishonesty.

If you are ever unsure whether a tool or use is appropriate, ask your teacher before using it. Misuse of AI tools may result in loss of technology privileges or other disciplinary actions.

Our goal is to use technology in ways that enhance learning, encourage critical thinking, and prepare students for the future—while maintaining honesty, responsibility, and academic integrity.



## LPGE Network/Internet Acceptable Use Policy

Revised July 2025

Students use the Internet to participate in various learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet educational and personal information needs.

Because the Internet is a fluid environment, the information that will be available to students is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. Just as the purchase, availability, and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to students imply endorsement of that content. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return the "User Agreement and Parent Permission Form" to the school.

**Network Acceptable Use Policy:** Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Network users agree to be responsible. They will protect their individual accounts by declining to share their passwords. They accept responsibility for the content of the messages they post - in their real names - and recognize access is a privilege, not a right. Access requires responsibility. Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and to ensure that users are using the system responsibly. Users should not expect that files on district servers will always be private. Messages relating to or in support of illegal activities may be reported to legal authorities. Within reason, freedom of speech and access to information will be honored. During school, teachers guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, cellphones, movies, etc.

**Ethical:** They do not interfere with others' work or with the performance of the network by attempting to "hack" passwords, gain entry to closed areas of the network, or knowingly or inadvertently introducing computer viruses. Users will not send or display sexually explicit, obscene, pornographic, lewd, or other inappropriate messages or pictures. If access to these areas is gained accidentally, the user will exit immediately and contact the Technology Department.

**Efficient:** They recognize that the network is a shared resource, respect time limits and bandwidth limits (downloading large files will slow down the entire network), and learn to use tools that allow them to work offline.



**Network Etiquette:** They learn that the network is a social community with accepted standards of behavior. These standards include:

- Being polite. Do not get abusive in your messages with others
- Use appropriate language. Do not swear, use vulgarities, or inappropriate language. Illegal activities are strictly forbidden
- Do not reveal your personal address or the phone numbers of students or colleagues. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.

**Legal:** They respect copyright and will not use the network resources to promote illegal activities.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a system administrator or your District Technology Director. Do not demonstrate the problem to other users. Attempts to log on to the Internet as a system administrator will result in the cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**Sanctions:** Sanctions may be applied in cases of inappropriate use of the network. Violators of this policy will be held liable for any and all damages done to the equipment or software resources, and may result in the following:

1. Loss of access.
2. Additional disciplinary action may be determined at the building level, consistent with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies will be involved. District #2753 reserves all rights to any material stored in its file servers and has the right to remove any material that is inappropriate or objectionable. The primary use of the district's network is for school-related, educational purposes and communications.

Independent School District #2753 makes no warranties of any kind, whether expressed or implied, for the service it is providing. ISD #2753 will not be responsible for any damages a student, parent, or guardian suffers. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or a student, parent, or guardian error, or omission. Use of any information obtained via the Internet is at the student, parent, or guardian's own risk. ISD #2753 denies any responsibility for the accuracy or quality of information obtained.



**25-26 LPGE Student Pledge for Student Device Use**

1. I will take good care of my Student Device and never leave it unattended.
2. I will know where my Student Device is at all times and never loan it out to others.
3. I will charge my Student Device battery daily at home.
4. I will keep food and beverages away from my Student Device since they may cause damage to the device.
5. I will not disassemble any part of my Student Device or attempt any repairs.
6. I will use my Student Device in ways that are appropriate, meet LPGE expectations, and are educational in nature.
7. I will not place decorations (such as stickers, markers, etc.) on the Student Device. I will not deface the serial number on my Student Device.
8. I understand that my Student Device and its contents are subject to inspection at any time without notice and remains the property of LPGE #2753.
9. I will follow the policies outlined in the Handbook while at school, as well as outside the school day.
10. I will report theft, vandalism, or accidental damage to the media center.
11. I will be responsible for all damage to or loss of the Student Device.
12. If there is deliberate damage, I may be held responsible for the cost of damages, to be determined by the Tech Department, not to exceed the full replacement cost of the device.
13. I agree to return the Student Device in good working condition.
14. I will not take or utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner

**Internet Acceptable Use policy**

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

**I agree to the stipulations set forth in the Student Device Policy, Procedures, and Information.**

Student Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

By signing this I agree to the 'Under 18 Parent Consent Form' as listed in the Student Device Policy. (8)



## Part IV - Health and Safety

### Injuries/Medications

#### **Injuries:**

All injuries need to be reported the nurse's office. An incident report must be filled out by the supervisor of the event. If medical attention is given to an injury incurred in school, the school nurse or nurse assistant will file a report with the elementary office.

#### **Medication Procedure:**

The intent of this procedure is: (1) to ensure safe administration of medication to students in school; (2) to outline procedure for school staff to follow to comply with MN Statute 123.35 sub 16.

#### **Medication Administration**

**When school nurse is present:** Upon receipt of medication, in a pharmacy-labeled container, it should be taken to the school nurse. Schools have the right to refuse to administer if medication is not properly labeled.

1. Medication Information Sheet will be completed, including physician and parent permission.
2. The medication will be placed in a zip-lock bag.
3. The information sheet will be kept with the medication.
4. If the physician did not sign the medication form, the physician's office will be called to verify the order before administration.
5. If the school nurse is in school at the administration times, the medication may be administered by the school nurse.
6. A "**Record of Medication Administration by School Staff**" sheet will be labeled and attached to the front of the zip-lock bag. Any staff/school nurse must record medication administered as indicated on this form whenever medication is given to a student.

#### **When school nurse is not present:**

1. Medication may be administered by the health aide, building principal, or certified teacher under direct supervision of the school nurse.
2. The school nurse will provide staff with in-service on medication administration in groups or individually when staff are requested to administer medication. This will include a review of Medication Information Sheet and an opportunity to have concerns voiced if possible in person. Staff is encouraged to contact the nurse with any concerns.
3. Record of Administration will be as in #6 above.
4. A physician's desk reference for prescription and non-prescription drugs will be in the school nurse's office for reference as to medication effects/side effects, etc. Certified staff is requested to refer to Medication form prior to administering medication in school nurse's absence.
5. The school nurse will provide appropriate follow-up and obtain permission as above, upon notification. Note: Liquid medications are to be administered to students in measuring cups/spoons only, as this is the only way of insuring proper dosage is being given. These will be available in the nurse's office of each school building.
6. Report any possible side effects to the school nurse as soon as you become aware of them.

#### **Self Administration of Medication:**



Self administration of medication is encouraged where practical, depending on age/capability of students.

1. Information/permission forms will be kept in the student's health file.
2. Medication use for chronic conditions.
  - a. An individual health plan will be written for the student including the supervision/monitoring system.
  - b. A conference will be held when necessary to discuss the medical condition, the continued need for medication, and the mechanics of administration.
  - c. It is not necessary for staff to record self-administered medication by students.

#### **Administration of Non-Prescription Medication:**

The same procedure will be followed with one exception: A physician's authorization is not required. This includes the administration of Tylenol.

#### **Suicide Prevention**

*The 988 Suicide and Crisis Lifeline provides 24/7, confidential support* to people in suicidal crisis or mental health-related distress. **Dial 988 if you are in need of assistance.**

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

~~School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see Appendix 10. Contact the Elementary Principal if you have questions or wish to report violations.~~

#### **Drug-Free School and Workplace**

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

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



instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

## **Visitors to School District Buildings**

### **Purpose:**

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property. **School**

### **Board Policy:**

The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

### **Responsibility:**

Each school leadership team will develop procedures and requirements specific to their building that is reflective of this policy. The procedures and requirements shall be approved by the superintendent. It shall be the responsibility of the superintendent to seek school board direction and action for requirements beyond the identified procedures and requirements.

### **Procedures and Requirements:**

\*All staff — full-time and part-time — are required to wear a district identification nametag throughout the school year during regular school hours. Staff forgetting to wear their nametag on a given school day shall report to the office for a temporary nametag. Specific procedures for the wearing of a district identification name tag will be developed by the district administration.

\*Each building shall identify a reporting location for visitors to the building. The location shall be posted at each entrance and in the school handbook.

\*Visitors are all individuals who are not school district full-time or part-time students or who are not school district full-time or part-time employees. This would include: Parents/guardians, Community members, Substitute staff person, Volunteers, Consultants, Vendors, Non-student youth.

\* All staff are encouraged to welcome all visitors with proper identification to the school.

### **Visitor Limitations:**

\*An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district.

\*An individual or group who enters school property without complying with the procedures and requirements may be guilty of criminal trespass and thus subject to criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

### **Lunch Visitors:**



LONG PRAIRIE-GREY EAGLE  
K-6 PARENT-STUDENT HANDBOOK  
2025-26 School Year



We will not allow visitors to come and eat lunch with students due to limited time and space.

**During Pandemic:**

~~Visitors will not be allowed during a pandemic or other similar situations.~~

**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 by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be request the contacting Long Prairie Grey Eagle Superintendent.

**Additions/Corrections to this handbook may be done at any time.**

# *Long Prairie - Grey Eagle*



## *Coach/Advisor Handbook*

### **Handbook Purpose:**

The purpose of this handbook is to define activity policies and procedures of Long Prairie-Grey Eagle. The success of the athletic/activity program depends upon the understanding, teamwork, and cooperation of administration, staff, athletes, and parents in carrying out the activity policies. In addition to the information in this handbook, the LPGE athletics is governed by the rules and regulations of the *Minnesota State High School League*.

It is important that we provide a good example to our students. We should strive to communicate effectively with both parents and students to ensure our program expectations, rules, and procedures.

If, at any time, there are concerns, talk it over with the Activities Director. The district wishes to have everyone work where they feel comfortable, can have open communication, and not be afraid to fail.

Developing relationships with parents, student participants, and fans is vital to our success. Parents should know the rules and expectations of the coaches for each program. When everyone understands and agrees, it is a lot easier to maintain support and direction in each program.

### **ACTIVITY PHILOSOPHY:**

School Activities are a part of the extra-curricular educational process of LPGE. It serves as an arena for learning. We strive to have each student enjoy a positive experience while developing competitive teams. Within this framework, the participation of all students who are interested in any type of activity is encouraged, without compromising that competitive nature.

#### **Why Do We Play Philosophy:**

We play to give students more. When we are intentional, the more leads to development of important life skills like:

- Being responsible;
- Striving for excellence;
- Learning from mistakes and failure;
- Helping others succeed;
- Overcoming adversity; and
- Being a contributing member of a team

### **Activity Code for the Activities Director:**

- Place the athletic policy of the school district in writing and communicate it often to coaches, students, parents, spectators, and support groups.
- Cooperatively lead the school and community in creating and maintaining an atmosphere which is conducive to an educationally sound activities program.
- Develop schedules which are educationally and physically sound for students.
- Originate contracts with school and officials which are complete and specific.
- Hire officials who have the confidence and agreement of both teams, and arrange for their comfort and security.
- Support officials in cases of adverse rulings, and rate officials objectively on the basis of all parts of their effort and all events, not isolated parts of a single contest.
- Provide every student on each level in activities proper equipment and uniforms for practice/competition.
- Prepare and maintain the contest site in the best possible condition.
- Maintain sidelines for exclusive use of players, coaches, and officials, and handle crowds so there is no encroachment on playing space.
- Refuse admission to contests to persons who have shown lack of sportsmanship.
- Provide printed programs which accurately report names of players and help spectators understand the purpose and rules of the activity and to encourage good sportsmanship.
- Provide working accommodations for media covering the contest.

### **Duties of the Activities Director:**

- The Activities Director acts as the principal's designee in all matters concerning the activities program. He/she is charged with the supervision of the activities program.
- The Activities Director should constantly be aware of the need for good public relations with the staff, administration, patrons, and opposing schools. This also includes maintaining a highly acceptable level of publicity for the entire activities program.
- It is the duty of the Activities Director to work with the principal and coach/advisor of the activity in season in setting up a schedule of games that does not conflict school procedure.
- Formulates all schedules for interscholastic contests. In doing so, considers suggestions from the head coach in each sport and makes contracts with the approval of the principal.
- Contracts and makes payments to all game officials. Considers the coaches' recommendations pertaining to which officials to hire.
- Checks and keeps on file scholastic eligibility of each athlete.
- Verifies and keeps on file athletic physical and parent consent forms.

