Regular Meeting

Monday, July 20, 2026 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. **Guests**

D.1. Luan -Chamber of Commerce - RE: Soldier's Field

E. **Consent Agenda**

E.1. Minutes

E.2. Bills

E.2.a. Regular Bills

E.2.b. Funds Transfers

E.2.c. Revolving Fund

E.2.d. P-Card Statement

E.3. Financial Report

E.4. Personnel

E.5. 2027
Todd County Community Concern for Youth (CCY) Resolution of Sponsorship

E.6. MOU for DAC Position

E.7. Approve Long Prairie Grey Eagle Public Schools
Staff Cyber Security Policy - July 2026

E.8. Approve Long Prairie-Grey Eagle K-12 Public School
Student Device Policy, Procedures, and Information - 2026-2027

E.9. Approve Thunder Online Academy Device Policy 2026-2027

E.10. MOU Correction for Federal Programs Coordinator

E.11. Approve Board Policy Updates

F. **Reports, Correspondence and Guests**

F.1. Student Representatives

F.2. Program Reports

F.2.a. Activities Report

F.2.b. Community Education

F.2.c. Technology

F.2.d. Business Manager

F.3. Principals

F.4. Board

F.4.a. MREA Summit - November 15-17

F.5. Superintendent

F.5.a. Board Minute

F.5.b. Setting FY 2027 Superintendent Professional Goals

G. **Board Highlight**

H. **Unfinished Business**

I. **New Business**

I.1. Donations

I.2. Approval of the FY 2028 Long-Term Facilities Maintenance Plan

I.3. Approve Milk & Bread Bids

I.4. Approve Resolution Establishing Procedures for the Counting of Write-in Votes for School Board Elections

I.5. Approve Resolution Relating to the Election of School Board Members and Calling the School District General Election

I.6. Approve Handbooks

J. **Adjourn**

AGENDA

ESCUELAS PÚBLICAS DE LONG PRAIRIE-GREY EAGLE

Reunión Ordinaria de la Junta Escolar

20 de julio de 2026

6:00 PM - Sala de la Junta 209 (Board Room 209)

205 2nd Street South, Long Prairie, Minnesota 56347

Aviso de Emergencia: En caso de que esta reunión se cancele debido al mal tiempo u otras condiciones de emergencia, la reunión se llevará a cabo al día siguiente a la misma hora y en el mismo lugar.

Participación Tecnológica: De conformidad con los Estatutos de Minnesota § 13D, uno o más miembros de la Junta Escolar pueden o no participar en esta reunión mediante tecnología interactiva. Al menos un miembro estará presente físicamente en el lugar de la reunión ordinaria, y todas las votaciones se realizarán mediante pase de lista.

A. Apertura de la Sesión y Juramento a la Bandera

B. Pase de Lista

C. Aprobación de la Agenda

D. Invitados

1. Luan - Cámara de Comercio - Asunto: Soldier's Field

E. Agenda de Consentimiento

1. Actas
2. Facturas
    - a. Facturas Ordinarias
    - b. Transferencias de Fondos
    - c. Fondo Rotatorio
    - d. Estado de Cuenta de la Tarjeta de Compras (P-Card)
3. Informe Financiero
4. Personal
5. Resolución de Patrocinio de 2027 para la Preocupación Comunitaria por la Juventud del Condado de Todd (CCY)
6. Memorando de Entendimiento (MOU) para el puesto de DAC (Coordinador de Evaluación del Distrito)

7. Aprobar la Política de Ciberseguridad para el Personal de las Escuelas Públicas de Long Prairie-Grey Eagle - Julio de 2026
8. Aprobar la Política, Procedimientos e Información sobre Dispositivos para Estudiantes de las Escuelas Públicas K-12 de Long Prairie-Grey Eagle - 2026-2027
9. Aprobar la Política de Dispositivos de Thunder Online Academy 2026-2027
10. Corrección del Memorando de Entendimiento (MOU) para el Coordinador de Programas Federales
11. Aprobar las Actualizaciones de las Políticas de la Junta

F. Informes, Correspondencia e Invitados

1. Representantes Estudiantiles
2. Informes de Programas
    - a. Informe de Actividades
    - b. Educación Comunitaria
    - c. Tecnología
    - d. Gerente de Negocios
3. Directores
4. Junta Escolar
    - a. Cumbre de la MREA (Asociación de Educadores Rurales de Minnesota) - 15 al 17 de noviembre
5. Superintendente
    - a. Minuto de la Junta
    - b. Establecimiento de las Metas Profesionales del Superintendente para el Año Fiscal (FY) 2027

G. Aspecto Destacado de la Junta

H. Asuntos Pendientes

I. Asuntos Nuevos

1. Donaciones
2. Aprobación del Plan de Mantenimiento de Instalaciones a Largo Plazo para el Año Fiscal (FY) 2028
3. Aprobar las Licitaciones de Leche y Pan
4. Aprobar la Resolución que Establece los Procedimientos para el Conteo de Votos por Escrito (*Write-in*) para las Elecciones de la Junta Escolar
5. Apropar la Resolución Relativa a la Elección de Miembros de la Junta Escolar y Convocatoria a las Elecciones Generales del Distrito Escolar
6. Aprobar Manuales

J. Clausura de la Sesión

Consent Agenda Notes July 20, 2026

E.1 – E.3 – see attachments

E.4 –Personnel –

a. Hires – Justin Sagerhorn (Sec. Social Studies Teacher), Modesta Adiyire (Sec. ESL Teacher), Marja Krueger (Para Sub), Cynthia Johnson (Para Sub), Stephanie Anderson (Teacher Sub), Kim Buntjer (Teacher Sub), Mary Collins (Teacher Sub), Bernice Desotell (Para Sub), Kylie Elmes (Para Sub), Amanda Hinson (Teacher Sub), Shirley Nies (Para Sub), Blake Schultz (Para Sub & Community Ed Sub), Jennifer Meagher (ELA Teacher)

b. Coaching –

c. Resignations – Diana Hegseth (JH Volleyball Coach), Karen Holt (Elementary Secretary effective 9/15/26), Michelle Halonen (Secondary Special Ed Teacher)

d. **Conferences** -

MREA Voice for Greater Minnesota Education - Nov 15-Nov 17, 2026 - Mr. Ludvigson is signed up

MASA Fall Conference - September 27-29

E.5 – 2027 Todd County Community Concern for Youth (CCY) Resolution for Sponsorship - see attachment

E.6. - MOU for DAC Position - See the two MOU's for the DAC position.

E.7 - Approve Staff Cyber Security Policy - July 2026 - See attachment

E.8 - Student Device Policy, Procedures, and Information - 2026-2027 - See attachment

E.9 - Approve Thunder Online Academy Device Policy 2026-2027 - See attachment

E.10 - MOU Correction for Federal Programs Coordinator - on the signed contract there was an error. The stipend is listed as $12,000. The correct amount is $13,000.

E.11 - Approve Board Policy Updates - See attachment

School Board Minutes
Regular Meeting
Monday, June 15, 2026

The Meeting of the Board of Education was called to order by Chairman Gohman at 6:00 pm, Monday, June 15, 2026 in the District Board Room 209. Board members present: Gohman, Hollenkamp, Levin, Wolf, Wright, Zahnow, Zastrow and Superintendent Ludvigson. Other members present were: David Ruda, Kelsey Paurus, Russ Bruder, Rich Ragatz, Barton Rud, Mitchell Ganske and Cindy Dalton.

The Pledge of Allegiance was recited by all present.

It was moved by Wolf and seconded by Hollenkamp to adopt the agenda with the addition of the EDIAM Approval of Mr. Ludvigson. Motion unanimously carried.

Mr. Ragatz talked from Ideal Energy about the Solar Grant. There were questions that have come up on the fence, erosion and mowing around the panels. There is community member concern for the people that are living close by. A motion was made by Zahnow and seconded by Hollenkamp to approve the Solar Grant Resolution to be able to continue forward with the project. Roll call vote was taken with Hollenkamp, Wolf, Gohman, Zastrow and Zahnow voting “yes”, Levin and Wright both voted “no”. Motion carried 5/2.

David Ruda also presented on behalf of the Trap team. He said there were 33 kids in the program this year. They have a spring and fall season with spring being the largest.

It was moved by Hollenkamp and seconded by Zastrow to approve the following Consent Agenda with the removal of E.6 Approve MOU’s and also E.7 Resolution Establishing Dates for Filing Affidavits of Candidacy. In addition the Resignation of David Ruda as Trap Coach was added to the Consent Agenda: Motion unanimously carried

CA-1. Regular meeting minutes May 18, 2026

CA-2. Bills

CA-2a. Prewrite checks numbered to and including 25247-25348=$157,977.65

Checks numbered to and including 25349-25403=$196,819.95

CA-2b. Fund Transfers:

Date	Pmt Type	To Whom	Amount
5/7/2026	WX	PUBLIC EMPLOYEES RETIREMT ASSN	714.22
5/7/2026	WX	COMMISSIONER OF REVENUE	123.25
5/7/2026	WX	ELECTRONIC FED TAX PAY SYSTEM	831.73
5/15/2026	WX	PUBLIC EMPLOYEES RETIREMT ASSN	43,957.95
5/15/2026	WX	COMMISSIONER OF REVENUE	34,194.17
5/15/2026	WX	TEACHERS RETIREMENT ACCOUNT	96,640.67
5/15/2026	WX	ELECTRONIC FED TAX PAY SYSTEM	183,055.15
5/15/2026	WX	AVIBEN	11,066.77

5/15/2026	WX	AVIBEN	3,566.66
5/15/2026	WX	AVIBEN	2,619.16
5/15/2026	WX	DELTA DENTAL OF MN	121.65
5/15/2026	WX	DELTA DENTAL OF MN	3,938.26
5/15/2026	WX	AVIBEN	4,500.06
5/15/2026	WX	AVIBEN	766.67
5/15/2026	WX	AVIBEN	5,405.43
5/15/2026	WX	AVIBEN	6,896.75
5/15/2026	WX	AVIBEN	1,166.67
5/15/2026	WX	AVIBEN	586.68
5/15/2026	WX	AVIBEN	750.00
5/15/2026	WX	AVIBEN	333.34
5/15/2026	WX	AVIBEN	2,983.70
5/15/2026	WX	AVIBEN	500.02
5/15/2026	WX	EYE MED VISION CARE, LLC	0.00
5/15/2026	WX	EYE MED VISION CARE, LLC	343.46
5/15/2026	WX	BLUE CROSS BLUE SHIELD OF MINNESOTA	125,634.00
5/15/2026	WX	BLUE CROSS BLUE SHIELD OF MINNESOTA	2,421.00
5/28/2026	WX	PUBLIC EMPLOYEES RETIREMT ASSN	317.04
5/28/2026	WX	ELECTRONIC FED TAX PAY SYSTEM	346.46
5/27/2026	WX	TEACHERS RETIREMENT ACCOUNT	14.25
5/31/2026	WX	AMERICAN HERITAGE NATL BANK	29.00
5/31/2026	WX	REVTRAK INC	718.93
5/31/2026	WX	MINNESOTA NATIONAL BANK	30.00
5/31/2026	WX	BMO	5,989.15
5/31/2026	WX	MINNESOTA NATIONAL BANK	150.00

CA-2c. Revolving checks numbered to and including – 5876-5878=$90.50

CA-2d. P-Card Statement.

CA-3. Financial Report

CA-4 Personnel

A. New Hires
   1) Allison Ecker - Kindergarten Teacher
   2) Rachel Bothun - Secondary Principal

B. Accept the following resignations:
   1) Julie Berscheit - Paraprofessional

CA-5 Overload for Emma Johnson from 2/27/26 and Steve Christians from 5/5/26.

CA-6 Approve MOU: Student Leadership and Activities Coordinator, Community Education Coordinator, Federal Programs Coordinator, Band Director - REMOVED

CA-7 Resolution Establishing Dates for Filing Affidavits of Candidacy - REMOVED

CA-8 Approve Local Literacy Plan

CA-9 Recognize Teachers Receiving Tenure

CA-10 Approve Additional Surplus Items for Auction

CA-11 Approve Business Manager Contract

Motion unanimously carried.

Mr. Evenson was unable to attend the meeting, however his report was part of the board packet.

Kelsey Paurus read her report and answered the questions that arose.