- Keeps on file an inventory of all activities equipment and supplies as reports by the head coach/advisor.
- Keeps records on file pertaining to each activity win-loss record by season, letter winners, and individual record holders as reports by each head coach/advisor.
- Arranges all transportation for away activity contests and practices.
- Schedules the use of all facilities, with the cooperation of the coaches/advisors involved.
- Oversees ticket sales and collecting money for contests, home and away as needed.
- Supervises advertising and publicity for contests. This may be delegated to coaches as deemed appropriate.
- Supervises maintenance of equipment and facilities. Facility maintenance will be coordinated with building administration.
- Schedules all ticket takers and sellers and supervisory help for home contests.
- Provides supervision of all home contests and has responsibility for crowd control.
- Submits all forms to the MSHSL pertaining to tournaments.
- Order and distributes tournament tickets.
- Works with parent organizations in promoting LPGE Activities.
- Works cooperatively with any booster clubs to develop a procedure for funding requests.
- Evaluates coaches
- Orders equipment, materials, and uniforms following purchasing procedures for the school sponsoring the activity.
- Authorizes payment for equipment, materials, and uniforms ordered and received.
- Keeps financial record of all receipts and expenses of each activity.

**Activity Code for Coaches/Advisors:**

The coach is the official representative of the school at interscholastic athletic activities. In this important capacity, these standards should be practiced:

- Develop an understanding of the role of interscholastic athletes and communicate it to players, parents and the public.
- Develop an up-to-date knowledge of the rules, strategies, safety precautions, and skills of the sport and communicate them to players and parents.
- Develop, communicate and model policies for student participants conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.
- Develop fair, unprejudiced relationships with all squad members.
- Allow student participants to prove themselves anew each season and not base team selections on previous seasons or out- of-season activities.
- Allow student participants time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
- Give the highest degree of attention to student participants physical well-being.
- Teach student participants, by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
- Teach student participants strict adherence to game rules and contest regulations.
- Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.
- Attend required meetings, keep abreast of MSHSL policies regarding the sport, and be familiar with MSHSL eligibility and contest regulations.
- Sportsmanship is a must. Lead by example, everywhere and at all times

### **Duties of Coaches/Advisors:**

#### **General Duties:**

1. HAVE FUN, LEARN, TEACH, WIN
2. If a coach/advisor is sick on a given day, it is their responsibility to notify the Activities Director of the sponsoring school. Whether the coach/advisor is able to coach in practice or at a game on that particular day will be at the discretion of the Activities Director. General rule of thumb, if you are too sick to work or teach, do not coach.
3. Be present and actively working in a coaching capacity at all practice sessions and contests.
4. Be responsible for the good conduct of your team members.
5. Be visible and energetic to promote a positive image.
6. Conduct themselves in a professional manner at all times; especially when directing our student participants in competition with other schools.
7. Treat school equipment and property better than you would your own.
8. Do not leave anything lying out after practice and return all equipment to proper storage facilities.

9. All doors and facilities must be locked up after use.
10. Instruct athletes on proper use and storage of equipment.
11. Complete any Rules Meeting as required by MSHSL
12. Complete SafeSport Training
13. Abide by all binding MSHSL, and LPGE school policies and regulations.
14. Attend all athletic and MSHSL required meetings.
15. Rate officials in accordance with MSHSL.
16. Attendance at your sports state coaches' association annual conference is highly recommended.
17. Organize and schedule scouting method/assignments for the program.
18. Continued education within your activity and keep informed as to new techniques, points, plans, ideas,
19. *Never conduct a one-on-one meeting behind closed doors without the presence of a third party. Never transport a students or athlete outside of athletic contests.*
20. Develop and provide opportunities for out of season training, skill development and team building.
21. Organize and carry out youth programs, including summer camps.
22. Maintain statistics and records to submit at the end of the year.
23. Initiate and attend out of season activities that will promote your sport.
24. Make efforts to attend and support LPGE students at other activities outside of your sport.
25. Cooperation and respect for scheduling facilities with other coaches in regard to use of locker rooms, practice areas, equipment etc.
26. Participate in the post season banquet.
27. Develop and maintain positive public relations with the media and media personnel.
28. Provide pre/current/post season information to the media and allow access for featured articles to all media outlets. Also report contest results to local media:
  - Newspapers
  - Radio Stations
  - MSHSL
  - Television Channels
29. Submit a school announcement to the Activities Directors after each contest for posting on the website.
30. Coaches must ride the bus to and from away contests.
31. Communicate with parents to keep them informed about your program including camps, practices, games, fundraisers etc. and provide a minimum of one direct communication tool for parents to contact you.
32. Hazing and/or bullying is not tolerated at any level.
33. Coaches must have a plan for mass team communication in case of inclement weather or emergencies.
34. Create an activity specific handbook that consists of your rules/expectations for your

- athletes, along with your philosophy of your activity.
35. Conduct pre-season parent/student meeting which should include: Reviewing activity handbook/activity specific handbook, Practice routines, schedule, tryout information (if necessary), lettering requirements, practice guidelines/team rules (written form).
  36. Conduct a pre & post season meeting with each student to review their role throughout the season, and how the season ended.
  37. Develop assistant coaches including sharing guidance, goals, and focus.
  38. Participation of all students in activities is encouraged, especially at the lower levels of competition.
  39. Nominate student participants for post season awards.

### **Coaches Duties Regarding Student Athletes:**

1. Encourage all of our student participants to excel in the classroom as well as in activities.
2. Do not leave student participants unsupervised.
3. Strive to develop qualities, in our student participants, of sportsmanship and fair play.
4. No student participant may try, neither practice nor play without a physical. Copies of physicals should be carried with you at all games and practices.
5. Ensure that all athletes meet MSHSL requirements.
6. Follow MSHSL and LPGE procedures for return to play following an injury.
7. You are responsible for the conduct of all your student participants while under your supervision before, during and after the activity.
8. Encourage and promote healthy living practices, including hygiene and proper apparel.
9. Advise student participants to lock up their belongings.
10. student participants must wear appropriate clothing while at school facilities and shirts must be worn at all times.
11. Report ALL injuries to the Athletic Trainer and follow the member school emergency procedure when necessary.
12. Ensure student participants safety and well-being during all supervised activities.
13. Report any unusual conduct or problems, team or individual, to the Activities Director.
14. Actively assist student participants and their families with college recruitment.

### **Coaches Duties to the Activities Director:**

1. Have team rules and expectations to Activities Director prior to parent meeting.
2. A facility use form must be completed and submitted to the activity's office for all out of season activities.
3. In cooperation with the Activities Directors, prepare a season practice schedule a minimum of 1 month prior to the start of the season, so it can be posted to the school websites.
4. Inform the activities office of changed, cancelled or added practices.
5. Create a developmental plan for the entire program from youth through varsity and age

appropriate playbooks.

6. Coordinate any participation in tournaments with the Activities Directors.
7. Assist the activities department in submitting paperwork for all tournaments.
8. Evaluate all assistant and volunteer coaches using the provided evaluation tool.
9. Submit roster list to the activities department after the first practice. Resubmit your roster list before the first contest with uniforms and demographic information.
10. Collect physicals, team rules and sport consent forms.
11. Assist the activities office in recruiting game workers. Provide lists of such workers to the activity's office.
12. Hold student participants financially responsible for all unreturned school-owned equipment.
13. Scheduling scrimmages: Activities Director must be informed and give final approval. Head Coach will be responsible for finding officials, if necessary.
14. Responsible for any paperwork required to order equipment and supplies.
15. Assist the Activities Director in the hiring process for hiring sub-varsity positions.
16. Collect Equipment and Inventory: when your season has been completed, coaches/advisors are to collect equipment issued to the students. Do not allow student participants to keep any school equipment during the off season. The inventory should be turned in to the Activities Director.
17. Final Meeting: Each head coach should meet with the A.D. for a post-season review. This meeting will cover the following: roster, letter winners, special awards, team accomplishments, summary of the season, recommendations for the future, inventory of equipment, evaluation of sub-varsity coaches, and intent to continue assignment. The meeting should be completed with the activity's director within fifteen days of the close of season.

### **Coaches Duties Regarding Facilities:**

1. You are responsible for locker room supervision. Be sure that you are the last to the leave the locker room and facility after all activities.
2. School issued keys/cards are NOT to be given to student participants for their personal use
3. No cleats are to be worn in the building beyond the locker room entrance.
4. Report any facility and equipment damages that have occurred to the Activities Director and a plan for replacement.
5. Responsible for set up and take down of equipment before and after contests.
6. Keep accurate record of all equipment and supplies issued to their athletes.
7. At the conclusion of the season, collect, inventory and store equipment and uniforms.
8. Collect, clean and store uniforms and equipment at the conclusion the competitive season. School-owned equipment and uniforms are not to be used outside of authorized practice or competition.
9. See that activity areas are safe prior to the start of and secure following the conclusion of their practices.

### **Open Gym Expectations and Responsibilities:**

- A facility use form must be filled out by a single individual that is willing to take responsibility for the open gym times requested. This individual will be the supervisor.
- The supervisor will be responsible for those individuals attending the open gym.
- The supervisor will be responsible for turning in a schedule of the individuals who will be supervising the open gyms if the designated supervisor happens to be unavailable. This schedule must be turned in to the Activities Director at the time of the request for the facility.
- The gym may be signed out 1 month at a time. This would be the 1<sup>st</sup> day through the last day of each month.
- Treat school equipment and property better than you would your own.
  - Properly store all equipment and clean up facility after use.
  - Lock up everything, every open gym.
  - Instruct student participants on proper use of equipment.
- You are responsible for the conduct of all your student participants while under your supervision.
- Always be the last to leave the building. Do not leave student participants unsupervised. Be sure that the student participants are gone before you leave.
- School issued keys/cards are NOT to be given to student participants for their personal use.
- If student participants use the locker rooms, be sure that they are clean before you leave the facility.
- student participants must wear appropriate clothing while at open gym.
- Report any misconduct or problems to the Activities Director.

### **Coaches Personnel Expectations:**

As a professional educator, the coach will:

- Be encouraged to join State Associations and attend coaching clinics
  - See State Tournaments/Clinics
- Exemplify the highest moral character, behavior, and leadership
- Respect the integrity and personality of the individual athlete
- Abide by the rules of the game in letter and spirit
- Respect the integrity and judgement of sports officials
- Demonstrate a mastery of and continuing interest in coaching principals and techniques through professional improvement
- Encourage a respect for all athletics and their values
- Display modesty in victory and graciousness in defeat
- Fulfill responsibilities to provide health services and an environment free of

- safety hazards
- Encourage the highest standards of conduct and scholastic achievement among all athletes
- Seek to inculcate good health habits including establishment of sound training rules
- Strive to develop skills in each athlete such as:
  - Leadership
  - Responsibility
  - Initiative
  - Good judgement
- Volunteer Coaches who are part of a LPGE Activity Program will no longer receive Professional Leave for leaving early for games/events/meets. This impacts their volunteer status. Hourly employees will need to punch out, and salary employees will need to take personal time. If a salaried employee can find coverage without the need for a substitute or coverage with someone not being paid extra, then in that particular circumstance, leave would not need to be taken due to being contracted.

### **Coaches Responsibilities Out of Season**

#### **MSHSL Bylaws**

Coaches and Advisors recognize that everyone needs to work together to follow the MSHSL Bylaws to assure that our programs are being run in compliance with MSHSL Rules

Head Coaches/Advisors and Assistant Coaches/Advisors cannot organize out of season opportunities for students that are JV or Varsity athletes in the sports that they coach. It also includes undue influence that places students in situations where they feel that they have to participate in out of season sports to earn or retain a roster spot on in season teams.

#### **Communication:**

Head coaches must communicate with each other and administration before any of our season information is given to students or parents. This will help support student involvement in school activities.

#### **Youth Programs:**

Head coaches need to oversee skill based elementary programs that provide all students an opportunity to gain skills in practice and competition. Participation numbers in school activities are possibly being affected by student involvement in non-school activities.

#### **District Support:**

The school district will support head coaches that implement rules against out of season participation during in season activities.

### **Guidelines for Coaching Out of Season- MSHSL Bylaw 208**

What may a coach do and not do before and after the high school season with his/her athletes?