Technology reported that they did have the chromebooks ordered and they were slowly trickling in.

Barton Rud said they were waiting on the MSBA to release the redline copy of the Handbooks. Tonight was Mr. Rud's last board meeting. He will be missed.

Superintendent Ludvigson - The candidate for the next Secondary Principal will begin working for the district on July 1, 2026. Special "Thanks" to Brad, Amy and Guado who gave tours and helped with the interviews. Hollenkamp also "thanked Bruce and his team from the Big River Group for all their help with the principal search.

Board Highlight – Huge "Thank You" goes out to Mr. Rud for his years of service to our school. Best of luck on his future endeavors. Hollenkamp attended a meeting about Online as she had quite a few questions presented to her. It was informational and helpful.

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

RESOLUTION ACCEPTING DONATIONS for June 2026

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)
Coborns	$213	Unified Special Olympics - May 6th
Magnifi Financial Credit Union	4 Cases of Water	Unified Special Olympics - May 6th
Minnesota National Bank	Napkins	Unified Special Olympics - May 6th

Long Prairie Lions	$300	Unified Special Olympics - May 6th
Impact Foundation	$2,000	Lt. Adam Gustafson Memorial
Chili Feed Fundraiser	$100	Golf
Grey Eagle Cemetery Assn.	$300	Middle School Band
American Legion Post 12	$750	Gymnastics
Lions Club of Long Prairie	$300	Special Olympics
Lions Club of Long Prairie	$300	SPED Hygiene Supplies
Paul Osterberg & Company, Inc DBA H&R Block Franchise	$100	Elementary Color Run
American Red Cross	$1,500	Dollars for Scholars
Clotho United Methodist Church	$400	Elementary Color Run

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 Wolf to approve the hiring of a part-time clerical person to handle attendance and clerical tasks for the Thunder Academy Online School. A roll call vote was taken with Hollenkamp, Wolf, Gohman, Zastrow and Zahnow voting “yes”, Levin and Wright voted “no”. Motion carried with a 5/2 vote.

A motion was made by Zastrow and seconded by Zahnow to approve the Revised 2026 Budget. Motion unanimously carried.

A motion was made by Wolf and seconded by Hollenkamp to approve the 2027 Adopted Budget.

There was discussion on the sub rates for the 26-27 school year. A motion was made by Zastrow and seconded by Wolf to approve the sub rates at Step 1 of the previous year’s contract. Motion unanimously carried.

A motion was made by Zastrow and seconded by Zahnow to approve the Custodial Master Contract. Motion unanimously carried.

A motion was made by Wolf and seconded by Hollenkamp to approve Mr. Ludvigson as EDIAM (IOWA) for Long Prairie Grey Eagle School for the 2026-2027 school year. Motion unanimously carried.

A motion was made by Zastrow and seconded by Hollenkamp to approve the Resolution Establishing Dates of Filing Affidavits of Candidacy. Motion unanimously carried.

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 2753
(LONG PRAIRIE-GREY EAGLE PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: JUNE 15, 2026

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), State of Minnesota, was held in the School District on June 15, 2026, at 6:00 o'clock p.m., for the purpose, in part, of establishing dates for filing affidavits of candidacy for the 2026 School District general election.

The following members were present:

and the following were absent:

Member Zastrow introduced the following resolution and moved its adoption:

RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY

BE IT RESOLVED by the School Board of Independent School District No. 2753, State of Minnesota, as follows:

1. The period for filing Affidavits of Candidacy for the office of school board member of Independent School District No. 2753 shall begin on July 14, 2026, and shall close on July 28, 2026. An Affidavit of Candidacy must be filed in the office of the School District Clerk and the $2 filing fee paid prior to 5:00 o'clock p.m. on July 28, 2026.

2. The Clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the School District at least two (2) weeks prior to the first day to file Affidavits of Candidacy.

3. The Clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the School District at least ten (10) days prior to the first day to file Affidavits of Candidacy. Publication and posting of said notice prior to the date of adoption of this resolution is hereby ratified and approved in all respects.

4. The notice of said filing dates shall be in substantially the following form:

NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 2753
(LONG PRAIRIE-GREY EAGLE PUBLIC SCHOOLS)
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the period for filing Affidavits of Candidacy for the office of School Board member of Independent School District No. 2753 shall begin on July 14, 2026, and shall close at 5:00 o'clock p.m. on July 28, 2026.

The general election shall be held on Tuesday, November 3, 2026. At that election, three (3) members will be elected to the School Board for terms of four (4) years each.

Affidavits of Candidacy are available from the School District Clerk, Independent School District No. 2753, 205 Second Street S., Long Prairie, MN 56347. The filing fee for this office is $2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the School District from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or general election.

The Affidavits of Candidacy must be filed in the office of the School District Clerk and the filing fee paid prior to 5:00 o'clock p.m. on July 28, 2026.

Dated: _____, 2026

BY ORDER OF THE SCHOOL BOARD

/s/_____
School District Clerk
Independent School District No. 2753
(Long Prairie-Grey Eagle Public Schools)
State of Minnesota

The motion for the adoption of the foregoing resolution was duly seconded by Hollenkamp. On a roll call vote, the following voted in favor: Wright, Hollenkamp, Wolf, Gohman, Levin, Zastrow and Zahnow.

and the following voted against: None

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF TODD)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 2753 (Long Prairie-Grey Eagle Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to establishing dates for filing affidavits of candidacy, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such clerk this 15th day of June, 2026.

_____
School District Clerk

There was discussion on a few MOU's up for renewal. A motion was made by Zastrow and seconded by Wolf to approve the MOU's for Community Education Coordinator, Federal Programs Coordinator, Student Leadership and Activities Director and Band Director. Motion unanimously carried.

The meeting was adjourned at 7:40 pm by Chairman Gohman.

_____
Lori Hollenkamp, Clerk

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 25473-999999999 Payment Date: 05/01/2026-7/31/2026 Period: 202611-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	**25473**	**1123**		**ARC ELECTRICAL SERVICE INC**		**Check**
			E	01 005 865 000 370 350 REPLACE THIRD EXHAUST FAN -	$137.22	
PO#:	**Voucher #:**	**13104**	Invoice	**Invoice No:** AR19862	**7/20/2026**	**Paid Amt:** **$137.22**
						Check Amount: **$137.22**
MNBK	**25474**	**1145**		**AUDREY MORRILL**		**Check**
			E	01 302 211 000 000 401 DONUTS FOR PRICIPAL INTERVIEWS	$14.22	
PO#:	**Voucher #:**	**12972**	Invoice	**Invoice No:** 06102026	**7/20/2026**	**Paid Amt:** **$14.22**
						Check Amount: **$14.22**
MNBK	**25475**	**1209**		**BRADLEY EVENSON**		**Check**
			E	04 005 560 069 321 401 CONCESSION SUPPLIES - LITTLE LEAGUE	$48.99	
PO#:	**Voucher #:**	**12977**	Invoice	**Invoice No:** 06252026	**7/20/2026**	**Paid Amt:** **$48.99**
						Check Amount: **$48.99**
MNBK	**25476**	**1348**		**CITY OF LP**		**Check**
			E	01 005 810 103 000 330 WATER/SEWER - HS	$143.68	
PO#:	**Voucher #:**	**13089**	Invoice	**Invoice No:** 01-00465900-00-3	**7/20/2026**	**Paid Amt:** **$143.68**
			E	01 005 810 103 000 330 WATER/SEWER - TENNIS COURTS	$5.22	
PO#:	**Voucher #:**	**13091**	Invoice	**Invoice No:** 01-00465500-00-5	**7/20/2026**	**Paid Amt:** **$5.22**
			E	01 005 810 000 000 330 WATER/SEWER - EARLY CHILDHOOD	$60.67	
PO#:	**Voucher #:**	**13090**	Invoice	**Invoice No:** 01-00313800-00-4	**7/20/2026**	**Paid Amt:** **$60.67**
			E	01 005 810 000 000 330 WATER/SEWER - ELEM	$78.15	
PO#:	**Voucher #:**	**13088**	Invoice	**Invoice No:** 01-00313500-00-3	**7/20/2026**	**Paid Amt:** **$78.15**
			E	01 005 810 000 000 330 WATER/SEWER - TRACK & FIELD	$11.83	
PO#:	**Voucher #:**	**13093**	Invoice	**Invoice No:** 01-00160300-00-9	**7/20/2026**	**Paid Amt:** **$11.83**
			E	01 005 810 000 000 330 WATER/SEWER - BASEBALL FIELD	$27.45	
PO#:	**Voucher #:**	**13092**	Invoice	**Invoice No:** 01-00313300-00-9	**7/20/2026**	**Paid Amt:** **$27.45**
						Check Amount: **$327.00**
MNBK	**25477**	**1620**		**FRESHWATER EDUCATION DISTRICT**		**Check**
			E	01 610 211 000 303 391 TARGETED SERVICES - MAR-MAY 2026	$89,710.31	
PO#:	**Voucher #:**	**13107**	Invoice	**Invoice No:** 21272	**7/20/2026**	**Paid Amt:** **$89,710.31**
			E	01 610 211 000 303 391 QTR 2, 3, 4 BILLING CORRECTION	$5,198.75	
PO#:	**Voucher #:**	**13108**	Credit	**Invoice No:** 21272	**7/20/2026**	**Paid Amt:** **($5,198.75)**
						Check Amount: **$84,511.56**
MNBK	**25478**	**3221**		**GUADALUPE MONANTEZ PARAMO**		**Check**
			E	01 005 020 000 000 401 MEAL FOR PRINCIPAL INTERVIEWS	$85.90	
PO#:	**Voucher #:**	**12971**	Invoice	**Invoice No:** 06102026	**7/20/2026**	**Paid Amt:** **$85.90**
						Check Amount: **$85.90**

Check Number: 25473-999999999 Payment Date: 05/01/2026-7/31/2026 Period: 202611-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25479	2013		KEMPS		Check
			E	02 005 770 000 701 495 milk		$372.80
PO#:	Voucher #:	12946	Invoice	Invoice No: 6349996	7/20/2026	Paid Amt: $372.80
			E	02 005 770 000 701 495 milk		$37.25
PO#:	Voucher #:	12950	Invoice	Invoice No: 6360487	7/20/2026	Paid Amt: $37.25
						Check Amount: $410.05
MNBK	25480	2126		LONG PRAIRIE LUMBER		Check
			E	01 005 810 103 000 401 SILICA SAND		$154.22
PO#:	Voucher #:	13020	Invoice	Invoice No: 2606-175435	7/20/2026	Paid Amt: $154.22
						Check Amount: $154.22
MNBK	25481	2128		LONG PRAIRIE OIL		Check
			E	01 005 810 000 000 352 FUEL FOR VEHICLES		$655.55
			E	01 005 810 000 000 353 FUEL FOR VEHICLES		$371.22
PO#:	Voucher #:	13026	Invoice	Invoice No: LPGESCHOOL	7/20/2026	Paid Amt: $1,026.77
						Check Amount: $1,026.77
MNBK	25482	2150		LPGE JO VOLLEYBALL		Check
			E	04 005 560 069 321 401 Reimbursement for Concession Supplies		$320.26
PO#:	Voucher #:	12976	Invoice	Invoice No: 06112026	7/20/2026	Paid Amt: $320.26
						Check Amount: $320.26
MNBK	25483	2363		MPL		Check
			E	01 005 810 103 000 332 ELECTRIC - HS		$17,649.06
			E	01 005 810 000 000 332 ELECTRIC - ELEM		$13,957.56
PO#:	Voucher #:	13094	Invoice	Invoice No: 7123200000	7/20/2026	Paid Amt: $31,606.62
						Check Amount: $31,606.62
MNBK	25484	3233		NORTHERN CONSULTING ACTUARIES, INC		Check
			E	01 005 110 000 000 305 COMPLETION OF THE FYE 2026 GASB 75 VA		$2,100.00
PO#:	Voucher #:	13083	Invoice	Invoice No: LGE-2026-06	7/20/2026	Paid Amt: $2,100.00
						Check Amount: $2,100.00
MNBK	25485	2814		SOURCEWELL		Check
			E	01 103 640 066 316 366 REGISTRATION FEES APRIL TO JUNE		$19.00
PO#:	Voucher #:	13105	Invoice	Invoice No: INV00006536	7/20/2026	Paid Amt: $19.00
						Check Amount: $19.00
MNBK	25486	3536		SQUIRES, WALDSPURGER, & MACE P.A.		Check
			E	01 005 150 000 000 305 LEGAL SERVICES THRU MAY 31, 2026		$2,639.00
PO#:	Voucher #:	13095	Invoice	Invoice No: 30252	7/20/2026	Paid Amt: $2,639.00
						Check Amount: $2,639.00

Check Number: 25473-999999999 Payment Date: 05/01/2026-7/31/2026 Period: 202611-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25487	2894		SYSCO WESTERN MINNESOTA		Check
			E	02 005 770 000 701 490 breakfast & lunch		$1,570.90
			E	02 005 770 000 705 490 breakfast & lunch		$38.34
PO#:	Voucher #:	12947	Invoice	Invoice No: 353214784	7/20/2026	Paid Amt: $1,609.24
						Check Amount: $1,609.24
MNBK	25488	3038		VANESSA WIELENBERG		Check
			E	01 103 203 066 000 305 ELEVATE PD MATERIALS		$77.58
PO#:	Voucher #:	12983	Invoice	Invoice No: 06182026	7/20/2026	Paid Amt: $77.58
						Check Amount: $77.58
MNBK	25489	3100		WL HALL CO INTERIOR SERVICE		Check
			E	01 005 865 000 369 350 STANDARD SERVICE ON ELECTRIC OPERAB		$1,450.00
PO#:	Voucher #:	13021	Invoice	Invoice No: 19231	7/20/2026	Paid Amt: $1,450.00
						Check Amount: $1,450.00
MNBK	25490	3126		AMAZON CAPITAL SERVICES		Check
			E	01 005 110 000 000 401 MANILLA SHIPPING TAGS		$15.99
			E	01 005 110 000 000 401 REDI TAG WRITE ON TABS		$5.34
			E	01 005 110 000 000 401 5X7 MANILLA ENVELOPES		$16.82
			E	01 005 110 000 000 401 AVERY BINDER DIVIDERS - 5 TAB		$10.90
			E	01 005 110 000 000 401 WALLDECA WET ERASE MARKERS		$16.48
			E	01 005 810 000 000 401 HOSPECO TAMPAX TAMPONS FOR VENDING		$157.58
			E	01 005 810 000 000 401 SHIPPING		$0.00
PO#: 3019	Voucher #:	13019	Invoice	Invoice No: 196F-6FDT-6LGP	7/20/2026	Paid Amt: $223.11
						Check Amount: $223.11
MNBK	25491	1112		ANOKA HENNEPIN SCHOOL DISTRICT		Check
			E	02 005 770 000 701 401 2026-2027 MSFBG ADMINISTRATION FEE		$350.00
PO#:	Voucher #:	13075	Invoice	Invoice No: MSFBG-58	7/20/2026	Paid Amt: $350.00
						Check Amount: $350.00
MNBK	25492	3834		CHS		Check
			E	01 005 810 103 000 401 TRIMEC		$85.78
PO#:	Voucher #:	13074	Invoice	Invoice No: II2878	7/20/2026	Paid Amt: $85.78
						Check Amount: $85.78
MNBK	25493	3141		DANIEL LUDVIGSON		Check
			E	01 005 810 000 000 352 DUPLICATE TITLE FOR VAN		$22.50
PO#:	Voucher #:	13112	Invoice	Invoice No: 07102026	7/20/2026	Paid Amt: $22.50
						Check Amount: $22.50

Check Number: 25473-999999999 Payment Date: 05/01/2026-7/31/2026 Period: 202611-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25494	1527		EDMENTUM		Check
			E	01 301 680 000 000 390 RENEWAL OF SOFTWARE 2027		$20,988.40
PO#: 3014	Voucher #:	12985	Invoice	Invoice No: INV32665081	7/20/2026	Paid Amt: $20,988.40
						Check Amount: $20,988.40
MNBK	25495	1536		EDUCATOR BENEFIT CONSULTANTS, LLC		Check
			E	01 005 160 000 000 305 ACS TPA MONTHLY FEE - 403(b) Admin & Co		$145.98
PO#:	Voucher #:	13032	Invoice	Invoice No: 42621	7/20/2026	Paid Amt: $145.98
			E	01 005 160 000 000 305 3RD QTR FLEX-PLAN ADMINISTRATION		$125.00
			E	01 005 160 000 000 305 3RD QTR FLEX-HSA		$315.00
PO#:	Voucher #:	13084	Invoice	Invoice No: 42883	7/20/2026	Paid Amt: $440.00
						Check Amount: $585.98
MNBK	25496	1552		EMC INSURANCE COMPANIES		Check
			E	01 005 940 000 000 340 26-27 POLICY RENEWAL		$140,678.86
PO#:	Voucher #:	13087	Invoice	Invoice No: 7003391483	7/20/2026	Paid Amt: $140,678.86
						Check Amount: $140,678.86
MNBK	25497	1739		HILLYARD - INC		Check
			E	01 005 810 000 000 401 PAD HAND SCRUB GLACIER HSP 24 CS		$63.39
PO#:	Voucher #:	13014	Invoice	Invoice No: 90205819	7/20/2026	Paid Amt: $63.39
						Check Amount: $63.39
MNBK	25498	1783		INTEGRATED SYSTEMS CORPORATION		Check
			E	01 005 110 000 000 305 SKYWARD HOSTING SERVICES - AUG		$356.00
PO#:	Voucher #:	13005	Invoice	Invoice No: 5198	7/20/2026	Paid Amt: $356.00
						Check Amount: $356.00
MNBK	25499	2013		KEMPS		Check
			E	02 005 770 000 701 495 milk		$239.10
PO#:	Voucher #:	13080	Invoice	Invoice No: 6399391	7/20/2026	Paid Amt: $239.10
						Check Amount: $239.10
MNBK	25500	2022		KEYL-AM/KXDL-FM		Check
			E	01 005 010 000 000 401 RADIO ADS - 26-27		$750.00
PO#:	Voucher #:	13101	Invoice	Invoice No: 878973	7/20/2026	Paid Amt: $750.00
						Check Amount: $750.00
MNBK	25501	2126		LONG PRAIRIE LUMBER		Check
			E	01 005 810 000 000 401 SUPPLIES FOR THE ALC		$1,424.74
PO#:	Voucher #:	13030	Invoice	Invoice No: 2607175704	7/20/2026	Paid Amt: $1,424.74
			E	01 005 810 103 000 401 SILICA SAND		$51.41
PO#:	Voucher #:	13072	Invoice	Invoice No: 2607-175970	7/20/2026	Paid Amt: $51.41

Check Number: 25473-999999999 Payment Date: 05/01/2026-7/31/2026 Period: 202611-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25501	2126		LONG PRAIRIE LUMBER		Check
			E	01 005 810 103 000 401 SILICA SAND		$77.11
PO#:	Voucher #:	13073	Invoice	Invoice No: 2607-175960	7/20/2026	Paid Amt: $77.11
						Check Amount: $1,553.26
MNBK	25502	3404		MARCO		Check
			E	01 005 170 000 000 401 COPIER LEASE AGREEMENT		$2,507.63
PO#:	Voucher #:	13029	Invoice	Invoice No: 42381962	7/20/2026	Paid Amt: $2,507.63
						Check Amount: $2,507.63
MNBK	25503	2365		MSBA		Check
			E	01 005 010 000 000 401 POLICY SERVICES SUBSCRIPTION		$775.00
			E	01 005 010 000 000 820 ISD MEMBERSHIP		$4,879.00
			E	01 005 010 000 000 401 BOARDBOOK SUBSCRIPTION		$3,225.00
PO#:	Voucher #:	12975	Invoice	Invoice No: INV-15875-N3D6F0	7/20/2026	Paid Amt: $8,879.00
						Check Amount: $8,879.00
MNBK	25504	2435		NICOLE CUCHNA		Check
			B	01 230 050 ELEVATE PD REIMBURSEMENT		$83.30
PO#:	Voucher #:	13109	Invoice	Invoice No: 07142026	7/20/2026	Paid Amt: $83.30
						Check Amount: $83.30
MNBK	25505	3423		PARENTSQUARE, INC		Check
			E	01 200 211 000 302 405 26-27 ENGAGE RENEWAL (PARENTSQUARE		$5,283.39
PO#:	Voucher #:	12973	Invoice	Invoice No: 2024-27856	7/20/2026	Paid Amt: $5,283.39
						Check Amount: $5,283.39
MNBK	25506	2554		PREMIUM WATERS INC		Check
			E	01 005 110 000 000 401 SUPPLIES - DO		$33.25
			E	01 302 211 000 000 401 SUPPLIES - ELEM		$31.75
			E	01 103 203 000 000 401 SUPPLIES - HS		$80.00
PO#:	Voucher #:	13007	Invoice	Invoice No: 840047-06-26	7/20/2026	Paid Amt: $145.00
						Check Amount: $145.00
MNBK	25507	3832		RED ROVER TECHNOLOGIES HOLDINGS LLC		Check
			E	01 200 211 000 302 405 26-27 RED ROVER SUBSCRIPTION - ABSENCI		$4,700.00
PO#:	Voucher #:	13015	Invoice	Invoice No: INV16693	7/20/2026	Paid Amt: $4,700.00
						Check Amount: $4,700.00
MNBK	25508	2613		REGION I		Check
			E	01 005 110 000 000 305 ACCOUNTING SUPPORT SERVICES		$2,268.28

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25508	2613		REGION I		Check
			E	01 005 110 000 000 305 PAYROLL SUPPORT SERVICES		$2,208.32
PO#:	Voucher #:	13031	Invoice	Invoice No: 16756	7/20/2026	Paid Amt: $4,476.60
						Check Amount: $4,476.60
MNBK	25509	2618		RENAISSANCE LEARNING INC		Check
			E	01 200 211 000 302 405 ADVANCED PROFESSIONAL LEARNING PACI		$2,750.00
			E	01 200 211 000 302 405 EDUCLIMBER, SOFTWARE LICENSE		$6,795.00
			E	01 200 211 000 302 405 RENAISSANCE EDUCATOR ACADEMY		$0.00
PO#:	Voucher #:	13008	Invoice	Invoice No: INV5707697	7/20/2026	Paid Amt: $9,545.00
			E	01 101 216 000 401 433 FASTBRIDGE SUBSCRIPTION JULY 1, 2026 -		$8,979.00
			E	01 101 216 000 401 433 FASTFLIX ONLINE TRAINING		$750.00
PO#: 2843	Voucher #:	13010	Invoice	Invoice No: INV5707662	7/20/2026	Paid Amt: $9,729.00
						Check Amount: $19,274.00
MNBK	25510	2621		RESOURCE TRAINING & SOLUTIONS		Check
			E	01 005 865 000 352 305 FY27 SCHOOL DISTRICT ASSOCIATE MEMBEI		$1,000.00
PO#:	Voucher #:	12944	Invoice	Invoice No: 44811	7/20/2026	Paid Amt: $1,000.00
			E	01 005 865 000 352 305 FY27 EOHS SERVICES		$11,585.02
PO#:	Voucher #:	13103	Invoice	Invoice No: 44985	7/20/2026	Paid Amt: $11,585.02
						Check Amount: $12,585.02
MNBK	25511	2734		SCHOOL HEALTH CORPORATION		Check
			E	01 103 203 066 000 305 #1048621 Adult/Child CPR Manikins		$1,511.98
			E	01 103 203 066 000 305 #1048617 Infant Manikins		$1,069.90
			E	01 103 203 066 000 305 #1048627 Infant Lungs		$106.99
PO#: 3004	Voucher #:	13110	Invoice	Invoice No: CINV000413641	7/20/2026	Paid Amt: $2,688.87
						Check Amount: $2,688.87
MNBK	25512	3835		SCHOOL NURITION LEADERS OF MINNESOTA		Check
			E	02 005 770 000 701 401 26-27 MEMBERSHIP FEE		$100.00
PO#:	Voucher #:	13077	Invoice	Invoice No: 07142026	7/20/2026	Paid Amt: $100.00
						Check Amount: $100.00
MNBK	25513	3453		SECURLY, INC		Check
			E	01 302 211 000 000 401 26-27 CONTRACT RENEWAL		$10,776.67
PO#:	Voucher #:	12970	Invoice	Invoice No: 151208	7/20/2026	Paid Amt: $10,776.67
						Check Amount: $10,776.67
MNBK	25514	2790		SHRED-N-GO INC		Check
			E	01 302 211 000 000 401 SHRED FEE - HS		$108.60
			E	01 103 203 000 000 401 SHRED FEE - ELEM		$107.70