#### **May do:**

1. Provide camp and non-school team information to athletes if approved for a summer waiver and authorized by your activities director to do so.
2. Coaches/Advisors approved for summer coaching may provide coaching during the prescribed time of summer
  - a. Summer Coaching Waiver:
    - i. Member schools shall have the authority to approve a coaching waiver following the fourth Friday in May through July 31 of the same calendar year. Coaches who have been granted a summer coaching waiver by their high school to coach a summer league team may continue to coach that team through Labor Day if that team participates in an end-of-season tournament as a natural extension of the summer team season. The high school athletic director of that school must approve said exception, in writing.
  - b. Summer Camp/Clinic Waiver:
    - i. Member schools shall have authority to approve a coaching waiver for camps and/or clinics following the fourth Friday in May and ending July 31.
  - c. Procedure for Granting Summer Coaching or Summer Camp/Clinic Waivers:
    - i. The designated school representative of the member high school shall document, in writing, and keep on file in the school.
      1. A letter of verification from the coach indicating an agreement to coach the students;
      2. The letter required for summer coaching shall be documents on an official League Summer Coaching Form, which is available on the league website.

#### **May NOT Do:**

During the school year, prior to and following the sports season

1. May not provide coaching, instruction, training, etc. to any members of their high school team, B-Squad, JV, or Varsity other than during the season or under the summer waiver.
2. May not influence or direct a player's non-school play. This includes:
  - a. Directing athletes to play in a league or attend a camp/clinic.
  - b. Place athletes on a roster, develop or organize a team roster; draft players for a team; select, secure, evaluate or otherwise influence the placement of athletes on a team for leagues, tournaments, camps/clinics other than those athletes approved for the summer coaching waiver.
  - c. May not direct, or unduly influence an athlete to participate in open gym, captain's practice, or non-school teams, leagues or camps.
  - d. May not organize, supervise, direct or otherwise be involved in the organization of a captain's practice.

#### **Participation:**

## **Varsity Programs**

Varsity participants are those who have shown the most developed skills of those that are participating in the activity. They will have the opportunity to participate against other varsity teams from opposing schools. The purpose of the varsity team is to improve and refine the skills of those participating to provide the LPGE with the best win-loss record while promoting ethical play and positive character.

## **Junior Varsity Programs**

Junior varsity programs are offered to those students, who do not yet possess the skills required of varsity participants, an opportunity to participate in a competitive setting. Junior varsity participants are in the process of gaining valuable knowledge, skill and experience required for varsity competition.

Junior varsity participants may participate in a varsity contest based on the discretion of the head coach/advisor. If the individual has shown significant progress, they may be rewarded by given the chance to show their skills against stronger competition. This should NOT be interpreted as a permanent move to the varsity team unless the head coach/advisor has indicated.

## **C Squad Programs**

C squad participants are primarily freshman and sophomores, while exceptions are made, these are reserved for extenuating circumstances. C squad teams are offered to participants that do not yet possess the skills necessary to gain significant playing time on the junior varsity level. C squads are designed to provide a competitive setting in which to gain valuable knowledge, skill and experience required for promotion to the junior varsity team.

## **Junior High Programs**

Junior high programs are designed to provide middle school students with the opportunity to participate in activities that will assist in the development of self-esteem, high ideals, and physical fitness. These programs will teach the basic skills of the activity to students who may choose to pursue these activities in the future. The main objective is to ensure that the competition provided is educationally sound without placing an emphasis on winning. We look to win when we can while providing everyone an opportunity to play. This is NOT to assume equal playing time.

## **Elementary Programs**

Elementary programs are designed to provide an opportunity for elementary grade students to try new activities and to assist them in deciding if those activities are areas of interest. Emphasis at this level is placed on learning the rules of each activity, general fitness, fair play and sportsmanship. Fundamentals will be established to create a strong foundation upon which more advanced levels of competition are based. Students will learn in a fun atmosphere where winning is secondary to other goals. Students will be introduced to the idea of education-based activities. All students will be given quality minutes during the season.

***Promoting Middle School Student Participants to High School Competition:***

*As students are considered for promotion to a higher level the welfare of the student is the first concern.*

Approval Process:

**\*\* There must be a demonstrated program need for promoting younger athletes to higher level of competition. \*\***

1. Promotion of athletes must be initiated by the coaching staff only.
2. A formal written request must be made by the high school coach to the Activity Directors for all schools involved in LPGE Activities.
3. Coaches at all levels must agree to promotion.
4. The coaches and Activities Director(s) must agree.
5. The Activities Director(s) will forward a recommendation regarding the promotion to the high school Principal for each school who is involved in this decision.
6. The Principal shall review academic standing and forward the recommendation regarding the promotion to the Superintendent(s) of the schools represented in LPGE Activities.
7. Final authority for any promotion shall rest with the Superintendent(s).
8. If the promotion is NOT recommended at any level it is considered unapproved.
- 9. There is no appeal process.**
10. The coach may reapply for promotion after the next scheduled contest.

### **Team Reduction Philosophy:**

In accordance with our overall activity philosophy and our desire to see as many students as possible participate in any activity program while in school, we encourage our coaches to keep as many students as they can without unbalancing the integrity of their sport/activity. Obviously, time, space, facilities, personal preference and other factors will place limitations on the most effective squad size for any particular sport/activity; however, when developing your individual sport/activity policy in this area, please strive to maximize the opportunities for our students without diluting the quality of your program.

### **Limitation of Team Membership Policy:**

Minimum and maximum team membership limits will be determined by the coaches of respective sports and the Activities Director. In cases when the "Squad Reduction Policy" is utilized, the coach should keep the Activities Director informed concerning the method and time of "cuts".

### **Team Reduction:**

1. Responsibility
  - a. Choosing the members of any of our teams is the sole responsibility of the coaches/advisors of those teams and programs.
  - b. There is no such thing as a final team cut. The student's membership on any team is always subject to proper behavior and the following of specified team guidelines.
  - c. Sub varsity level coaches shall follow the policies as established by the head coach/advisor in that particular program when selecting team members.
2. Prior to try-outs, the coach/advisor shall provide the following information to all candidates for the team:
  - a. Extent of the try-out period
  - b. Criteria used to select team
  - c. Number to be selected
  - d. Practice commitment if they make the team
  - e. Every athlete has an equal opportunity to try out. Team membership is not pre-determined
3. Procedure
  - a. When a team cut becomes necessary, the process should include these important elements:
  - b. Have completed a minimum number of practices
  - c. Be allowed, when possible, to compete in a scrimmage situation.
  - d. Be informed by the coach of the cut and the reason for it in person.
4. Cut lists will not be posted.
5. Coaches/Advisors should take the opportunity to discuss alternative possibilities for participation in the sport/activity.
6. If a coach/advisor foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the Activities Director ahead of time

***State Tournaments and Clinics:***

The school district shall reimburse the head coach and one assistant coach/advisor per activity when they travel outside the district for clinics or meetings. Permission to go to these events must be authorized in advance by the District 2753 Activities Director and will be dependent upon each activities budget. Expenses that are eligible for reimbursement are the following:

1. Transportation: Mileage will be paid according to the dollar amount said by the board at the annual meeting.
2. Registration Fees: As required for participation
3. Meals: Meals will be reimbursed for the actual costs up to limits set by the school district.

The head coach/advisor is allowed to attend two days of the state tournament(s) at their own expenses for the activity that they coached/advised. The program assistant coaches/advisors are allowed to attend one day of the state tournament at their own expense for the activity that they coached/advised. The school will pay their substitutes. If coaches/advisors are going to their state tournament as spectators and bringing students to watch, the expectation is that they all ride together.

### **Lettering Policy:**

All high school coaches/advisors will follow district criteria for lettering within their activities. This policy should be discussed with students at the beginning of the seasons. This information should also be provided to the Activities Director.

### **Eligibility Policy:**

**ELIGIBILITY (School Board Policy 510):**

In order to represent the Long Prairie-Grey Eagle School as a participant in any contest, meet, or public performance as it relates to athletics or fine arts, the following rules set forth by the Long Prairie-Grey Eagle School Board.

*All students who are living within the LPGE School District but going to an alternative schooling are held to the same academic standard as our enrolled LPGE students. It is the parent’s responsibility to provide the school an update on academic progress every midterm and quarter. This is based upon the LPGE School Calendar. Failure to do so could jeopardize the student’s eligibility.*

**LPGE 7-12 Eligibility Policy**

Students can lose eligibility during the following dates throughout the school year:

- A. Midterm 1
- B. Quarter 1
- C. Midterm 2
- D. Quarter 2
- E. Midterm 3
- F. Quarter 3
- G. Midterm 4
- H. Quarter 4

A preliminary report informing you that you are in jeopardy of losing eligibility will be communicated to parents / guardians 2 weeks before grades will be pulled for eligibility.

Eligibility will be determined by **semester grades** at every grading period.

An eligibility report will be generated the following day after grades are posted and discipline will go into effect the following day.

For example: Grades post for Midterm 1 on October 5th, a report would be generated on October 6th, and any necessary disciplinary action would begin on October 7th.

Athletic Activities:

On the first "F", students will lose eligibility- 1 or 2 events, based on the activity.

- Basketball- 2
- Hockey- 2
- Softball- 2
- Baseball- 2

All other activities will be 1 event.

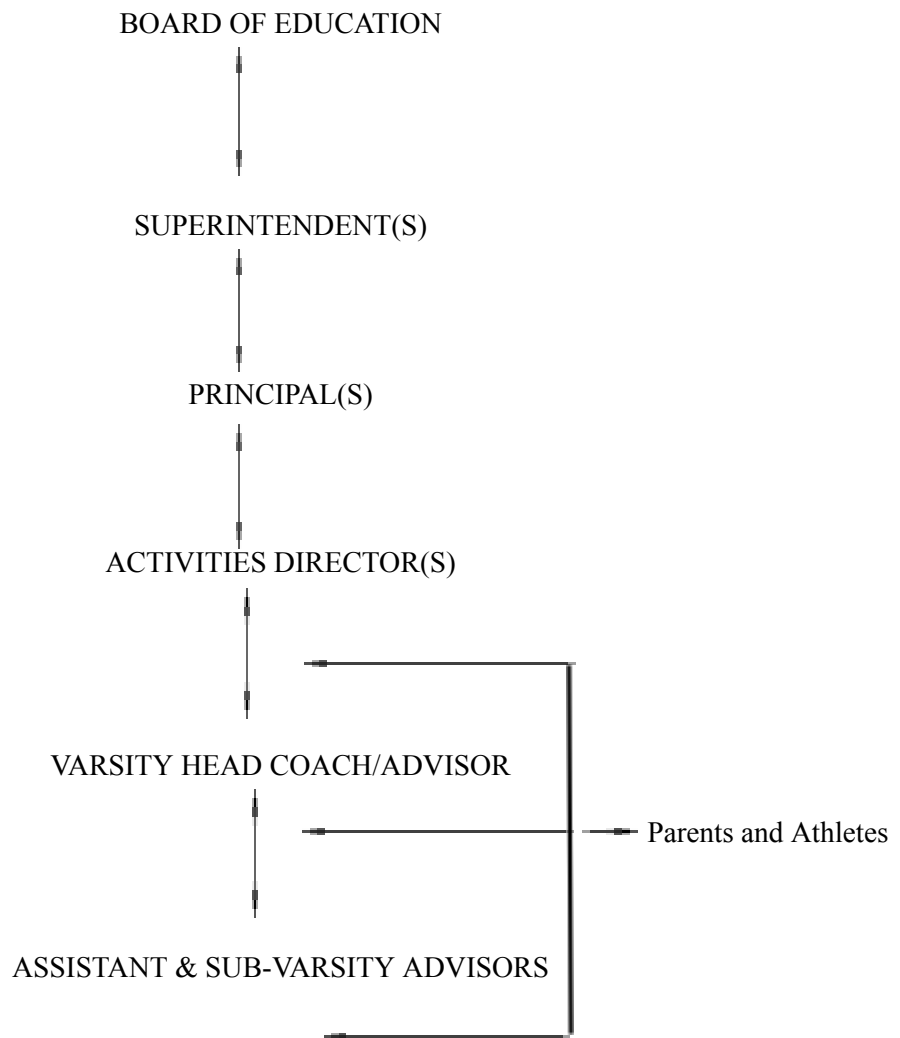
Fine Arts and Extra Curricular Activities:

On the first "F", students will lose eligibility for 1 event.