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 25473-999999999 Payment Date: 05/01/2026-7/31/2026 Period: 202611-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25514	2790		SHRED-N-GO INC		Check
			E	01 103 203 000 000 401 SHRED FEE - DO		$35.90
PO#:	Voucher #:	13096	Invoice	Invoice No: 201104	7/20/2026	Paid Amt: $252.20
						Check Amount: $252.20
MNBK	25515	2894		SYSCO WESTERN MINNESOTA		Check
			E	02 005 770 000 701 490 lunch		$502.21
PO#:	Voucher #:	13081	Invoice	Invoice No: 353228999	7/20/2026	Paid Amt: $502.21
						Check Amount: $502.21
MNBK	25516	2924		TECH CHECK		Check
			E	01 200 257 088 302 555 FORTINET UTP SECURITY RENEWAL (FIREW		$4,133.10
PO#:	Voucher #:	13011	Invoice	Invoice No: 65459	7/20/2026	Paid Amt: $4,133.10
			E	01 005 810 000 000 320 R8Q71A Aruba 6200M 36G 12SR5 Class6 Po		$52,339.76
			E	01 005 810 000 000 320 J9281D Aruba 10g Sfp+ To Sfp+ 1m Dac Cabl		$929.88
			E	01 005 810 000 000 320 J9150D Aruba 10g Sfp + Lc Sr 300m OM3 Mr		$3,925.80
			E	01 005 810 000 000 320 USAC COMMITMENT 80% DISCOUNT		($45,756.35)
PO#: 3010	Voucher #:	13085	Invoice	Invoice No: 65636	7/20/2026	Paid Amt: $11,439.09
						Check Amount: $15,572.19
MNBK	25517	2975		TODD COUNTY TRANSFER STATION		Check
			E	01 005 810 103 000 401 DEMO - GARBAGE REMOVAL		$10.00
PO#:	Voucher #:	13071	Invoice	Invoice No: 00184858	7/20/2026	Paid Amt: $10.00
						Check Amount: $10.00
						Report Total: $380,270.09

Long Prairie-Grey Eagle

Check Register by Bank and Check

Check Number: 10276-2147483647 Payment Date: 06/01/2026-7/31/2026 Period: 0-99999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
	AHNB	7419	10276	Check	1	3210		AFSCME COUNCIL 65	Yes	Yes	No	06/16/2026	2,162.33
		7420	10277	Check	1	3246		American General Life GPO- 400S	Yes	Yes	No	06/16/2026	260.00
		7422	10278	Check	1	2109		LOCAL 70 IUOE	Yes	Yes	No	06/16/2026	333.50
		7426	10279	Check	1	2169		MADISON NATIONAL LIFE INS CO	Yes	Yes	No	06/16/2026	2,769.96
		7421	10280	Check	1	3800		MESSERLI / KRAMER	Yes	Yes	No	06/16/2026	506.66
		7423	10281	Check	1	2413		NCPERS GROUP LIFE INS	Yes	Yes	No	06/16/2026	16.00
		7424	10282	Check	1	3320		NORTH AMERICAN BENEFITS COMPAN	Yes	Yes	No	06/16/2026	358.61
		7488	10283	Check	1	3271		Trustmark Voluntary Benefit Solutions,	Yes	No	No	06/30/2026	227.79
		7527	10284	Check	1	2169		MADISON NATIONAL LIFE INS CO	Yes	No	No	07/16/2026	2,582.51
		7525	10285	Check	1	3210		AFSCME COUNCIL 65	Yes	No	No	07/15/2026	722.99
		7526	10286	Check	1	3246		American General Life GPO- 400S	Yes	No	No	07/15/2026	260.00
		7523	10287	Check	1	2109		LOCAL 70 IUOE	Yes	No	No	07/15/2026	472.50
		7524	10288	Check	1	2413		NCPERS GROUP LIFE INS	Yes	No	No	07/15/2026	16.00
		7528	10289	Check	1	3320		NORTH AMERICAN BENEFITS COMPAN	Yes	No	No	07/16/2026	350.96
								Bank Total: AHNB					$11,039.81
								Report Total:					$11,039.81

Check Number: 25404-25472 Payment Date: 05/01/2026-7/31/2026 Period: 202611-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	**25404**	**1027**		**ACCURATE HOME CARE**		**Check**
			E 01 101 412 000 740 394	NURSING SERVICES - MAY		$4,682.88
PO#:	**Voucher #:**	**12924**	Invoice	**Invoice No:** 22083-16	**6/30/2026**	**Paid Amt:** **$4,682.88**
			E 01 101 412 000 740 394	NURSING SERVICES - AMY (EJA)		$5,467.00
PO#:	**Voucher #:**	**12925**	Invoice	**Invoice No:** 22696-08	**6/30/2026**	**Paid Amt:** **$5,467.00**
						Check Amount: **$10,149.88**
MNBK	**25405**	**1049**		**AKSAMIT TRANSPORTATION OF LONG PRAI**		**Check**
			E 01 400 298 460 301 401	SENIOR MUSIC TRIP TO FARGO		$626.04
PO#: 2941	**Voucher #:**	**12825**	Invoice	**Invoice No:** 432 May	**6/30/2026**	**Paid Amt:** **$626.04**
			E 01 005 760 000 720 360	Regular		$63,844.72
			E 01 005 760 000 725 360	Shuttle		$1,050.00
			E 01 005 760 000 723 360	Sped		$23,466.81
			E 01 200 211 000 318 401	A&I		$349.09
			E 01 400 294 071 733 360	Baseball		$2,749.43
			E 01 400 294 074 733 360	Track		$1,793.63
			E 01 400 296 074 733 360	Track		$1,793.63
			E 01 400 296 075 733 360	Softball		$2,352.28
			E 01 400 298 457 301 401	Elem Activities		$942.45
			E 01 400 298 460 301 401	Marching Band		$569.20
			E 01 400 298 465 301 401	Sec. Activities		$451.90
PO#:	**Voucher #:**	**12817**	Invoice	**Invoice No:** 432 May	**6/30/2026**	**Paid Amt:** **$99,363.14**
			E 01 400 298 460 301 401	BEMIDJI STATE HONOR BAND		$395.62
PO#: 2931	**Voucher #:**	**12826**	Invoice	**Invoice No:** 432 May	**6/30/2026**	**Paid Amt:** **$395.62**
			E 01 102 203 032 734 313	2nd Grade Field Trip		$33.10
			E 01 400 298 457 301 401	2nd Grade Field Trip		$740.36
PO#: 2851	**Voucher #:**	**12822**	Invoice	**Invoice No:** 432 May	**6/30/2026**	**Paid Amt:** **$773.46**
			E 01 005 760 000 717 360	Late Bus - May		$462.48
PO#:	**Voucher #:**	**12828**	Invoice	**Invoice No:** 431 LB-May	**6/30/2026**	**Paid Amt:** **$462.48**
			E 01 400 298 465 301 401	COLOR RUN - HS TO ELEM		$75.00
PO#: 2942	**Voucher #:**	**12824**	Invoice	**Invoice No:** 432 May	**6/30/2026**	**Paid Amt:** **$75.00**
			E 01 400 298 457 301 401	SCHOOL PATROL LUNCHEON		$124.06
PO#: 2919	**Voucher #:**	**12823**	Invoice	**Invoice No:** 432 May	**6/30/2026**	**Paid Amt:** **$124.06**
			E 01 400 298 457 301 401	5TH & 6TH GRADE FIELD TRIP		$1,247.12
PO#: 2842	**Voucher #:**	**12821**	Invoice	**Invoice No:** 432 May	**6/30/2026**	**Paid Amt:** **$1,247.12**
			E 01 102 201 000 734 313	KINDERGARTEN FIELD TRIP - HEMKER ZOO		$400.00
			E 01 400 298 457 301 401	KINDERGARTEN FIELD TRIP - HEMKER ZOO		$157.49
PO#: 2928	**Voucher #:**	**12827**	Invoice	**Invoice No:** 432 May	**6/30/2026**	**Paid Amt:** **$557.49**

Check Number: 25404-25472 Payment Date: 05/01/2026-7/31/2026 Period: 202611-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	**25405**	**1049**		**AKSAMIT TRANSPORTATION OF LONG PRAI**		**Check**
			E 01 400 298 457 301 401	SCHOOL PATROL - CASEY AMUSMENT PARI	$301.42	
PO#: 2969	**Voucher #:**	**12820**	Invoice	**Invoice No:** 432 May	**6/30/2026**	**Paid Amt:** **$301.42**
			E 01 400 298 465 301 401	9-12 BAND TO ELEM FOR CONCERT	$135.00	
PO#: 2978	**Voucher #:**	**12819**	Invoice	**Invoice No:** 432 May	**6/30/2026**	**Paid Amt:** **$135.00**
			E 01 400 298 457 301 401	1ST GRADE FIELD TRIP TO AMAZE'N FARM'	$889.27	
			E 01 102 203 031 734 313	1ST GRADE FIELD TRIP TO AMAZE'N FARM'	$400.00	
PO#: 2659	**Voucher #:**	**12818**	Invoice	**Invoice No:** 432 May	**6/30/2026**	**Paid Amt:** **$1,289.27**
						Check Amount: **$105,350.10**
MNBK	**25406**	**1058**		**ALEXANDRIA SHOOTING PARK**		**Check**
			E 01 400 298 413 301 401	HS ROUND - 62 ROUNDS	$496.00	
PO#:	**Voucher #:**	**12897**	Invoice	**Invoice No:** 10244	**6/30/2026**	**Paid Amt:** **$496.00**
						Check Amount: **$496.00**
MNBK	**25407**	**1064**		**ALL STAR TROPHY & AWARDS INC**		**Check**
			E 01 400 298 461 301 401	SOFTBALL AWARDS	$46.50	
			E 01 400 298 461 301 401	SHIPPING	$13.00	
PO#:	**Voucher #:**	**12932**	Invoice	**Invoice No:** 14172	**6/30/2026**	**Paid Amt:** **$59.50**
						Check Amount: **$59.50**
MNBK	**25408**	**3126**		**AMAZON CAPITAL SERVICES**		**Check**
			E 01 400 298 457 301 401	B0CNXQDBHC ODOXIA Sequin Sensory Wall	$69.95	
			E 01 400 298 457 301 401	B0CWR9WD2Q Giggle & Play Stepping Stone	$69.95	
			E 01 400 298 457 301 401	B0DS9GKL7L TED KANGAROO Sensory Sof	$179.98	
			E 01 400 298 457 301 401	B0FL6RHLQ8 TED KANGAROO Sensory Cha	$239.98	
			E 01 400 298 457 301 401	Amazon Shipping Charge	$0.00	
PO#: 3016	**Voucher #:**	**12936**	Invoice	**Invoice No:** 1R3H-63XH-Y94V	**6/30/2026**	**Paid Amt:** **$559.86**
			E 01 200 257 088 302 555	B005C3R1GG TRENDnet Gigabit PoE Injecto	$78.48	
			E 01 200 257 088 302 555	B07DPLD6KB Dlyfull Battery Tester, LCD Disp	$16.99	
			E 01 200 257 088 302 555	B09NW28R66 BONAI AA AAA Battery Charge	$26.34	
			E 01 200 257 088 302 555	B0BPYDR42C UL Listed Fixed TV Wall Mount	$39.74	
			E 01 200 257 088 302 555	Amazon Shipping Charge	$0.00	
PO#: 2999	**Voucher #:**	**12937**	Invoice	**Invoice No:** 1MQX-RRCH-9KV9	**6/30/2026**	**Paid Amt:** **$161.55**
			E 01 102 203 000 302 530	B000GAVUQW Quartet Dry Erase Magnetic W	$449.99	
			E 01 102 203 000 302 530	Amazon Shipping Charge	$0.00	
PO#: 3000	**Voucher #:**	**12939**	Invoice	**Invoice No:** 1WR6-FVTJ-VWM4	**6/30/2026**	**Paid Amt:** **$449.99**
			E 01 102 203 000 302 530	B000GAVUQW Quartet Dry Erase Magnetic W	$449.99	
PO#: 3000	**Voucher #:**	**12940**	Invoice	**Invoice No:** 137P-P3DY-V9WD	**6/30/2026**	**Paid Amt:** **$449.99**
			E 01 200 257 088 302 555	B084ZV4DXB Seagate IronWolf 8TB NAS Inte	$299.99	