**Communication Policies:**

**Chain of Communications:**

The chain of command is a communication process that will be publicized to coaches, players, and parents in order to resolve concerns at the lowest possible level with the coach. In all competition, misunderstandings and disagreements can happen with all parties involved (coach, player parent, administrator, and school board). To deal with these concerns in the most effective and efficient way, there needs to be a chain of communication. The flow chart below represents a process for communication whereby any of the upset parties should understand how to bring a question/complaint for consideration. Information should flow from one end of the chain to the other.



The coach/advisor is directly in charge of team members. Concerns at this level, by student participant(s) or a participant's parent, should be directed to the coach as the primary step towards a solution. If a satisfactory result cannot be achieved, the next step in the chain is in order. While moving up the chain, it is recommended that all parties, including the coach be present for discussion.

This movement up the chain should also be used in all cases where a confrontational atmosphere is evident. In addition, any complaint from an organized group should be directed to the coach in the presence of the activities director.

Formal meetings between parties should be properly documented. If a situation is not remedied at the lower levels of the chain, this process can be followed to the top of the chain. Ultimately, the concern should be aired in a formal meeting of the school board. Though a rarity, such a meeting should include all parties that have been involved in this complaint or concern.

If any level of the chain has been passed over, it is the responsibility of the superior who received the complaint to redirect the persons involved to the appropriate level. Since communication in a small community is often of an informal nature, exception to this chain of communication will take place. For example, a parent may try to communicate directly to a school board member, superintendent, or principal. An appropriate response would be "I appreciate your concern, but you must first take your concern to the proper level. If you would like, I can set up a meeting for you."

This chain should be used when someone in the middle of the chain needs to express a concern. An individual's first step would be to address his/her immediate supervisor. If not satisfied, a further step up the chain is in order.

Finally, it should be noted that the chain of communications works both ways. Someone at the top of the chain must also direct concern through the proper links of the chain. For example, if the school board has a concern with a coach, it needs to first address the superintendent. The superintendent in turn would pass that concern on through the chain to the coach.

At any point in the chain, if the authority involved chooses to expedite the process he/she may pass the responsibility to the next higher level with permission from aggrieved party as well as his/her superior. For example, if a situation seems very serious, and activities director who has been called into the situation may opt to invite the principal/superintendent to the meeting. At such meeting, all links of the chain involved should be present.

By making proper use of this chain of communication, most concerns or problems should be remedied with the beginning steps. If a serious problem does arise, all parties have been given ample opportunity to state their case. Each step will be properly documented for final consideration.

## **24 Hour Rule:**

The 24-Hour rule is a rule that should prevent discussions regarding playing time, positions, tactics, or general decision making immediately following the game. It is essentially a “cool off period” that removes emotion from the conversation which allows both parties to collect their thoughts prior to speaking about events.

If anyone has a concern about an activity that his/her child is participating in, to contact the coach/advisor at the school and arrange a meeting with the coach/advisor and activities directors to discuss the concern.

We ask your cooperation and if you have any questions about this policy please feel free to call Activities Director, Kelsey Paurus at 320-357-3700

## **Parent/Coach Communications:**

Students will be advised to advocate for themselves. Parents will be advised to only follow this protocol if their student participant has talked to their coach/advisor.

1. Contact the Head Coach to discuss the issue or request a meeting. Please do not make this initial contact immediately after a game or contest. There is a 24 hour cooling off period.
2. Share your concerns with the coach and focus on developing a solution. Concerns are limited to your student-participant only. Discussion of other student participants is not an appropriate discussion topic, but discussion about how your student participant can improve is appropriate. The student participant may be present at this meeting. Coaches are strongly advised to have a third party attend this meeting.
3. If a satisfactory resolution to the concern is not reached after speaking with the coach, contact the Activities Director to discuss the concern or request a meeting.
4. Attend meeting on set date and discuss the concern and the proposed resolution to the concern by the Head Coach. The athlete will be present at this meeting.
5. Written appeals should follow the proper steps in the Chain of Communication protocol. Appeals will not be considered if the school policy was not followed.

### **Weight Room Rules:**

Students shall be accompanied by an adult when they are in the LPGE Weight Room.

Students must have a spotter which is defined as someone who is strong enough to assist you and they are with you during the lift, especially for bench press, squats, power cleans, and inclined lifts.

Shirts must be worn by all lifters during workouts.

Belts must be worn for the following lifts: deadlifts, squats, power cleans.

### **Injuries and Accident Reporting Procedures:**

The trainers or coaches/advisors will complete the School Injury Report Form immediately following all injuries or accidents that require medical care beyond immediate care by coach/advisor and/or trainer. This applies to all students under their supervision during practices, events, or while traveling to and from an event. The trainers or coaches/advisors are to call the Activities Director and inform him/her immediately if a participant is taken to the hospital.

The form shall be turned into health services the following morning with the trainer or coach/advisor retaining a copy.

When an accident report form is required, coaches/advisors will attempt to personally contact the parents or guardians.

If a physician, due to illness/injury, excuses a participant from events or practices, students must supply written statement from the physician allowing them to return to activity.

## CONCUSSION MANAGEMENT RECOMMENDATIONS FOR MSHSL ATHLETES



### Acute injury

When a player shows any symptoms or signs of a concussion, the following should be applied.

1. The player should not be allowed to return to play in the current game or practice.
2. The player should not be left alone, and regular monitoring for deterioration is essential over the initial few hours after injury.
3. The player should be medically evaluated after the injury.
4. Return to play must follow a medically supervised stepwise process.

A player should never return to play while symptomatic. "When in doubt, sit them out!"

### Return to play protocol

Return-to-play decisions are complex. An athlete may be cleared to return to competition only when the player is free of all signs and symptoms of a concussion at rest and during exercise. Once free of symptoms and signs of concussion, a stepwise symptom free exercise process is required before a player can return to competition.

- Each step requires a minimum of 24 hours.
- The player can proceed to the next level only if he/she continues to be free of any symptoms and or signs at the current level.
- If any symptoms or signs recur, the player should drop back to the previous level.

The return to play after a concussion follows a stepwise process:

1. No activity, complete rest until all symptoms have resolved. Once asymptomatic, proceed to level 2.
2. Light aerobic exercise such as walking or stationary cycling, no resistance training.
3. Sport specific exercise—for example, skating in hockey, running in soccer; progressive addition of resistance training at steps 3 or 4.
4. Non-contact training drills.
5. Full contact training after medical clearance.
6. Game play.

The final return to competition decision is based on clinical judgment and the athlete may return only with written permission from a health care provider who is registered, licensed, certified, or otherwise statutorily authorized by the state to provide medical treatment; is trained and experienced in evaluating and managing concussions; and is practicing within the person's medical training and scope of practice.

Neuropsychological testing or balance testing may help with the return to play decision and may be used after the player is symptom free, but the tests are not required for the symptom free player to return to play.

For more information please refer to the references listed below and [www.concussionsafety.com](http://www.concussionsafety.com).

### Signs Observed By Coaching Staff

Appears dazed and stunned  
Is confused about assignment or position  
Forgets sports plays  
Is unsure of game, score, or opponent  
Moves clumsily  
Answers questions slowly  
Loses consciousness (even briefly)  
Shows behavior or personality changes  
Can't recall events prior to hit or fall  
Can't recall events after hit or fall

### Symptoms Reported By Athlete

Headache or "pressure" in head  
Nausea or vomiting  
Balance problems or dizziness  
Double or blurry vision  
Sensitivity to light  
Sensitivity to noise  
Feeling sluggish, hazy, foggy, or groggy  
Concentration or memory problems  
Confusion  
Does not "feel right"

<b>Concussion Care Plan</b>		
<b>RETURN TO LEARN</b>	<b>Functional Learning At Each Step</b>	<b>Progression To Next Stage</b>
0 Step 0 Cognitive and Physical Rest 24-48 hours	Light cognitive activity. Limit television, computer, cell phone, and reading. Avoid schoolwork, physical exertion, and organized sports.	Symptoms start to improve OR after resting for 48 hours maximum.
0 Step 1 Light Cognitive Activity	Increase cognitive activity. Easy reading. Peer contact.	Progress to next level when able to complete 30 minutes of cognitive activity without an increase in symptoms.
0 Step 2 School-Type Work	School-type work for 30-minute increments Continued peer contact. Light physical activity such as walking.	Progress to next level when able to handle 60 minutes of cognitive activity without an increase in symptoms.
0 Step 3 Part-Time School	Partial school days. Core classes. Essential learning. Light physical activity.	Tolerating part-time school with restricted academic demands
0 Step 4 Full-Time School	Progressing to full days in school. Decreasing academic support as able. Limit homework and testing.	Progress when able to handle all class periods in succession without an increase in symptoms.
0 Step 5 Full-Time School	Minimal Learning Accommodations. Nearly normal cognitive activities. Routine schoolwork as able. Progressing to full homework.	Tolerating full academic load without worsening symptoms.
0 Step 6 Return to Full-Time School	No Learning Accommodations. Normal cognitive activities. Routine schoolwork Full curriculum load.	Student is now ready for final stages of return to play. Recommend 48 hours of relative physical and cognitive rest before beginning Return to Play Protocol.

\*\*The above is a general guide - please be sure to consider factors such as environment, intensity, shift, and impact of decisions as this may influence patient progression.

Generally, each step should take 24 hours. If symptoms return, drop back to previous level and wait an additional 24 hours to progress again.

<b>Concussion Care Plan</b>		
<b>RETURN TO PLAY</b>	<b>Functional Exercise At Each Step</b>	<b>Goal At Each Step</b>
0 Step 1 Symptom Limited Activity	Daily activities that do not provoke symptoms (no participation in sports or physical education).	Gradual reintroduction of school, work, or other daily activities.
0 Step 2 Light Aerobic Exercise	Walking or stationary cycling at a slow to medium pace. May increase speed as tolerated. No resistance training. Minimize head movement and cognitive demand.	Increase heart rate
0 Step 3 Sports Specific Exercise	Jogging, skating, swimming, agility drills, jumping, shooting baskets, dribbling, serving, balance, training, simple plyometric. No head impact activities.	Add head movement (up, down, side to side), as well as full body movement.
0 Step 4 Non-Contact Training Drills	Harder training drills (e.g., passing drills, stick handling, catching throwing, sprinting, tumbling, dancing.) Progress to unstable/alternative surfaces (ice, pool, skates, bicycle, etc.) May start progressive resistance training.	Exercise, coordination, and increase thinking.
0 Step 5 Full Contact Practice	Following medical clearance, participate in normal training activities. May also return to physical education without restriction.	Restore confidence and allows for self-assessment.
0 Step 6 Return to Sport/Activity	Following medical clearance, full participation in sport and/or recreational activities, including contact sports.	Complete return to sport/activity upon final medical clearance. Recommendation: Complete at least 2 full practices before returning to competition.

\*\*The above is a general guide - please be sure to consider factors such as environment, intensity, shift, and impact of decisions as this may influence patient progression.

Generally, each step should take 24 hours. No more than 1 step per day. If symptoms return, drop back to previous level and wait an additional 24 hours to progress again.

## **Emergency Procedure:**

\*In case of serious injury, the following plan shall be implemented\*

1. If an athletic trainer is on site, follow their instructions before advancing
2. Call 911 and ask for an ambulance.
  - a. Who will call?
    - i. Assistant Coach
    - ii. Head Coach
    - iii. Responsible Adult
  - b. What to say on the phone:
    - i. Request an Ambulance
    - ii. What type of situation is it (life-threatening/non-life threatening)
    - iii. What type of injury?
      1. Head
      2. Neck
      3. Knee
      4. Etc.
    - iv. Is the athlete conscious?
    - v. The athlete's vital signs (if given)
      1. Pulse
      2. Breathing rate
    - vi. What assistance is being given?
      1. CPR
      2. Rescue Breathing
      3. Stabilizing Athlete
      4. AED
    - vii. Location of Phone
    - viii. Exact location of injury
      1. Town's Football Field, Town's Gymnasium
    - ix. ALWAYS HANG UP LAST

**School Board Policies Included:**

Please refer to the following policies:

- 413: Harassment and Violence
- 417: Chemical Use and Abuse
- 418: Drug-Free Workplace/Drug-Free School
- 419: Tobacco-Free Environment
- 510: Student Activities
- 514: Bullying Prohibition
- 522: Student Sex nondiscrimination
- 526: Hazing Prohibition
- 710: Extracurricular Transportation












**Season Summary:**

**Sport/Activity:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Coach/Advisor:** \_\_\_\_\_

Opponent:

Score:

- |           |             |
|-----------|-------------|
| 1. _____  | _____ W/L/T |
| 2. _____  | _____ W/L/T |
| 3. _____  | _____ W/L/T |
| 4. _____  | _____ W/L/T |
| 5. _____  | _____ W/L/T |
| 6. _____  | _____ W/L/T |
| 7. _____  | _____ W/L/T |
| 8. _____  | _____ W/L/T |
| 9. _____  | _____ W/L/T |
| 10. _____ | _____ W/L/T |
| 11. _____ | _____ W/L/T |
| 12. _____ | _____ W/L/T |
| 13. _____ | _____ W/L/T |
| 14. _____ | _____ W/L/T |
| 15. _____ | _____ W/L/T |
| 16. _____ | _____ W/L/T |
| 17. _____ | _____ W/L/T |
| 18. _____ | _____ W/L/T |
| 19. _____ | _____ W/L/T |
| 20. _____ | _____ W/L/T |
| 21. _____ | _____ W/L/T |
| 22. _____ | _____ W/L/T |
| 23. _____ | _____ W/L/T |
| 24. _____ | _____ W/L/T |
| 25. _____ | _____ W/L/T |

Season Record:

Conference Standing:

Section Standing:

**Outstanding Performances and Accomplishments:**

**Sport/Activity:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Coach/Advisor:** \_\_\_\_\_

***Examples:***

- *All Conference, All Academic, All State, ETC.....*

***1.***

***2.***

***3.***

***4.***

***5.***

***6.***

***7.***

***8.***

***9.***

***10.***

***Coach/Advisor Preseason Review:***

***Sport/Activity:*** \_\_\_\_\_ ***Year:*** \_\_\_\_\_

***Coach/Advisor:*** \_\_\_\_\_

***1. Potential number of participants:***

***2. Team Strengths and Weaknesses:***

***3. Team Goals for individual games and season:***

***4. Areas of possible concern:***

**Coach/Advisor Interest Form:**  
*(for next coaching season)*

*Name of Coach:*

*Current Position & Sport:*

*1. I intend to return to coach next year in the same coaching position*

*Yes*

*No*

*2. I intend to apply for a different coaching position next year, if available*

*Yes*

*No*

*3. If you answered “Yes” to above question, what position would be of interest to you?*

*I understand that answering the above information is not a coaching contract. The above information is merely to aid school administrators in determining my intent for coaching next season so that he/she may prepare accordingly.*

*Coaches Signature:* \_\_\_\_\_

*Date of Signature:* \_\_\_\_\_

**LPGE  
Activities Department  
HEAD COACH EVALUATION**

NAME:

---

SCHOOL:

---

ASSIGNMENT:

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Rating Scale: The rating scale is a 1-5 continuum, e.g., "1" indicates that the coach is performing duties in an unsatisfactory manner, "3" indicates performance standards are being met and the coach is performing duties in a satisfactory manner, "5" indicates that the coach significantly exceeds performance standards. "N/A" indicates that the criteria is not applicable.

**A. ADMINISTRATION**

1. Care of equipment (issue, inventory, cleaning, etc.)	1	2	3	4	5	N/A
2. Organization of staff (understands line of authority)	1	2	3	4	5	N/A
a. communication with athletic director						
a. communication with assistants						
b. cooperation with faculty and staff						
0. Keeps athletic director informed of any problems before, during	1	2	3	4	5	N/A
or after all sporting events.						
0. Adherence to school philosophy and policies (eligibility reports, inventories, budgets, rosters, pre-post reports)	1	2	3	4	5	N/A
0. Understands and follows rules and regulations of the LPGE	1	2	3	4	5	N/A
Public relations (report and inform media, etc.)	1	2	3	4	5	N/A
0. Supervision (locker and training rooms, before and after practice)	1	2	3	4	5	N/A
Appropriately delegates authority	1	2	3	4	5	N/A
0. Manages budget	1	2	3	4	5	N/A

0. Makes recommendations for athletic awards and participates in selection of recipients.	1	2	3	4		
5 N/A						
0. Is appropriately dressed at practices and games	1	2	3	4	5	N/A
0. Provides supervision and control on bus trips	1	2	3	4	5	N/A
0. Is cooperative in sharing facilities	1	2	3	4	5	N/A
0. Works with and shows interest in middle school programs	1	2	3	4		
5 N/A						

**B. SKILLS**

1. Knowledge of fundamentals	1	2	3	4	5	N/A		
2. Presentation of fundamentals	1	2	3	4	5		N/A	
3. Conditioning	1	2	3	4	5	N/A		
4. Game preparation	1	2	3	4	5	N/A		
5. Prevention and care of injuries (follow-up with parents)	1	2	3	4	5			
N/A								
6. Participates in activities that foster professional growth and development (clinics, seminars...)	1	2	3	4	5			
N/A								
0. Innovative in using new coaching techniques and ideas in addition to sound, already proven methods of coaching.	1	2	3					
4 5 N/A								

**C. RELATIONSHIPS/COMMUNICATION**

1. Enthusiasm								
a. for working with student	1	2	3	4	5	N/A		
a. for working with staff (support of other programs)	1	2	3	4	5		4	5
N/A								
b. for working with academic staff	1	2	3	4	5	N/A		
c. for the sport itself	1	2	3	4	5	N/A		
0. Discipline								
a. firm but fair	1	2	3	4	5	N/A		
a. consistent	1	2	3	4	5	N/A		
0. Communication with players								
a. individual	1	2	3	4	5	N/A		
a. as a team	1	2	3	4	5	N/A		
0. Respects and supports other coaches and athletes	1	2	3	4	5			
N/A								
0. Develops rapport with other teachers, coaches, and administrators	1	2	3					
4 5 N/A								
0. Motivates staff and players	1	2	3	4	5	N/A		
0. Cooperates and communicates with parents during the sports season	1	2	3					
4 5 N/A								

0. Shows an interest in athletes in off-season activities and classroom efforts 1 2 3 4 5 N/A

**D. RELATED COACHING RESPONSIBILITIES**

- 1. Appearance of team on the field and floor 1 2 3 4 5 N/A
- 2. Execution of the team on the field and floor 1 2 3 4 5 N/A
- 3. Attitude of the team 1 2 3 4 5 N/A
- 4. Shows proper sideline conduct at games toward players, officials, fans, etc. 1 2 3 4 5  
N/A
- 0. Maintains individual and team discipline and control 1 2 3 4 5  
N/A
- 0. Preparation/ Organization of practices (specific training objectives, individual and group instruction, maximize use of time...) 1 2 3  
4 5 N/A
- 0. Is well versed and knowledgeable in matters pertaining to the sport 1 2 3  
4 5 N/A
- 0. Is prompt and consistent in meeting team for practices and games 1 2 3  
4 5 N/A
- 0. Is familiar with each student's physical examination and is aware of the student-athlete's medical history. 1 2 3 4  
5 N/A
- 0. Utilizes current technology along with providing quality instruction on coaching techniques. 1 2 3  
4 5 N/A
- 0. Provides an atmosphere of cooperation in being receptive to suggestions and criticism. 1 2 3 4  
5 N/A
- 0. Follows proper procedure for purchase of equipment 1 2 3 4 5  
N/A
- 0. Works with the athletic director **prior to notifying** booster club of his or her program's needs. 1 2 3  
4 5 N/A
- 0. Cooperates with athletic director in regards to submitting participant and eligibility lists, athletic permits and medical evaluation forms, year-end reports, and other information relative to his or her coaching assignment. 1 2 3  
4 5 N/A
- 0. Attends coaches' meetings pertaining to his or her sport or scheduled by the athletic director. 1 2 3  
4 5 N/A
- 16. Is aware of student/athletes' academic standing. 1 2 3 4 5 N/A
- 17. Conducts preseason meeting(s) to inform parents of expectations, responsibilities etc... 1 2 3 4  
5 N/A

Comments from the evaluator:

The signatures indicate that the coach and the athletic director discussed this evaluation. It does not necessarily denote agreement with all factors of the evaluation. The coach may attach any comments about the evaluation or the season in general.

Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

**LPGE  
Activities Department  
ASSISTANT COACH EVALUATION**

NAME: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

ASSIGNMENT: \_\_\_\_\_

Rating Scale: The rating scale is a 1-5 continuum, e.g., “1” indicates that the coach is performing duties in an unsatisfactory manner, “3” indicates performance standards are being met and the coach is performing duties in a satisfactory manner, “5” indicates that the coach significantly exceeds performance standards. “N/A” indicates that the criteria is not applicable.

**Administration**

- 1. Assists with care of equipment (distribution, collection, inventory, cleaning, storage) 1 2 3 4  
5 N/A
- 2. Runs practices that are well organized and efficient 1 2 3 4 5 N/A
- 3. Provides supervision (before and after practices and games) 1 2 3 4 5 N/A
- 4. Adherence to school and activities department policies and procedures (pre/post season information, conduct code, injury forms, etc.) 1 2 3 4 5 N/A
- 5. Understands and follows rules set forth by the MSHSL 1 2 3 4 5 N/A
- 6. Keeps head coach informed of any problems before, during or after all sporting events. 1 2 3 4  
5 N/A
- 7. Attends pre-season parent/athlete meeting and adheres to expectations presented 1 2 3 4  
5 N/A

**Skills**

- 1. Demonstrates knowledge of fundamental skills and rules of the sport 1 2 3 4 5 N/A
- 2. Utilizes appropriate teaching techniques 1 2 3 4 5 N/A
- 3. Demonstrates game preparation and appropriate decision making 1 2 3 4 5 N/A
- 4. Knowledgeable in the prevention and care of injuries 1 2 3 4 5 N/A

**Relationships/Attitude**

- 1. Maintains appropriate rapport with team members 1 2 3 4 5 N/A
- 2. Maintains appropriate rapport with members of the staff 1 2 3 4 5 N/A
- 3. Maintains appropriate rapport with parents and community 1 2 3 4 5 N/A
- 4. Maintains effective relationship with administration and activities office staff 1 2 3 4 5 N/A
- 5. Provides atmosphere of discipline which is firm, fair, and consistent 1 2 3 4 5 N/A
- 6. Exhibits enthusiasm for your athletes and program 1 2 3 4 5 N/A
- 7. Conducts oneself appropriately with officials and opponents 1 2 3 4 5 N/A
- 8. Shows an interest in athletes in off-season activities and classroom efforts 1 2 3  
4 5 N/A

**Performance**

- 1. Team improves from start to the end of season 1 2 3 4 5 N/A
- 2. Players and coaches exhibit good sportsmanship 1 2 3 4 5 N/A
- 3. Is prompt and prepared for staff meetings, practice and events 1 2 3 4 5 N/A
- 4. Participates in the development of the overall program (clinics, camps, open gym) 1 2 3 4  
5 N/A
- 5. Players execute skills and strategies for the appropriate level of competition 1 2 3 4 5 N/A
- 6. Completes assigned duties in an effective, efficient, timely manner 1 2 3 4 5 N/A

Comments from the evaluator:

The signatures indicate that the coach and the athletic director discussed this evaluation. It does not necessarily denote agreement with all factors of the evaluation. The coach may attach any comments about the evaluation or the season in general.

Coach's Signature

Date

Athletic Director's Signature

Date

# *Long Prairie-Grey Eagle*



# *Extracurricular Handbook*

## **Mission**

**The Mission of extracurricular programs of the Long Prairie-Grey Eagle Public School is to provide students with fulfilling experiences outside the regular academic program that contribute to their integrity.**

The boards of education, staff, and administration of Long Prairie-Grey Eagle Public School believes that a good extracurricular program is an important part of the total school program. The experiences gained through participation in such activities serve to help young people grow and develop as responsible individuals. The Long Prairie-Grey Eagle Public School is dedicated to providing a well-rounded extracurricular program.