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25408	3126		AMAZON CAPITAL SERVICES		Check
			E	01 200 257 088 302 555 B0CLK14RPP 8301 IP Paging Adapter & Sche	$385.00	
			E	01 200 257 088 302 555 Amazon Shipping Charge	$0.00	
PO#: 2988	Voucher #:	12941	Invoice	Invoice No: 1MD4-YLW9-GL3W	6/30/2026	Paid Amt: $684.99
			E	04 705 590 000 351 460 WRITING SKILLS - BOOK 1	$28.45	
PO#: 2998	Voucher #:	12942	Invoice	Invoice No: 1NPN-D7F9-47CX	6/30/2026	Paid Amt: $28.45
			E	04 705 590 000 351 460 WRITING SKILLS - BOOK 1	$19.92	
			E	04 705 590 000 351 460 WRITING SKILLS - BOOK 2	$21.73	
			E	04 705 590 000 351 460 WRITING SKILLS - BOOK 3	$41.44	
			E	04 705 590 000 351 460 PHONICS & WORD STUDY - GRADES 3-6	$10.71	
			E	04 705 590 000 351 460 THE ULTIMATE SIXTH GRADE MATH BOOK	$13.59	
			E	04 705 590 000 351 460 SPECTRUM WORD PROBLEMS	$16.50	
			E	04 705 590 000 351 460 SKILL SHARPENERS SPELL & WRITE	$7.14	
			E	04 705 590 000 351 460 SHIPPING	$10.98	
			E	04 705 590 000 351 460 PROMOS & DISCOUNTS	($6.99)	
PO#: 2998	Voucher #:	12943	Invoice	Invoice No: 1PT7-6166-R1CW	6/30/2026	Paid Amt: $135.02
						Check Amount: $2,469.85
MNBK	25409	1123		ARC ELECTRICAL SERVICE INC		Check
			E	01 005 810 000 302 530 AUDITORIUM LIGHTS	$3,444.91	
PO#:	Voucher #:	12898	Invoice	Invoice No: AR19997	6/30/2026	Paid Amt: $3,444.91
			E	01 005 865 000 370 350 EXHAUST FANS ON ROOF	$528.86	
PO#:	Voucher #:	12899	Invoice	Invoice No: AR20006	6/30/2026	Paid Amt: $528.86
						Check Amount: $3,973.77
MNBK	25410	3665		ASHLEY SAARELA		Check
			E	04 005 560 069 321 401 LITTLE LEAGUE CONCESSIONS	$52.50	
PO#:	Voucher #:	12982	Invoice	Invoice No: 06252026	6/30/2026	Paid Amt: $52.50
						Check Amount: $52.50
MNBK	25411	3826		BETHANY LUTHERAN COLLEGE THEATRE		Check
			E	01 400 291 405 000 401 THEATER PROPS	$500.00	
PO#:	Voucher #:	12904	Invoice	Invoice No: 06162026	6/30/2026	Paid Amt: $500.00
						Check Amount: $500.00
MNBK	25412	3258		CARISSA BITZ		Check
			E	01 101 216 000 401 366 MILEAGE FOR TITLE 1 COHORT IN STAPLES	$215.10	
PO#:	Voucher #:	12955	Invoice	Invoice No: 06172026	6/30/2026	Paid Amt: $215.10
						Check Amount: $215.10

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25413	1298		CENTERPOINT ENERGY		Check
			E	01 005 810 000 000 440 FUEL FOR BUILDINGS - MAY		$2,404.12
			E	01 005 810 103 000 440 FUEL FOR BUILDINGS - MAY		$395.50
PO#:	Voucher #:	12926	Invoice	Invoice No: MAY	6/30/2026	Paid Amt: $2,799.62
						Check Amount: $2,799.62
MNBK	25414	1404		CTC		Check
			E	01 005 810 000 000 320 MONTHLY CHARGE		$2,309.57
PO#:	Voucher #:	12923	Invoice	Invoice No: 21848411	6/30/2026	Paid Amt: $2,309.57
						Check Amount: $2,309.57
MNBK	25415	1417		DAKOTA BUSINESS SOLUTIONS EAST INC		Check
			E	01 005 105 000 000 329 INK CARTRIDGE FOR POSTAGE MACHINE		$283.00
PO#:	Voucher #:	12978	Invoice	Invoice No: 12764	6/30/2026	Paid Amt: $283.00
						Check Amount: $283.00
MNBK	25416	1520		ECKROTH MUSIC CO		Check
			E	01 303 258 000 000 450 SUPPLIES - RESALE		$30.84
			E	01 303 258 000 000 433 SUPPLIES		$30.06
PO#:	Voucher #:	12963	Invoice	Invoice No: 6154801	6/30/2026	Paid Amt: $60.90
			E	01 102 258 000 000 430 INSTRUMENT REPAIR		$58.00
PO#:	Voucher #:	12961	Invoice	Invoice No: 6089388	6/30/2026	Paid Amt: $58.00
			E	01 102 258 000 000 430 INSTRUMENT REPAIR - FRENCH HORN		$180.00
PO#:	Voucher #:	12962	Invoice	Invoice No: 6089385	6/30/2026	Paid Amt: $180.00
						Check Amount: $298.90
MNBK	25417	3828		EPHRAIM SWARTZENTRUBER		Check
			E	04 005 560 069 321 401 LITTLE LEAGUE OFFICIAL		$120.00
PO#:	Voucher #:	12980	Invoice	Invoice No: 06252026	6/30/2026	Paid Amt: $120.00
						Check Amount: $120.00
MNBK	25418	1578		EVERYTHING SIGNS		Check
			E	04 005 505 000 321 401 LITTLE LEAGUE SHIRTS		$112.00
PO#:	Voucher #:	12894	Invoice	Invoice No: 19052	6/30/2026	Paid Amt: $112.00
						Check Amount: $112.00
MNBK	25419	1611		FORTMANN'S LOCK & KEY		Check
			E	01 005 810 000 000 401 DUPLICATE KEYS/CYLINDER CHANGE		$287.00
PO#:	Voucher #:	12891	Invoice	Invoice No: 5442	6/30/2026	Paid Amt: $287.00
			E	01 005 865 000 369 350 KEYS & LOCKSET		$387.19
PO#:	Voucher #:	12984	Invoice	Invoice No: 5443	6/30/2026	Paid Amt: $387.19
						Check Amount: $674.19

Bank	Check No	Code	Rcd	Vendor							Pmt/Void Date	Pmt Type
MNBK	25420	1620		FRESHWATER EDUCATION DISTRICT								Check
			E	01	200	420	000	310	390	JUNE 2026 MEMBERSHIP COST	$5,598.73	
			E	01	005	850	000	389	570	JUNE 2026 LEASE LEVY	$593.78	
			E	01	005	110	000	000	366	JUNE 2026 BUSINESS PROFESSIONAL DEVEL	$2.77	
			E	01	200	420	000	000	390	JUNE 2026 PT, OT, PSYCH, VISION, PI, DHH S	$63,912.87	
			E	01	101	400	000	000	390	JUNE 2026 NON-SPED ELIGIBLE COSTS	$170.18	
			E	01	101	412	000	740	391	JUNE 2026 ECSE PURCHASED STAFF	$12,978.01	
			E	01	101	400	000	372	396	JUNE 2026 MA SUPPORT	$730.49	
			E	01	200	740	000	374	316	JUNE 2026 STUDENT SUPPORT PERSONNEL	$2,192.62	
			E	01	200	710	000	374	316	JUNE 2026 STUDENT SUPPORT PERSONNEL	$600.53	
			E	01	005	810	000	000	320	JUNE 2026 WIDE ARE NETWORK	$588.88	
			E	01	005	810	000	000	320	JUNE 2026 INTERNET ACCESS	$19.17	
			E	04	005	580	000	325	390	JUNE 2026 ECFE	$7,013.88	
			E	04	005	580	000	328	391	JUNE 2026 HOME VISIT	$122.29	
			E	04	005	582	000	344	390	JUNE 2026 SCHOOL READINESS	$12,847.21	
PO#:		Voucher #:	12928	Invoice			Invoice No: 21165				6/30/2026	Paid Amt: $107,371.41
												Check Amount: $107,371.41
MNBK	25421	3674		GRANITE RIDGE CONFERENCE								Check
			E	01	400	294	055	000	401	BOYS SOCCER MEMBERSHIP - 2026	$300.00	
PO#:		Voucher #:	12880	Invoice			Invoice No: 06102026				6/30/2026	Paid Amt: $300.00
												Check Amount: $300.00
MNBK	25422	1702		HANDYMANS INC								Check
			E	01	005	810	000	000	401	SF2450-4 CP FCT PEDESTAL 4	$439.99	
			E	01	005	810	000	000	401	SFP41A SENSOR W/RANGE ADJ	$144.85	
PO#:		Voucher #:	12969	Invoice			Invoice No: 532831				6/30/2026	Paid Amt: $584.84
												Check Amount: $584.84
MNBK	25423	1739		HILLYARD - INC								Check
			E	01	005	810	000	000	401	SOIL - STOP	$2,185.38	
			E	01	005	810	000	000	401	FREIGHT	$0.01	
PO#:		Voucher #:	12934	Invoice			Invoice No: 90188287				6/30/2026	Paid Amt: $2,185.39
												Check Amount: $2,185.39
MNBK	25424	1785		INTERQUEST DETECTION CANINES								Check
			E	01	200	715	000	342	311	REGULAR CANINE SEARCH	$300.00	
			E	01	200	715	000	342	311	TRAVEL FEE	$40.00	
PO#:		Voucher #:	12893	Invoice			Invoice No: May 2026				6/30/2026	Paid Amt: $340.00
												Check Amount: $340.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25425	3666		KATYLIN SAARELA		Check
			E	04 005 560 069 321 401 LITTLE LEAGUE CONCESSIONS		$52.50
PO#:	Voucher #:	12981	Invoice	Invoice No: 06252026	6/30/2026	Paid Amt: $52.50
						Check Amount: $52.50
MNBK	25426	2124		LONG PRAIRIE LEADER		Check
			E	01 005 010 000 000 401 SPANISH EDITION - BOARD MINUTES		$362.38
PO#:	Voucher #:	12964	Invoice	Invoice No: 20322	6/30/2026	Paid Amt: $362.38
			E	01 005 010 000 000 401 SOLAR GRANT NOTICE		$39.00
PO#:	Voucher #:	12965	Invoice	Invoice No: 20327	6/30/2026	Paid Amt: $39.00
			E	01 005 010 000 000 401 ONLINE ACADEMY ADVERTISING		$260.00
PO#:	Voucher #:	12967	Invoice	Invoice No: 20475	6/30/2026	Paid Amt: $260.00
			E	01 005 010 000 000 401 PUBLISH SPANISH MINUTES		$508.63
PO#:	Voucher #:	12935	Invoice	Invoice No: 20464	6/30/2026	Paid Amt: $508.63
			E	01 005 010 000 000 401 BOARD MINUTES, MILK & BREAD AND ELECT		$1,543.75
PO#:	Voucher #:	12966	Invoice	Invoice No: 20468	6/30/2026	Paid Amt: $1,543.75
			E	01 005 010 000 000 401 BOARD MINUTES - APRIL		$1,358.50
PO#:	Voucher #:	12922	Invoice	Invoice No: 20395	6/30/2026	Paid Amt: $1,358.50
						Check Amount: $4,072.26
MNBK	25427	2126		LONG PRAIRIE LUMBER		Check
			E	01 005 810 000 000 401 CUSTODIAL SUPPLIES - ELEM		$70.21
PO#:	Voucher #:	12903	Invoice	Invoice No: 2606-175235	6/30/2026	Paid Amt: $70.21
			E	01 102 203 000 302 530 ALC & SPED AREA REMODELING		$1,424.74
PO#:	Voucher #:	12954	Invoice	Invoice No: 2606-175255	6/30/2026	Paid Amt: $1,424.74
						Check Amount: $1,494.95
MNBK	25428	2132		LONG PRAIRIE SPORTSMAN'S CLUB		Check
			E	01 400 298 413 301 401 STUDENT SHOOTING ACTIVITIES		$540.80
PO#:	Voucher #:	12949	Invoice	Invoice No: 2 2026	6/30/2026	Paid Amt: $540.80
						Check Amount: $540.80
MNBK	25429	2203		MARY SCHMIDT		Check
			E	04 005 505 000 321 401 SUPPLIES FOR TIE-DYE		$60.71
PO#:	Voucher #:	12968	Invoice	Invoice No: 06242026	6/30/2026	Paid Amt: $60.71
						Check Amount: $60.71
MNBK	25430	2209		MASSP		Check
			E	01 302 640 000 316 366 2026 SUMMER CONFERENCE MEAL		$30.00
PO#:	Voucher #:	12929	Invoice	Invoice No: 20056	6/30/2026	Paid Amt: $30.00
						Check Amount: $30.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25431	3825		MN-SOTA RESTAURANT SERVICES LLC		Check
			E	02 005 770 000 701 350 GARBAGE DISPOSL REPAIR		$252.50
PO#:	Voucher #:	12889	Invoice	Invoice No: 0083	6/30/2026	Paid Amt: $252.50
						Check Amount: $252.50
MNBK	25432	3824		MONTY THORNBERG		Check
			E	01 005 810 000 000 401 CUTTING AND REMOVAL OF TREE		$450.00
PO#:	Voucher #:	12930	Invoice	Invoice No: 06182026	6/30/2026	Paid Amt: $450.00
						Check Amount: $450.00
MNBK	25433	2389		NAPA CENTRAL		Check
			E	01 005 810 103 000 401 CUSTODIAL SUPPLIES		$90.69
PO#:	Voucher #:	12890	Invoice	Invoice No: 928543	6/30/2026	Paid Amt: $90.69
						Check Amount: $90.69
MNBK	25434	3493		NICHOLAS SAARELA		Check
			E	01 400 298 465 301 401 ONLINE SCHOOL BANNERS		$440.00
PO#:	Voucher #:	12951	Invoice	Invoice No: 582	6/30/2026	Paid Amt: $440.00
						Check Amount: $440.00
MNBK	25435	2571		QUADIENT FINANCE USA INC		Check
			E	01 005 105 000 000 329 POSTAGE		$1,100.00
PO#:	Voucher #:	12892	Invoice	Invoice No: 7900 0440 8099 1569	6/30/2026	Paid Amt: $1,100.00
						Check Amount: $1,100.00
MNBK	25436	2595		RATWIK, ROSZAK & MALONEY, PA		Check
			E	01 005 150 000 000 305 LEGAL FEES		$300.00
PO#:	Voucher #:	12948	Invoice	Invoice No: 3097	6/30/2026	Paid Amt: $300.00
						Check Amount: $300.00
MNBK	25437	2688		SADLIER OXFORD		Check
			E	04 705 590 000 351 460 PROGRESS IN MATH STUDENT WORKBOOK		$139.90
			E	04 705 590 000 351 460 PROGRESS IN MATHEMATICS - STUDENT WC		$27.98
			E	04 705 590 000 351 460 PROGRESS IN MATH STUDENT WORKBOOK		$83.94
			E	04 705 590 000 351 460 SHIPPING		$30.22
			E	04 705 590 000 351 460 HANDLING		$5.95
PO#: 3001	Voucher #:	12953	Invoice	Invoice No: INV265975	6/30/2026	Paid Amt: $287.99
						Check Amount: $287.99
MNBK	25438	3190		SANDRA TERWEY		Check
			E	01 400 294 000 302 530 CARDSTOCK FOR ACTIVITIES DEPARTMENT		$37.79

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25438	3190		SANDRA TERWEY		Check
			E	01 400 296 000 302 530 CARDSTOCK FOR ACTIVITIES DEPARTMENT		$37.79
PO#:	Voucher #:	12945	Invoice	Invoice No: 2606-175255	6/30/2026	Paid Amt: $75.58
						Check Amount: $75.58
MNBK	25439	2736		SCHOOL NURSES SUPPLY INC		Check
			E	01 103 203 066 000 305 #87123 AED Trainer		$934.00
PO#: 3005	Voucher #:	12938	Invoice	Invoice No: INV1094836	6/30/2026	Paid Amt: $934.00
						Check Amount: $934.00
MNBK	25440	2790		SHRED-N-GO INC		Check
			E	01 302 211 000 000 401 SHRED FEE - HS		$100.30
			E	01 103 203 000 000 401 SHRED FEE - ELEM		$99.97
			E	01 005 110 000 000 401 SHRED FEE - DO		$33.33
PO#:	Voucher #:	12927	Invoice	Invoice No: 199941	6/30/2026	Paid Amt: $233.60
						Check Amount: $233.60
MNBK	25441	3536		SQUIRES, WALDSPURGER, & MACE P.A.		Check
			E	01 005 150 000 000 305 LEGAL FEES		$2,842.00
PO#:	Voucher #:	12921	Invoice	Invoice No: 29845	6/30/2026	Paid Amt: $2,842.00
						Check Amount: $2,842.00
MNBK	25442	2848		STEPHEN P KRUEGER		Check
			E	01 103 203 000 000 401 PIANO MAINTENANCE - PIN BLOCK TREATME		$100.00
PO#:	Voucher #:	12952	Invoice	Invoice No: 041998	6/30/2026	Paid Amt: $100.00
						Check Amount: $100.00
MNBK	25443	2922		TEAM LABORATORY CHEMICAL LLC		Check
			E	01 005 810 000 000 401 GOLD LABEL BRILLIANT GLOSS FLOOR FINIS		$1,170.00
			E	01 005 810 000 000 401 GYPSY-WAX STRIPPER 5 GAL PAIL		$1,170.00
			E	01 005 810 000 000 401 FREIGHT		$322.50
PO#:	Voucher #:	12900	Invoice	Invoice No: INV0052011	6/30/2026	Paid Amt: $2,662.50
						Check Amount: $2,662.50
MNBK	25444	2969		T-MOBILE		Check
			B	01 215 082 HOT SPOTS		$40.00
			E	01 005 810 000 000 320 HOT SPOTS		$60.00
PO#:	Voucher #:	12979	Invoice	Invoice No: 958084262	6/30/2026	Paid Amt: $100.00
						Check Amount: $100.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25445	2975		TODD COUNTY TRANSFER STATION		Check
			E	01 005 810 000 000 401 DISPOSAL OF RUBBER MATERIAL FROM PLA	$1,517.00	
PO#:	Voucher #:	12986	Invoice	Invoice No: 00184006	6/30/2026	Paid Amt: $1,517.00
						Check Amount: $1,517.00
MNBK	25446	3041		VERIZON WIRELESS		Check
			E	01 200 257 088 302 555 MONTHLY CHARGE	$15.05	
PO#:	Voucher #:	12895	Invoice	Invoice No: 6145069184	6/30/2026	Paid Amt: $15.05
						Check Amount: $15.05
MNBK	25447	3126		AMAZON CAPITAL SERVICES		Check
			E	01 200 257 088 302 555 B01A7QKAFQ NavePoint 500ft in Wall Audio S	$89.29	
			E	01 200 257 088 302 555 B08BLNJ9XR Rockville DCS8T 70V Commerc	$132.25	
			E	01 200 257 088 302 555 B0CHK21F1X Rockville DCS8T 8 in 70V Com	$524.80	
			E	01 200 257 088 302 555 B0D86HBMTR 85 86 98 100 inch Heavy Duty	$151.16	
			E	01 200 257 088 302 555 Amazon Shipping Charge	$0.00	
PO#: 3003	Voucher #:	12931	Invoice	Invoice No: 1XV9-PPXX-6KND	7/1/2026	Paid Amt: $897.50
			E	01 101 407 000 740 307 B0CSX15MC5 8-Tab Binder Dividers - Index F	$23.98	
			E	01 101 407 000 740 307 B0DZ177GJK EggSun Blue Sky Cloud Bulletir	$24.99	
			E	01 101 407 000 740 307 Amazon Shipping Charge	$0.00	
PO#: 3007	Voucher #:	12902	Invoice	Invoice No: 1YLW-CF6Q-HQLM	7/1/2026	Paid Amt: $48.97
						Check Amount: $946.47
MNBK	25448	1089		AMY LANGFORD		Check
			R	01 400 294 051 000 099 SPORTS START UP MONEY 2026-2027	$1,000.00	
			R	01 400 296 051 000 099 SPORTS START UP MONEY 2026-2027	$1,000.00	
PO#:	Voucher #:	12901	Invoice	Invoice No: 06162026	7/1/2026	Paid Amt: $2,000.00
						Check Amount: $2,000.00
MNBK	25449	2206		MASA		Check
			E	01 005 020 000 000 366 REG. FOR BACK TO SCHOOL CONFERENCE	$254.00	
PO#:	Voucher #:	12956	Invoice	Invoice No: 4676	7/1/2026	Paid Amt: $254.00
						Check Amount: $254.00
MNBK	25450	3444		MREA		Check
			E	01 005 010 000 000 820 2026-2027 MEMBERSHIP FEE	$2,185.00	
PO#:	Voucher #:	12896	Invoice	Invoice No: 2627-5000-1794-01	7/1/2026	Paid Amt: $2,185.00
						Check Amount: $2,185.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25451	3085		WEVIDEO INC		Check
			E	01 200 211 000 302 406 26-27 SUBSCRIPTION RENEWAL	$4,004.83	
PO#:	Voucher #:	12933	Invoice	Invoice No: 0000460	7/1/2026	Paid Amt: $4,004.83
						Check Amount: $4,004.83
MNBK	25452	3829		IDEAL ENERGIES LLC		Check
			E	01 005 810 103 000 332 SOLAR ARRAY DOWN PAYMENT	$42,834.00	
PO#:	Voucher #:	12994	Invoice	Invoice No: 2025-1019	6/30/2026	Paid Amt: $42,834.00
						Check Amount: $42,834.00
MNBK	25453	1028		ACE		Check
			E	01 005 810 000 000 401 CUSTODIAL SUPPLIES - ELEM	$458.83	
			E	01 005 810 103 000 401 CUSTODIAL SUPPLIES - HS	$176.90	
			E	01 005 810 103 000 401 PROMPT DISCOUNT	($33.45)	
			E	01 005 810 000 000 401 PROMPT DISCOUNT	($33.46)	
PO#:	Voucher #:	13027	Invoice	Invoice No: 9003744	7/10/2026	Paid Amt: $568.82
						Check Amount: $568.82
MNBK	25454	3126		AMAZON CAPITAL SERVICES		Check
			E	01 303 211 000 302 530 B07T5SY43L HUANUO FlowLift™ Dual Monit	$52.99	
			E	01 303 211 000 302 530 B0BL8MXCQ8 HP USB-C G5 Essential Dock 7	$114.99	
			E	01 303 211 000 302 530 B0F5RHB9MZ AOC 24B35H3 24" IPS Full HD	$310.56	
			E	01 303 211 000 302 530 Amazon Shipping Charge	$0.00	
PO#: 3020	Voucher #:	13013	Invoice	Invoice No: 1KDG-QQFJ-747K	7/10/2026	Paid Amt: $478.54
						Check Amount: $478.54
MNBK	25455	3833		ASHLEY PERISH		Check
			E	01 400 296 074 000 305 TRACK & FIELD OFFICIAL	$40.00	
			E	01 400 294 074 000 305 TRACK & FIELD OFFICIAL	$40.00	
PO#:	Voucher #:	13018	Invoice	Invoice No: 05202026	7/10/2026	Paid Amt: $80.00
						Check Amount: $80.00
MNBK	25456	1174		BENCHMARK EDUCATION		Check
			E	01 005 640 000 312 405 26-27 CURRICULUM	$149,887.50	
PO#:	Voucher #:	13003	Invoice	Invoice No: 602449	7/10/2026	Paid Amt: $149,887.50
			E	01 005 640 000 312 405 26-27 CURRICULUM	$118,750.50	
PO#:	Voucher #:	13002	Invoice	Invoice No: 601175	7/10/2026	Paid Amt: $118,750.50
						Check Amount: $268,638.00
MNBK	25457	3131		BIG RIVER GROUP LLC		Check
			E	01 103 203 066 000 305 PRINCIPAL INTERVIEWS	$2,195.00	
PO#:	Voucher #:	13000	Invoice	Invoice No: 06112026	7/10/2026	Paid Amt: $2,195.00