Program Objectives:

1. Provide extracurricular opportunities for both boys and girls.
  2. Involve as many students as possible in the program.
  3. Develop pride and enthusiasm in the student body, the schools, and the communities.
  4. Develop keen, competitive, interscholastic teams with regard to the following.
    - a. Concern for individual participants
    - b. Concern for rules of fair play and sportsmanship
    - c. Concern for the communities
    - d. Concern for winning contests
-

## General Rules and Regulations

1. All participants are subject to the rules and regulations of the MSHSL
2. All participants are subject to the rules and regulation established by the coach and approved by the administration.
3. All participants must have a physical examination before participating, every 3 years.
4. Participants must be encouraged to attend all practices unless ill or excused by the coach.
5. All participants being transported to and from extra-curricular events must ride on the school buses or other modes of transportation arranged by school officials unless the proper paperwork has been filled out PRIOR to the school event by coaches or administration.
6. All student activities must be completed by 6:00 on Wednesday evenings for religious release time.
7. Detention: A parent can drive their student athlete to a game at the home site of LPGE and still be eligible to compete. They cannot drive them to practice. *If the coach has a rule that states the student cannot play due to detention, that rule overrides anything in this agreement.*
8. Sunday Open Gyms: Coaches will not have Sunday open gyms or practices unless it is before a conference tournament, section tournament, or the state tournament. Then it must be cleared with the ADS of both schools.

## **Participation:**

### **Varsity Programs**

Varsity participants are those who have shown the most developed skills of those that are participating in the activity. They will have the opportunity to participate against other varsity teams from opposing schools. The purpose of the varsity team is to improve and refine the skills of those participating to provide the LPGE with the best win-loss record while promoting ethical play and positive character.

### **Junior Varsity Programs**

Junior varsity programs are offered to those students, who do not yet possess the skills required of varsity participants, an opportunity to participate in a competitive setting. Junior varsity participants are in the process of gaining valuable knowledge, skill and experience required for varsity competition.

Junior varsity participants may participate in a varsity contest based on the discretion of the head coach/advisor. If the individual has shown significant progress, they may be rewarded by given the chance to show their skills against stronger competition. This should NOT be interpreted as a permanent move to the varsity team unless the head coach/advisor has indicated.

### **C Squad Programs**

C squad participants are primarily freshman and sophomores, while exceptions are made, these are reserved for extenuating circumstances. C squad teams are offered to participants that do not yet possess the skills necessary to gain significant playing time on the junior varsity level. C squads are designed to provide a competitive setting in which to gain valuable knowledge, skill and experience required for promotion to the junior varsity team.

### **Junior High Programs**

Junior high programs are designed to provide middle school students with the opportunity to participate in activities that will assist in the development of self-esteem, high ideals, and physical fitness. These programs will teach the basic skills of the activity to students who may choose to pursue these activities in the future. The main objective is to ensure that the competition provided is educationally sound without placing an emphasis on winning. We look to win when we can while providing everyone an opportunity to play. This is NOT to assume equal playing time.

### **Elementary Programs**

Elementary programs are designed to provide an opportunity for elementary grade students to try new activities and to assist them in deciding if those activities are areas of interest. Emphasis at this level is placed on learning the rules of each activity, general fitness, fair play and sportsmanship. Fundamentals will be established to create a strong foundation upon which more advanced levels of competition are based. Students will learn in a fun atmosphere where winning is secondary to other goals. Students will be introduced to the idea of education-based activities. All students will be given quality minutes during the season.

## **Promoting Middle School Student Participants to High School Competition:**

***As students are considered for promotion to a higher level the welfare of the student is the first concern.***

Approval Process:

**\*\* There must be a demonstrated program need for promoting younger athletes to higher level of competition. \*\***

1. Promotion of athletes must be initiated by the coaching staff only.
2. A formal written request must be made by the high school coach to the Activity Directors for all schools involved in LPGE Activities.
3. Coaches at all levels must agree to promotion.
4. The coaches and Activities Director(s) must agree.
5. The Activities Director(s) will forward a recommendation regarding the promotion to the high school Principal for each school who is involved in this decision.
6. The Principal shall review academic standing and forward the recommendation regarding the promotion to the Superintendent(s) of the schools represented in LPGE Activities.
7. Final authority for any promotion shall rest with the Superintendent(s).
8. If the promotion is NOT recommended at any level it is considered unapproved.
9. **There is no appeal process.**
10. The coach may reapply for promotion after the next scheduled contest.

## **Team Reduction Philosophy:**

In accordance with our overall activity philosophy and our desire to see as many students as possible participate in any activity program while in school, we encourage our coaches to keep as many students as they can without unbalancing the integrity of their sport/activity. Obviously, time, space, facilities, personal preference and other factors will place limitations on the most effective squad size for any particular sport/activity; however, when developing your individual sport/activity policy in this area, please strive to maximize the opportunities for our students without diluting the quality of your program.

## **Limitation of Team Membership Policy:**

Minimum and maximum team membership limits will be determined by the coaches of respective sports and the Activities Director. In cases when the "Squad Reduction Policy" is utilized, the coach should keep the Activities Director informed concerning the method and time of "cuts".

## **Team Reduction:**

1. Responsibility
  - a. Choosing the members of any of our teams is the sole responsibility of the coaches/advisors of those teams and programs.
  - b. There is no such thing as a final team cut. The student's membership on any team is always subject to proper behavior and the following of specified team guidelines.
  - c. Sub varsity level coaches shall follow the policies as established by the head coach/advisor in that particular program when selecting team members.
2. Prior to try-outs, the coach/advisor shall provide the following information to all candidates for the team:
  - a. Extent of the try-out period
  - b. Criteria used to select team
  - c. Number to be selected
  - d. Practice commitment if they make the team
  - e. Every athlete has an equal opportunity to try out. Team membership is not pre-determined
3. Procedure
  - a. When a team cut becomes necessary, the process should include these important elements:
  - b. Have completed a minimum number of practices
  - c. Be allowed, when possible, to compete in a scrimmage situation.
  - d. Be informed by the coach of the cut and the reason for it in person.
4. Cut lists will not be posted.
5. Coaches/Advisors should take the opportunity to discuss alternative possibilities for participation in the sport/activity.
6. If a coach/advisor foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the Activities Director ahead of time

## **Eligibility Policy:**

### **ELIGIBILITY (School Board Policy 510):**

In order to represent the Long Prairie-Grey Eagle School as a participant in any contest, meet, or public performance as it relates to athletics or fine arts, the following rules set forth by the Long Prairie-Grey Eagle School Board.

*All students who are living within the LPGE School District but going to an alternative schooling are held to the same academic standard as our enrolled LPGE students. It is the parent's responsibility to provide the school an update on academic progress every midterm and quarter. This is based upon the LPGE School Calendar. Failure to do so could jeopardize the student's eligibility.*

### **LPGE 7-12 Eligibility Policy**

Students can lose eligibility during the following dates throughout the school year:

- A. Midterm 1
- B. Quarter 1
- C. Midterm 2
- D. Quarter 2
- E. Midterm 3
- F. Quarter 3
- G. Midterm 4
- H. Quarter 4

A preliminary report informing you that you are in jeopardy of losing eligibility will be communicated to parents / guardians 2 weeks before grades will be pulled for eligibility.

Eligibility will be determined by **semester grades** at every grading period.

An eligibility report will be generated the following day after grades are posted and discipline will go into effect the following day.

For example: Grades post for Midterm 1 on October 5th, a report would be generated on October 6th, and any necessary disciplinary action would begin on October 7th.

### **Athletic Activities:**

On the first "F", students will lose eligibility- 1 or 2 events, based on the activity.

- Basketball- 2
- Hockey- 2
- Softball- 2
- Baseball- 2

All other activities will be 1 event.

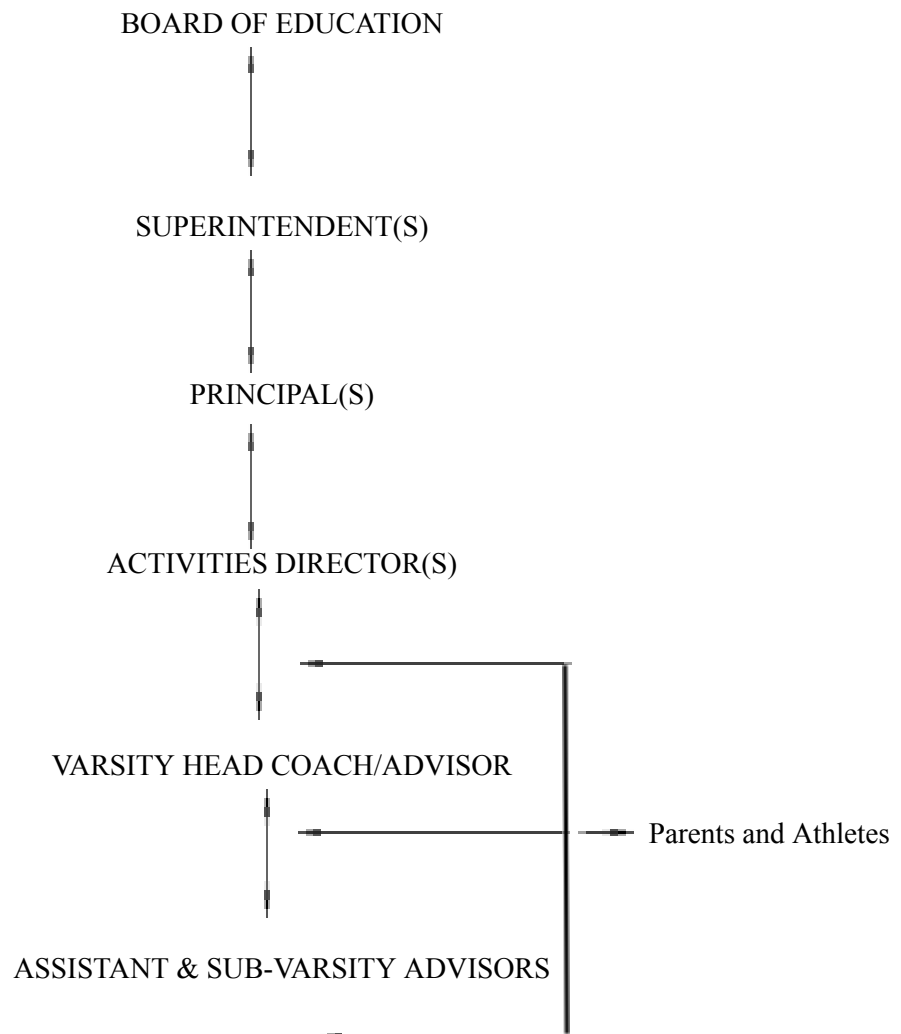
### **Fine Arts and Extra Curricular Activities:**

On the first "F", students will lose eligibility for 1 event.

**Communication Policies:**

**Chain of Communications:**

The chain of command is a communication process that will be publicized to coaches, players, and parents in order to resolve concerns at the lowest possible level with the coach. In all competition, misunderstandings and disagreements can happen with all parties involved (coach, player parent, administrator, and school board). To deal with these concerns in the most effective and efficient way, there needs to be a chain of communication. The flow chart below represents a process for communication whereby any of the upset parties should understand how to bring a question/complaint for consideration. Information should flow from one end of the chain to the other.



The coach/advisor is directly in charge of team members. Concerns at this level, by student participant(s) or a participant's parent, should be directed to the coach as the primary step towards a solution. If a satisfactory result cannot be achieved, the next step in the chain is in order. While moving up the chain, it is recommended that all parties, including the coach be present for discussion.

This movement up the chain should also be used in all cases where a confrontational atmosphere is evident. In addition, any complaint from an organized group should be directed to the coach in the presence of the activities director.

Formal meetings between parties should be properly documented. If a situation is not remedied at the lower levels of the chain, this process can be followed to the top of the chain. Ultimately, the concern should be aired in a formal meeting of the school board. Though a rarity, such a meeting should include all parties that have been involved in this complaint or concern.

If any level of the chain has been passed over, it is the responsibility of the superior who received the complaint to redirect the persons involved to the appropriate level. Since communication in a small community is often of an informal nature, exception to this chain of communication will take place. For example, a parent may try to communicate directly to a school board member, superintendent, or principal. An appropriate response would be "I appreciate your concern, but you must first take your concern to the proper level. If you would like, I can set up a meeting for you."

This chain should be used when someone in the middle of the chain needs to express a concern. An individual's first step would be to address his/her immediate supervisor. If not satisfied, a further step up the chain is in order.

Finally, it should be noted that the chain of communications works both ways. Someone at the top of the chain must also direct concern through the proper links of the chain. For example, if the school board has a concern with a coach, it needs to first address the superintendent. The superintendent in turn would pass that concern on through the chain to the coach.

At any point in the chain, if the authority involved chooses to expedite the process he/she may pass the responsibility to the next higher level with permission from aggrieved party as well as his/her superior. For example, if a situation seems very serious, and activities director who has been called into the situation may opt to invite the principal/superintendent to the meeting. At such meeting, all links of the chain involved should be present.

By making proper use of this chain of communication, most concerns or problems should be remedied with the beginning steps. If a serious problem does arise, all parties have been given ample opportunity to state their case. Each step will be properly documented for final consideration.

### **24 Hour Rule:**

The 24-Hour rule is a rule that should prevent discussions regarding playing time, positions, tactics, or general decision making immediately following the game. It is essentially a “cool off period” that removes emotion from the conversation which allows both parties to collect their thoughts prior to speaking about events.

If anyone has a concern about an activity that his/her child is participating in, to contact the coach/advisor at the school and arrange a meeting with the coach/advisor and activities directors to discuss the concern.

We ask your cooperation and if you have any questions about this policy please feel free to call Activities Director, Kelsey Paurus at 320-357-3705

### **Parent/Coach Communications:**

Students will be advised to advocate for themselves. Parents will be advised to only follow this protocol if their student participant has talked to their coach/advisor.

1. Contact the Head Coach to discuss the issue or request a meeting. Please do not make this initial contact immediately after a game or contest. There is a 24 hour cooling off period.
2. Share your concerns with the coach and focus on developing a solution. Concerns are limited to your student-participant only. Discussion of other student participants is not an appropriate discussion topic, but discussion about how your student participant can improve is appropriate. The student participant may be present at this meeting. Coaches are strongly advised to have a third party attend this meeting.
3. If a satisfactory resolution to the concern is not reached after speaking with the coach, contact the Activities Director to discuss the concern or request a meeting.
4. Attend meeting on set date and discuss the concern and the proposed resolution to the concern by the Head Coach. The athlete will be present at this meeting.
5. Written appeals should follow the proper steps in the Chain of Communication protocol. Appeals will not be considered if the school policy was not followed.

### **Disciplinary Procedure for Communication Violation(s):**

If the above procedures are not followed, the following steps will take place:

1. 1<sup>st</sup> Violation of Procedure:
  - a. The coach will suggest a meeting at a later date and an email or letter will be sent to the parent outlining our procedure for handling athletic/activity complaints.
2. 2<sup>nd</sup> Violation of Procedure:
  - a. Removal from next contest
3. 3<sup>rd</sup> Violation of Procedure:
  - a. Removal from all remaining contests.

### **Fan Responsibility Policies**

LPGE fans represent the school, whether home or away. They are expected to support their team in a positive way and treat all participants and fans with respect and dignity. Your admission price does not allow you to abuse players, officials, or coaches. You are responsible for your behavior.

### **Student Responsibility**

- Students are expected to follow the rules of the Minnesota State High School League, the rules of LPGE High School, and the rules of their coach and/or team.
- Students are expected to perform at their best of their ability academically and athletically. This should conduct themselves in a source of positive support for their peers/teammates.
- Students are role models for other LPGE students. As such, they are expected to exemplify good attitudes by treating other players, coaches, fans, officials, and parents with respect and dignity.
- Students should be positive in support of their own team and recognize the achievements of the opposing team. Vulgar or denigrating remarks are never appropriate.
- Students should enjoy the benefits of competition, remembering not everyone can be the star, be on the first team, or have equal playing time.
- Keep winning and losing in proper perspective. Athletic programs are primarily designed for students to learn and have fun. Athletes who do their best are to be commended even if their best is not good enough to win.

### **Spectator Guidelines at Events**

### **Student Spectators:**

The following actions are consequences for disorderly or unruly adult spectator/fan behavior at student events held in association with Long Prairie-Grey Eagle School District. Unruly or disorderly student fan behavior will be handled through normal school discipline due process and referral to law enforcement. The assigned event site supervisor will make all determinations of unruly or unsportsmanlike behavior, after first issuing a warning to the individual(s).

### **Adult Spectators:**

Should an adult spectator's behavior violate current policy regarding coaches, contest officials, or advisors during or after events, or constitute participating in unsportsmanlike behavior from the stands, then that behavior will be deemed in violation of the Long Prairie-Grey Eagle School District Policy and the violator will then be subject to the following:

#### **First Offense:**

- Anytime a spectator is ejected from a game/meet, he/she cannot spectate at the remainder of that day.
- The spectator will also be suspended from the next scheduled/rescheduled/contracted date at that level of competition and all games/meets in the interim at other levels of competition.
- The person involved will receive a "Warning for Misconduct" letter in the mail.

#### **Second Offense:**

- The person involved in a second offense over the course of the school year will be suspended from three (3) home events for that sport/activity. If the sport/activity concludes before the suspension is served, it will run concurrent with the next season.
- This consequence may be reduced to two (2) events if the coach/advisor involved receives a formal, written apology from the offending fan before the third event takes place, and a copy of the incident report and apology is transmitted to the Activities Director, Superintendent, and School Board to remain on file.

#### **Third Offense:**

- A person involved in a third offense over the course of the school year will be suspended from extra-curricular events for the remainder of the calendar year.

#### **Fourth Offense:**

- A fourth offense will ban the offender from all home student events, indefinitely.

**Note:** Laws regarding trespass on school grounds, trespass at school activities, and disorderly conduct at public events will be referred to and enforced by local law enforcement.

### **Weight Room Rules:**

Students shall be accompanied by an adult when they are in the LPGE Weight Room.

Students must have a spotter which is defined as someone who is strong enough to assist you and they are with you during the lift, especially for bench press, squats, power cleans, and inclined lifts.

Shirts must be worn by all lifters during workouts.

Belts must be worn for the following lifts: deadlifts, squats, power cleans.

### **Injuries and Accident Reporting Procedures:**

The trainers or coaches/advisors will complete the School Injury Report Form immediately following all injuries or accidents that require medical care beyond immediate care by coach/advisor and/or trainer. This applies to all students under their supervision during practices, events, or while traveling to and from an event. The trainers or coaches/advisors are to call the Activities Director and inform him/her immediately if a participant is taken to the hospital.

The form shall be turned into health services the following morning with the trainer or coach/advisor retaining a copy.

When an accident report form is required, coaches/advisors will attempt to personally contact the parents or guardians.

If a physician, due to illness/injury, excuses a participant from events or practices, students must supply written statement from the physician allowing them to return to activity.

### **Emergency Procedure:**

\*In case of serious injury, the following plan shall be implemented\*

1. If an athletic trainer is on site, follow their instructions before advancing
2. Call 911 and ask for an ambulance.
  - a. Who will call?
    - i. Assistant Coach
    - ii. Head Coach
    - iii. Responsible Adult
  - b. What to say on the phone:
    - i. Request an Ambulance
    - ii. What type of situation is it (life-threatening/non-life threatening)
    - iii. What type of injury?
      1. Head
      2. Neck
      3. Knee
      4. Etc.
    - iv. Is the athlete conscious?
    - v. The athlete's vital signs (if given)
      1. Pulse
      2. Breathing rate
    - vi. What assistance is being given?
      1. CPR
      2. Rescue Breathing
      3. Stabilizing Athlete
      4. AED
    - vii. Location of Phone
    - viii. Exact location of injury
      1. Town's Football Field, Town's Gymnasium
    - ix. ALWAYS HANG UP LAST

## **Requirements for Thunder Lettering**

## **Lettering Policy:**

All high school coaches/advisors will follow district criteria for lettering within their activities. This policy should be discussed with students at the beginning of the seasons. This information should also be provided to the Activities Director.

### **Football**

Letter: TBD

### **Volleyball**

**Letter:** Athletes must be on the varsity playoff roster and also have no violations of the handbook.

### **Cross Country**

**Letter:** A varsity player is eligible to letter in Cross country if they run in two varsity meets and/or be named to the section team.

### **Girls Tennis**

**Letter:** An athlete is able to letter in Girls Tennis if they are on the Varsity Team Playoff Roster. The athlete must also have no violation of the Tennis Handbook.

### **Soccer**

**Letter:** A varsity player must play in half of the varsity games and have no violations during the season. The athlete must be a member of the team throughout the entire season. Seniors who participate well in the Soccer Program will letter. The coaching staff will have the final decision on whether an athlete letters.

Team Managers are eligible for a varsity letter if (1) manager attends every practice and game just as a player would; or (2) a "game only" manager serves for two seasons in this role with excellent match attendance.

### **Cheerleading**

**Letter:** TBD

## **Boys Basketball**

**Letter:** An athlete who spends more than half of the season on the varsity roster is able to receive an athletic letter.

## **Girls Basketball**

**Letter:** Athletes must be on the varsity playoff roster and also have no violations of the handbook.

## **Girls Hockey**

**Letter:** Athletes must obtain one of the following in order to receive a letter in Boys Hockey:

- Any player who participates in one half of all varsity hockey games during the season.
- Any player who is on the section playoff roster.
- Any senior who is a positive member of the North Stars Hockey team will earn a letter regardless of game participation.
- Coach discretion

## **Boys Hockey**

**Letter:** Athletes must obtain one of the following in order to receive a letter in Boys Hockey:

- Any player who participates in one half of all varsity hockey games during the season.
- Any player who is on the section playoff roster.
- Any senior who is a positive member of the North Stars Hockey team will earn a letter regardless of game participation.
- Coach discretion

## **Gymnastics**

**Letter:** A student must have competed at least one event at the varsity level in half (or more) of the season's gymnastics meets. All seniors will receive a varsity letter, regardless of the amount of varsity competitions they have appeared in to reward their dedication and time they have put into our program over their years of participation.

## **Wrestling**

**Letter:** A student must be on postseason roster to letter.

## **Baseball**

**Letter:** An athlete is able to letter in Baseball if they have a varsity uniform all season. A player starting in the middle of the season must play in at least 5 games to letter.

## **Softball**

**Letter:** A student needs to appear in at least 25% of the Varsity games.

## **Boys and Girls Golf**

**Letter:** TBD

## **Boys Tennis**

**Letter:** TBD upon start of program

## **Boys & Girls Track**

**Letter: Athletes must obtain one of the following in order to receive a letter in Boys & Girls Track:**

1. Athletes must have:
  - a) Average of 1.5 points per meet (Relay score is divided by 4)  
OR
  - b) Scored in a minimum of 3 meets and scored at Subsection.  
OR
  - c) Meets a LPGE Track and Field Varsity benchmark time, distance, or height.  
OR
  - d) earn All Conference or Honorable Mention at Conference Meet
  
2. Seniors who have participated as juniors and who do not have any unexcused absences from practice and meets may earn a letter without the required points. First year participants must meet the point criteria and other requirements to letter.

3. Coaches reserve the right to withhold letters from any athletes who display conduct and/or attitudes that are detrimental to the team, regardless of the number of points earned during the season.
4. Any athletes that didn't letter the year before, their points will roll over to the following year and count towards this year's total.

## **Trap Shooting**

**Letter: Perfect Attendance in practices and competitions.**

## **Robotics**

**Letter: Perfect Attendance in practices and competitions.**

## **Knowledge Bowl**

- Attend at least one practice a week for 12 weeks.
- Attend three regular season meets (either through Sourcewell or the Prairie Conference)
- Attend the Regional Meet

## **Theatre**

Students in grades 7-12 are eligible to letter in Theater.

Prerequisites:

1. Must be present and engaged in all rehearsals and performances for which the student is committed (no unauthorized absences or tardies).
2. Must demonstrate a generally positive attitude and work ethic during rehearsals and performances.

Additionally, students must do (at least) 1 of the following:

1. Participate (in any role) in at least two productions (Fall, Winter, and Spring). Participation is not limited to a single academic year, but can be combined from previous years participation. Example: If a student participates in 7th grade Fall and 12th grade Spring, then they letter.
2. Perform in at least production as a "Lead" role (as defined by the director).
3. Excel (as defined by the director) in an assigned technical role in at least one show.