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25457	3131		BIG RIVER GROUP LLC		Check
			E	01 103 640 066 316 366 PRINCIPAL COACHING/LEADERSHIP DEVELOF	$3,125.00	
PO#:	Voucher #:	13004	Invoice	Invoice No: 07012026	7/10/2026	Paid Amt: $3,125.00
						Check Amount: $5,320.00
MNBK	25458	1189		BIO CORPORATION		Check
			E	01 303 260 000 000 430 FP1417T Fetal Pig	$21.35	
			E	01 303 260 000 000 430 Freight	$4.23	
PO#: 2862	Voucher #:	13009	Invoice	Invoice No: 1077817	7/10/2026	Paid Amt: $25.58
						Check Amount: $25.58
MNBK	25459	3830		FIRST EAGLE BANK		Check
			E	01 200 211 000 302 466 CHROMEBOOKS - PAYMENT 1	$45,846.00	
PO#:	Voucher #:	12998	Invoice	Invoice No: PCNEAGLEPG071026-1	7/10/2026	Paid Amt: $45,846.00
						Check Amount: $45,846.00
MNBK	25460	3407		INTERNATIONAL ALLIANCE GROUP LLC		Check
			E	01 301 219 000 317 305 FEE FOR PLACEMENT OF A J1 VISA TEACHE	$12,000.00	
			E	01 301 219 000 317 305 FEE FOR PLACEMENT OF A J1 VISA TEACHE	$12,000.00	
			E	01 301 219 000 317 305 HEALTH INSURANCE 26-27 ANNUAL PREMIUI	$10,200.00	
PO#:	Voucher #:	13012	Invoice	Invoice No: 2627 J1 INV 185	7/10/2026	Paid Amt: $34,200.00
						Check Amount: $34,200.00
MNBK	25461	2131		LONG PRAIRIE SANITARY SERVICE		Check
			E	01 005 810 000 000 330 GARBAGE SERVICES	$1,948.25	
			E	01 005 810 103 000 330 GARBAGE SERVICES	$1,948.26	
PO#:	Voucher #:	13028	Invoice	Invoice No: 8544	7/10/2026	Paid Amt: $3,896.51
						Check Amount: $3,896.51
MNBK	25462	3204		MINNESOTA FFA ASSOCIATION		Check
			E	01 400 298 412 301 401 STATE & NATIONAL DUES	$16.00	
			E	01 400 298 412 301 401 REGIONAL MEMBERSHIP DUES	$4.00	
PO#:	Voucher #:	13006	Invoice	Invoice No: 8149	7/10/2026	Paid Amt: $20.00
						Check Amount: $20.00
MNBK	25463	2895		SYSTEMATIC TECHNOLOGIES LLC		Check
			E	01 005 810 000 000 401 PANIC BUTTON REPLACEMENT	$2,075.80	
PO#:	Voucher #:	12999	Invoice	Invoice No: 231	7/10/2026	Paid Amt: $2,075.80
						Check Amount: $2,075.80

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25464	3021		UHL COMPANY INC		Check
			E	01 005 865 000 363 305 HS FIRE SYSTEM PROJECT		$40,613.56
PO#:	Voucher #:	13001	Invoice	Invoice No: 111810	7/10/2026	Paid Amt: $40,613.56
						Check Amount: $40,613.56
MNBK	25465	3135		BONITA MIDDENDORF		Check
			E	01 005 110 000 000 401 START UP MONEY FOR THE AUCTION		$1,000.00
PO#:	Voucher #:	13111	Invoice	Invoice No: 07162026	7/16/2026	Paid Amt: $1,000.00
						Check Amount: $1,000.00
MNBK	25466	1306		CM2 SUPPLY		Check
			E	01 304 361 893 830 433 CYLINDER RENTAL		$83.15
PO#:	Voucher #:	13098	Invoice	Invoice No: 0000512775	7/16/2026	Paid Amt: $83.15
						Check Amount: $83.15
MNBK	25467	1404		CTC		Check
			E	01 005 810 000 000 320 MONTHLY CHARGE		$2,307.93
PO#:	Voucher #:	13099	Invoice	Invoice No: 21869595	7/16/2026	Paid Amt: $2,307.93
						Check Amount: $2,307.93
MNBK	25468	1578		EVERYTHING SIGNS		Check
			E	01 400 296 074 000 401 TRACK MEDALS		$391.00
			E	01 400 294 074 000 401 TRACK MEDALS		$391.00
PO#:	Voucher #:	13076	Invoice	Invoice No: 18778	7/16/2026	Paid Amt: $782.00
						Check Amount: $782.00
MNBK	25469	2124		LONG PRAIRIE LEADER		Check
			E	01 302 211 000 000 401 SIGNATURE STAMP - RACHEL		$36.31
PO#:	Voucher #:	13102	Invoice	Invoice No: 20589	7/16/2026	Paid Amt: $36.31
			E	01 005 010 000 000 401 LEGAL NOTICE - ELECTION		$273.00
PO#:	Voucher #:	13097	Invoice	Invoice No: 20595	7/16/2026	Paid Amt: $273.00
						Check Amount: $309.31
MNBK	25470	2571		QUADIENT FINANCE USA INC		Check
			E	01 005 105 000 000 329 POSTAGE		$2,170.13
PO#:	Voucher #:	13082	Invoice	Invoice No: 7900044080991569	7/16/2026	Paid Amt: $2,170.13
						Check Amount: $2,170.13
MNBK	25471	3041		VERIZON WIRELESS		Check
			E	01 200 257 088 302 555 MONTHLY CHARGE - JUNE		$15.02
PO#:	Voucher #:	13100	Invoice	Invoice No: 6147569924	7/16/2026	Paid Amt: $15.02
						Check Amount: $15.02

Long Prairie-Grey Eagle

Detail Payment Register By Check

Check Number: 25404-25472 Payment Date: 05/01/2026-7/31/2026 Period: 202611-202701 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
MNBK	25472	3099		WIZER INC		Check
			E	01 103 640 066 316 366 2026-2027 RENEWAL	$1,213.25	
PO#: 2994	Voucher #:	13086	Invoice	Invoice No: 0776CDE7-0006	7/16/2026	Paid Amt: $1,213.25
						Check Amount: $1,213.25
						Report Total: $720,165.65

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 Date	Amount
AHNB		7410		Wire	1	2565		PUBLIC EMPLOYEES RETIREMT ASSN		No	Yes	No	06/15/2026	44,279.41
AHNB		7411		Wire	1	1372		COMMISSIONER OF REVENUE		No	Yes	No	06/15/2026	42,293.22
AHNB		7412		Wire	1	2918		TEACHERS RETIREMENT ACCOUNT		No	Yes	No	06/15/2026	108,315.14
AHNB		7413		Wire	1	1543		ELECTRONIC FED TAX PAY SYSTEM		No	Yes	No	06/15/2026	221,910.36
AHNB		7414		Wire	1	1155		AVIBEN		No	Yes	No	06/15/2026	15,509.89
AHNB		7415		Wire	1	3279		AVIBEN		No	Yes	No	06/15/2026	2,619.16
AHNB		7416		Wire	1	1155		AVIBEN		No	Yes	No	06/15/2026	24,109.09
AHNB		7417		Wire	1	1155		AVIBEN		No	Yes	No	06/15/2026	3,566.66
AHNB		7418		Wire	1	1467		DELTA DENTAL OF MN		No	Yes	No	06/15/2026	4,042.78
AHNB		7425		Wire	1	1580		EYE MED VISION CARE, LLC		No	Yes	No	06/16/2026	338.25
AHNB		7427		Wire	1	2565		PUBLIC EMPLOYEES RETIREMT ASSN		No	Yes	No	06/18/2026	3,784.68
AHNB		7428		Wire	1	1372		COMMISSIONER OF REVENUE		No	Yes	No	06/18/2026	38,486.24
AHNB		7429		Wire	1	2918		TEACHERS RETIREMENT ACCOUNT		No	Yes	No	06/18/2026	167,324.57
AHNB		7430		Wire	1	1543		ELECTRONIC FED TAX PAY SYSTEM		No	Yes	No	06/18/2026	208,290.85
AHNB		7431		Wire	1	1155		AVIBEN		No	Yes	No	06/18/2026	33,332.35
AHNB		7432		Wire	1	1155		AVIBEN		No	No	No	06/18/2026	22,422.00
AHNB		7433		Wire	1	3279		AVIBEN		No	Yes	No	06/18/2026	3,808.32
AHNB		7434		Wire	1	1155		AVIBEN		No	Yes	No	06/18/2026	6,599.98
AHNB		7435		Wire	1	3545		BLUE CROSS BLUE SHIELD OF MINNESC		No	Yes	No	06/17/2026	124,628.00
AHNB		7436		Wire	1	2565		PUBLIC EMPLOYEES RETIREMT ASSN		No	Yes	No	06/26/2026	2,038.40
AHNB		7437		Wire	1	1372		COMMISSIONER OF REVENUE		No	Yes	No	06/26/2026	2,552.17
AHNB		7438		Wire	1	2918		TEACHERS RETIREMENT ACCOUNT		No	Yes	No	06/26/2026	9,075.92
AHNB		7439		Wire	1	1543		ELECTRONIC FED TAX PAY SYSTEM		No	Yes	No	06/26/2026	12,926.02
AHNB		7498		Wire	1	1080		AMERICAN HERITAGE NATL BANK		No	Yes	No	06/30/2026	137.00
AHNB		7499		Wire	1	2625		REVTRAK INC		No	Yes	No	06/30/2026	741.23
AHNB		7500		Wire	1	2625		REVTRAK INC		No	Yes	No	06/30/2026	3.00
												Bank Total:		$1,103,134.69
MNBK		7496		Wire	1	1197		BMO		No	Yes	No	06/30/2026	5,707.36
MNBK		7497		Wire	1	2324		MINNESOTA NATIONAL BANK		No	Yes	No	06/30/2026	10.00
												Bank Total:		$5,717.36
												Report Total:		$1,108,852.05

Statement Manager

BMO - Mastercard, Statement Period 05/28/2026 to 06/27/2026

Statement New	Card Account	Previous	Current	Tax Notes
Billing Account 027692	XXXX-XXXX-XXXX-7692	5,707.36	13,411.88	
Evenson Bradley	XXXX-XXXX-XXXX-3534	0.00	2,134.48	
LUDVIGSON DANIEL	XXXX-XXXX-XXXX-7478	0.00	1,710.43	
Ganske Mitchell	XXXX-XXXX-XXXX-8325	0.00	571.78	
Evenson Sherrilynn	XXXX-XXXX-XXXX-9873	0.00	8,584.85	
Cebulla Tammy	XXXX-XXXX-XXXX-4387	0.00	410.34	

Statement Report

BMO - Mastercard - U.S. Dollar

05/28/2026 to 06/27/2026

Evenson Bradley - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
05/27/2026	Dicks Sporting Goods	.	.	8.89	120.00	
05/27/2026	Samsclub #8183	.	.	10.02	145.82	
05/29/2026	Cowing Robards Inc	.	.	.	280.00	
06/01/2026	Coborns	.	.	1.21	17.70	
06/04/2026	Coborns	.	.	1.76	25.73	
06/06/2026	Samsclub #8183	.	.	2.22	32.27	
06/06/2026	Samsclub #8183	.	.	9.52	138.64	
06/09/2026	Countryside Restaurant	.	.	13.89	222.26	
06/11/2026	Coborns	.	.	0.96	13.98	
06/14/2026	Samsclub #8183	.	.	9.69	141.07	
06/18/2026	Sq Little Rose Custom	.	.	32.52	400.00	
06/19/2026	All Star Trophy And Aw	.	.	18.17	255.00	
06/19/2026	Samsclub #8183	.	.	14.22	207.09	
06/25/2026	Adobe Adobe	.	.	.	4.99	
06/25/2026	Circlek#2746055	.	.	.	100.47	
06/25/2026	Coborns	.	.	0.47	6.98	
06/25/2026	Coborns	.	.	1.54	22.48	

Statement Report

BMO - Mastercard - U.S. Dollar

05/28/2026 to 06/27/2026

LUDVIGSON DANIEL - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl	Tax Notes
06/02/2026	Indeed Usi26-04485121	.	.	.	318.43	?
06/12/2026	In Minnesota Associat	.	.	109.35	1,392.00	?