Additionally, if the MSHSL One Act Play advances to the section level, all participating One Act Play students can AUTOMATICALLY earn a letter so long as prerequisites are met.

Consideration will be given to students who miss performances due to illness or other extenuating circumstances.

## Choir

Students in grades 9-12 are eligible to letter in Choir.

Prerequisites:

1. Must perform in MSHSL Large Group Contest.
2. Must perform in all concerts and festivals (defined as “major performances” as outlined in the LPGE Choir handbook) in order to receive a letter.

Consideration will be given to students who miss performances due to illness or other extenuating circumstances.

Additionally, students must do (at least) 1 of the following:

1. Receive an “B” average for quarters 1-3;  
OR
0. Attend all required Choir lessons in quarters 1-3.

Additionally, a student can AUTOMATICALLY earn a letter by participating in the MSHSL Solo/Ensemble Contest so long as prerequisites are met.

## Band

### LPGE Band Lettering Policy      Revised July 2022

Students in grades 9-12 are eligible to letter in Band.

**Prerequisites:**

All students must attend MSHSL Large Group Contest and have 100 percent concert attendance (i.e. also known as “major performances” as outlined in the LPGE Band handbook) in order to receive a letter. Consideration will be given to students who miss performances because of illness or other extenuating circumstances.

**In addition to the prerequisites**, for a student in Band to earn a letter, they must achieve at least one of the two following criteria:

1. Participate in 75 percent of all scheduled pep bands; OR
2. Attend all required Band lessons quarters 1-3.

**Additionally, in addition to the prerequisites**, a student can AUTOMATICALLY earn a band letter by achieving ONE of the two following criteria:

1. 100 percent attendance at all scheduled pep bands OR
2. Participation in MSHSL Solo/Ensemble Contest.

**School Board Policies Included:**

Please refer to the following policies:

- 413: Harassment and Violence
- 417: Chemical Use and Abuse
- 418: Drug-Free Workplace/Drug-Free School
- 419: Tobacco-Free Environment
- 510: Student Activities
- 514: Bullying Prohibition
- 522: Student Sex nondiscrimination
- 526: Hazing Prohibition
- 710: Extracurricular Transportation

# Long Prairie-Grey Eagle

## Extracurricular Activity Code of Conduct

As a member of LPGE High School's extracurricular activities program, I am representing LPGE High School's and their communities. Participation in extracurricular activities is a privilege that is earned. Therefore, I will be expected to conduct myself in a manner consistent with the high expectation set forth by the Long Prairie-Grey Eagle School's, my advisor/coach, and the MSHSL.

As a participant, I am expected to be a student first and foremost. I will do the highest quality of schoolwork I am capable of, and I will demonstrate respect for classroom instructors, staff, fellow students, and myself.

I realize the importance of respecting school property and the property of others. The facilities and equipment provided by the schools/communities make it possible for both others and myself to participate. I will conduct myself in a manner honoring the property of others and in a manner, which demonstrates pride in my schools and communities.

I will conduct myself in a sportsmanlike manner at all times. I will respect fellow participants, advisors, coaches, fans, and supporters of all schools involved; and I will demonstrate this respect through both my actions and words.

Acts of poor citizenship, in either the school or the communities, do not represent the ideals of the Long Prairie-Grey Eagle Public School and will not be tolerated. Poor citizenship includes, but is not limited to possession/use of illegal substances, vandalism, theft, fighting, misconduct, etc.

A half day of attendance in school is required if a student is to participate in daily practices, games, contests, and events. The only exceptions to this rule are **pre-arranged** medical and dental appointments, unavoidable family emergencies, or other school sponsored activities.

Any violation of the Code shall result in appropriate disciplinary action as determined by the coach/advisor/Activities Director/Administration.

**STUDENT PARTICIPANT** \_\_\_\_\_

**PARENT/GUARDIAN** \_\_\_\_\_

**\*Signatures denotes acceptance of the aforementioned expectations and are required for participation in LPGE extracurricular activities! \***

**INDEPENDENT SCHOOL DISTRICT #2753**, Long Prairie-Grey Eagle Public Schools, will receive sealed bids for bread and milk products at the Superintendent's Office, 205 2nd St S, Long Prairie, Minnesota 56347 until Thursday, July 10, 2025 at 1:00 P.M.

All bids to include delivery at school sites: Long Prairie-Grey Eagle Elementary School and Long Prairie-Grey Eagle Secondary School.

Bids should be addressed to: Daniel Ludvigson  
Superintendent of Schools  
205 2nd Street South  
Long Prairie, Minnesota 56347  
320-357-3605

and labeled "BID ENCLOSED"

---

BID SUBMITTED BY PAN-O-GOLD BAKING CO.  
444 EAST ST. GERMAIN ST.  
ST. CLOUD, MN 56304  
Email Address: jrevera@panogold.com

PLEASE INDICATE DELIVERY **DAILY** OR **ALTERNATE**  
PLEASE INDICATE **WITH** OR **WITHOUT** ESCALATOR

**MILK PRODUCTS**

1/2 Pint 1%	_____
1/2 Pint Skim	_____
1/2 Pint Chocolate Skim	_____
Lactaid Milk 8 oz	_____
4-1 Gallon 1% Milk	_____

---

**BREAD PRODUCTS – Include nutritional information**

1 1/2 lb sliced Whole Wheat White	<u>2.44</u>
1 1/2 lb sliced 100% Whole Wheat	<u>2.80</u>
Whole Wheat White Hamburger Bun	<u>11.25 60 ct</u>
Whole Wheat White Coney Bun	<u>2.80 12 ct</u>

Whole Wheat Steak Buns  
Whole Grain Dinner Rolls  
Tea Biscuit WG  
10" flour tortilla shell  
Brioche Buns  
Foot Long Hotdog Buns

5.60	24ct
2.60	12ct
2.60	12ct
2.64	
3.52	
NA	

6-27-25

Thank you

Jason Reserig

PAN-O-GOLD Baking Co.

*Lawrence*

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Long Prairie, Minnesota 56347  
320-357-3605

and labeled "BID ENCLOSED"

---

BID SUBMITTED BY Steve Tedford  
CASS CLAY Creamery  
200 20th St North Fargo, ND 58102  
Email Address: Steve.tedford@kemps.com

PLEASE INDICATE DELIVERY DAILY OR ALTERNATE  
PLEASE INDICATE WITH OR WITHOUT ESCALATOR

**MILK PRODUCTS**

1/2 Pint 1%	<u>.326 esc</u>	2x per week delivery ↓
1/2 Pint Skim	<u>.312 esc</u>	
1/2 Pint Chocolate Skim	<u>.323 esc</u>	
Lactaid Milk 8 oz	<u>.59 esc</u>	
4-1 Gallon 1% Milk	<u>3.922 esc</u>	

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**BREAD PRODUCTS – Include nutritional information**

1 1/2 lb sliced Whole Wheat White	<u>          </u>
1 1/2 lb sliced 100% Whole Wheat	<u>          </u>
Whole Wheat White Hamburger Bun	<u>          </u>
Whole Wheat White Coney Bun	<u>          </u>

Whole Wheat Steak Buns

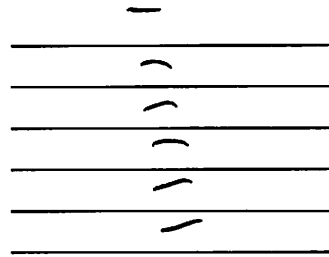
Whole Grain Dinner Rolls

Tea Biscuit WG

10" flour tortilla shell

Brioche Buns

Foot Long Hotdog Buns



# COMMUNITY CORRECTIONS

State of Minnesota  
Todd and Wadena Counties

July 1, 2025

Mr. Daniel Ludvigson  
Superintendent  
Long Prairie-Grey Eagle Public School  
Long Prairie, MN 56347

RE: Community Concern for Youth Program  
Resolution of Sponsorship

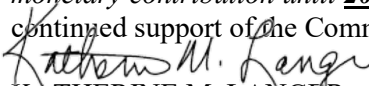
Dear Superintendent Ludvigson:

Enclosed is the 2026 Resolution of Sponsorship for the Todd County Community Concern for Youth Program (CCY). I am requesting that your school board consider this Resolution at their next meeting. If you would like a representative from Todd-Wadena Community Corrections to attend the meeting, please let me know. We would be more than happy to come and answer any questions you might have regarding the Community Concern for Youth Program in your area.

I have also enclosed a local funding summary sheet for your information. Please feel free to give me a call if you have any questions at 320-732-6165.

As previously shared with you, we updated the formulas that are used to determine the funding splits between counties, schools, and cities. The formula is based off of the cost per student, with student populations being provided to us in 2022. We also added in a base rate of \$100 per school because CCY workers are in the school on a regular basis regardless of the number of students that we have in each school. The 2026 rate reflect a 2% increase from 2025.

We ask that once you approve the resolution to please forward a copy to Todd-Wadena Community Corrections via email to [megan.kruse@co.todd.mn.us](mailto:megan.kruse@co.todd.mn.us). However, we are asking that you do not make your monetary contribution until **2026**. We will send an invoice at the beginning of 2026. Thank you for your continued support of the Community Concern for Youth Program.

  
KATHERINE M. LANGER  
Director

Enclosure: Resolution of Sponsorship  
Funding Summary Sheet

cc: File

√ LONG PRAIRIE OFFICE – 221 First Ave S, Suite 200, Long Prairie, MN 56347 (320-732-6165)  
□ WADENA OFFICE – 415 S. Jefferson, Courthouse, Wadena, MN 56482 (218-631-7618)  
□ STAPLES OFFICE – 200 First Street NE, Staples, MN 56479 (218-894-6300)

*“An Equal Opportunity Employer”*

**RESOLUTION OF SPONSORSHIP**

Resolution authorizing participation with the Community Concern for Youth Program with Todd-Wadena Community Corrections.

BE IT RESOLVED by the Long Prairie-Grey Eagle School Board that Todd County act as sponsoring unit of government for the project entitled Community Concern for Youth to be conducted by Todd-Wadena Community Corrections during the period from 01/01/26 through 12/31/26. Lew Noska, Chairperson, Todd County Board of Commissioners, is hereby authorized to execute such agreements and funding as are necessary to implement the project on behalf of the Long Prairie-Grey Eagle School Board.

BE IT RESOLVED that the Long Prairie-Grey Eagle School Board hereby agrees to contribute \$4,123.00 for the project entitled Todd-Wadena Community Concern for Youth during the period from 01/01/26 through 12/31/26, which is to be paid on 01/01/26.

It is understood that the Long Prairie City Council contributes \$3,528.00, and the Grey Eagle City Council contributes \$379.00, for a total community contribution of \$8,030.00.

I hereby certify that the above resolutions were adopted by the Long Prairie-Grey Eagle School Board on \_\_\_\_\_.

Signed:

Witnessed:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Chairperson  
(Title) \_\_\_\_\_  
(Date)

Superintendent  
(Title) \_\_\_\_\_  
(Date)

# Todd County Community Concern for Youth Program

## CCY Funding Request - 2026

Source	Student/City Population	2025 Amount	2025 Total	2026 Amount	2026 Total
<b>Long Prairie-Grey Eagle School</b>					
School:	866	\$4,042		\$4,123	
City (Long Prairie):	3,256	\$3,459		\$3,528	
City (Grey Eagle):	323	\$371		\$379	
			\$7,872		\$8,030
<b>Browerville</b>					
School:	528	\$3,108		\$3,171	
City (Browerville):	737	\$955		\$974	
City (Clarissa):	650	\$690		\$704	
			\$4,754		\$4,849
<b>Bertha-Hewitt</b>					
School:	485	\$2,164		\$2,208	
City (Bertha):	497	\$530		\$541	
City (Hewitt):	259	\$276		\$281	
City (Eagle Bend):	507	\$541		\$552	
			\$3,551		\$3,582
<b>Staples-Motley</b>					
School:	920	\$5,421		\$5,530	
City (Staples):	3,153	\$4,339		\$4,426	
			\$9,760		\$9,956
<b>Total</b>			<b>\$25,937</b>		<b>\$26,417</b>