Statement Report

BMO - Mastercard - U.S. Dollar

05/28/2026 to 06/27/2026

Ganske Mitchell - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl		Tax Notes
05/29/2026	Smartsign	.	.	0.94	375.81	?	
06/16/2026	Eb West Central Techn	.	.	.	78.38	?	
06/17/2026	Directnic, Llc	.	.	6.29	91.59	?	
06/24/2026	Us Mobile	.	.	1.79	26.00	?	

Statement Report

BMO - Mastercard - U.S. Dollar

05/28/2026 to 06/27/2026

Evenson Sherrilynn - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl		Tax Notes
05/27/2026	Mnaspa	.	.	3.59	40.00	?	
05/27/2026	Rcx Mlsgo	.	.	533.17	5,734.84	?	
05/28/2026	School Nutrition Assoc	.	.	.	213.00	?	
06/03/2026	Chr Christianbook	.	.	.	506.44	?	
06/04/2026	Ab Abebooks.Co Lmqyvf	.	.	0.47	6.82	?	
06/04/2026	Ab Abebooks.Co Lmqyvh	.	.	0.66	9.65	?	
06/04/2026	Ab Abebooks.Co Lmqyvi	.	.	2.94	42.84	?	
06/04/2026	Ab Abebooks.Co Lmqyvk	.	.	19.92	289.95	?	
06/04/2026	Ab Abebooks.Co Lmqyvl	.	.	0.60	8.75	?	
06/04/2026	Sp World Of Books	.	.	3.53	52.15	?	
06/05/2026	Ab Abebooks.Co Lmqyvf	.	.	-0.47	-6.82	?	
06/05/2026	Ab Abebooks.Co Lmqyvg	.	.	0.52	7.56	?	
06/05/2026	Ab Abebooks.Co Lmqyvj	.	.	0.52	7.53	?	
06/05/2026	Grandstay Hotel Becker	.	.	.	117.04	?	
06/05/2026	Grandstay Hotel Becker	.	.	.	117.04	?	
06/05/2026	Grandstay Hotel Becker	.	.	.	117.04	?	
06/05/2026	Grandstay Hotel Becker	.	.	.	117.04	?	
06/05/2026	Grandstay Hotel Becker	.	.	.	117.04	?	
06/09/2026	Ab Abebooks.Co Lmqyvi	.	.	-0.26	-3.78	?	
06/15/2026	Usatoday Co Digital	.	.	.	16.99	?	
06/16/2026	Dickssportinggoods.Com	.	.	30.39	536.86	?	
06/16/2026	Dickssportinggoods.Com	.	.	30.39	536.87	?	

Statement Report

BMO - Mastercard - U.S. Dollar

05/28/2026 to 06/27/2026

Cebulla Tammy - Statement Report		Tax Receipt	Source Amount	Amount Tax	Amount Incl		Tax Notes
05/27/2026	Coborns	.	.	10.99	160.01	?	
06/16/2026	Coborns	.	.	8.60	125.23	?	
06/23/2026	Sp Rochester 100	.	.	9.06	125.10	?	

Long Prairie-Grey Eagle
Student Activity Guideline
Period Ending July 31, 2026

Sequence: Group-Sub, O/S

L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	B27 Annual Budget	Period 202701	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
		408	SPECIAL OLYMPIC													
B	01	401	408				400	408	SPECIAL OLYMPIC	0.00	0.00	(210.35)	0%	0.00	0%	210.35
R	01	400	298	408	301	099	401	408	Misc Revenue - SPECIAL OL	(100.00)	0.00	(300.00)	300%	0.00	300%	200.00
E	01	400	298	408	301	401	401	408	Supplies - SPECIAL OLYMPI	100.00	0.00	70.33	70%	0.00	70%	29.67
		408	**SPECIAL OLYMPIC**							**0.00**	**0.00**	**(440.02)**	**0%**	**0.00**	**0%**	**440.02**
		410	ELEM DCD													
B	01	401	410				400	410	ELEM DCD	0.00	0.00	(903.43)	0%	0.00	0%	903.43
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
		410	**ELEM DCD**							**0.00**	**0.00**	**(903.43)**	**0%**	**0.00**	**0%**	**903.43**
		412	FFA													
B	01	401	412				400	412	FFA	0.00	0.00	6,001.13	0%	0.00	0%	(6,001.13)
R	01	400	298	412	301	099	401	412	Misc Revenue - FFA	(37,500.00)	0.00	(32,561.42)	87%	0.00	87%	(4,938.58)
E	01	400	298	412	301	401	401	412	Supplies - FFA	37,500.00	0.00	26,945.84	72%	0.00	72%	10,554.16
		412	**FFA**							**0.00**	**0.00**	**385.55**	**0%**	**0.00**	**0%**	**(385.55)**
		413	TRAPSHOOTING													
B	01	401	413				400	413	TRAPSHOOTING	0.00	0.00	(357.32)	0%	0.00	0%	357.32
R	01	400	298	413	301	099	401	413	Misc Revenue - TRAPSHOO	(8,000.00)	0.00	(25,539.67)	319%	0.00	319%	17,539.67
E	01	400	298	413	301	401	401	413	Supplies - TRAPSHOOTING	8,000.00	0.00	20,196.10	252%	0.00	252%	(12,196.10)
		413	**TRAPSHOOTING**							**0.00**	**0.00**	**(5,700.89)**	**0%**	**0.00**	**0%**	**5,700.89**
		415	VOLLEYBALL													
B	01	401	415				400	415	VOLLEYBALL	0.00	0.00	(4,274.92)	0%	0.00	0%	4,274.92
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	667.24	10%	0.00	10%	6,332.76
		415	**VOLLEYBALL**							**0.00**	**0.00**	**(3,607.68)**	**0%**	**0.00**	**0%**	**3,607.68**
		416	GIRLS BASKETBAL													
B	01	401	416				400	416	GIRLS BASKETBAL	0.00	0.00	(3,240.52)	0%	0.00	0%	3,240.52
R	01	400	298	416	301	099	401	416	Misc Revenue - GIRLS BASI	(100.00)	0.00	(2,551.00)	2551%	0.00	2551%	2,451.00
E	01	400	298	416	301	401	401	416	Supplies - GIRLS BASKETB/	100.00	0.00	2,572.15	2572%	0.00	2572%	(2,472.15)
		416	**GIRLS BASKETBAL**							**0.00**	**0.00**	**(3,219.37)**	**0%**	**0.00**	**0%**	**3,219.37**
		417	SECONDARY LIBRA													
B	01	401	417				400	417	SECONDARY LIBRA	0.00	0.00	(1,883.92)	0%	0.00	0%	1,883.92
R	01	400	298	417	301	099	401	417	Misc Revenue - SECONDAR	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)
E	01	400	298	417	301	401	401	417	Supplies - SECONDARY LIB	100.00	0.00	0.00	0%	0.00	0%	100.00
		417	**SECONDARY LIBRA**							**0.00**	**0.00**	**(1,883.92)**	**0%**	**0.00**	**0%**	**1,883.92**

Long Prairie-Grey Eagle
Student Activity Guideline
Period Ending July 31, 2026

Sequence: Group-Sub, O/S

L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	B27 Annual Budget	Period 202701	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
		418							BOYS BASKETBALL							
R	01	400	298	418	301	099	401	418	Misc Revenue - BOYS BASK	0.00	0.00	(731.96)	0%	0.00	0%	731.96
E	01	400	298	418	301	401	401	418	Supplies - BOYS BASKETB/	0.00	0.00	719.16	0%	0.00	0%	(719.16)
		418							**BOYS BASKETBALL**	**0.00**	**0.00**	**(12.80)**	**0%**	**0.00**	**0%**	**12.80**
		429							TRACK							
B	01	401	429				400	429	TRACK	0.00	0.00	(1,116.28)	0%	0.00	0%	1,116.28
R	01	400	298	429	301	099	401	429	Misc Revenue - TRACK	(5,200.00)	0.00	0.00	0%	0.00	0%	(5,200.00)
E	01	400	298	429	301	401	401	429	Supplies - TRACK	5,200.00	0.00	503.20	10%	0.00	10%	4,696.80
		429							**TRACK**	**0.00**	**0.00**	**(613.08)**	**0%**	**0.00**	**0%**	**613.08**
		441							ELEMENTARY LIBR							
B	01	401	441				400	441	ELEMENTARY LIBR	0.00	0.00	(682.78)	0%	0.00	0%	682.78
R	01	400	298	441	301	099	401	441	Misc Revenue - ELEMENTAF	(2,000.00)	0.00	(3,816.63)	191%	0.00	191%	1,816.63
E	01	400	298	441	301	401	401	441	Supplies - ELEMENTARY LIB	2,000.00	0.00	3,349.51	167%	0.00	167%	(1,349.51)
		441							**ELEMENTARY LIBR**	**0.00**	**0.00**	**(1,149.90)**	**0%**	**0.00**	**0%**	**1,149.90**
		446							WEB/LINK CREW							
B	01	401	446				400	446	WEB/LINK CREW	0.00	0.00	(1,106.37)	0%	0.00	0%	1,106.37
		446							**WEB/LINK CREW**	**0.00**	**0.00**	**(1,106.37)**	**0%**	**0.00**	**0%**	**1,106.37**
		451							CROSS COUNTRY							
B	01	401	451				400	451	CROSS COUNTRY	0.00	0.00	(70.92)	0%	0.00	0%	70.92
		451							**CROSS COUNTRY**	**0.00**	**0.00**	**(70.92)**	**0%**	**0.00**	**0%**	**70.92**
		452							ELEMENTARY BAND							
B	01	401	452				400	452	ELEMENTARY BAND	0.00	0.00	(6,354.92)	0%	0.00	0%	6,354.92
R	01	400	298	452	301	099	401	452	Misc Revenue - ELEMENTAF	(200.00)	0.00	(1,622.00)	811%	0.00	811%	1,422.00
E	01	400	298	452	301	401	401	452	Supplies - ELEMENTARY BA	200.00	0.00	3,979.75	1990%	0.00	1990%	(3,779.75)
		452							**ELEMENTARY BAND**	**0.00**	**0.00**	**(3,997.17)**	**0%**	**0.00**	**0%**	**3,997.17**
		454							CHOIR							
R	01	400	298	454	301	099	401	454	Misc Revenue - CHOIR	(4,500.00)	0.00	(50.00)	1%	0.00	1%	(4,450.00)
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
		454							**CHOIR**	**0.00**	**0.00**	**(50.00)**	**0%**	**0.00**	**0%**	**50.00**
		457							ELEMENTARY ACTI							
B	01	401	457				400	457	ELEMENTARY ACTI	0.00	0.00	(94,468.82)	0%	0.00	0%	94,468.82
R	01	400	298	457	301	099	401	457	Misc Revenue - ELEMENTAF	(45,000.00)	0.00	(52,409.21)	116%	0.00	116%	7,409.21
E	01	400	298	457	301	401	401	457	Supplies - ELEMENTARY AC	45,000.00	0.00	60,793.24	135%	7,314.07	151%	(23,107.31)
		457							**ELEMENTARY ACTI**	**0.00**	**0.00**	**(86,084.79)**	**0%**	**7,314.07**	**0%**	**78,770.72**

Long Prairie-Grey Eagle
Student Activity Guideline
Period Ending July 31, 2026

Sequence: Group-Sub, O/S

L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	B27 Annual Budget	Period 202701	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
	458	GIRLS HOCKEY														
B	01	401	458				400	458	Rst/Rsvd Extra Curricular	0.00	0.00	(11,678.82)	0%	0.00	0%	11,678.82
R	01	400	298	458	301	099	401	458	GIRLS HOCKEY	0.00	0.00	6,098.67	0%	0.00	0%	(6,098.67)
E	01	400	298	458	301	401	401	458	GIRLS HOCKEY	0.00	0.00	4,188.78	0%	0.00	0%	(4,188.78)
	458	**GIRLS HOCKEY**								**0.00**	**0.00**	**(1,391.37)**	**0%**	**0.00**	**0%**	**1,391.37**
	459	GYMNASTICS														
B	01	401	459				400	459	GYMNASTICS	0.00	0.00	(7,426.58)	0%	0.00	0%	7,426.58
R	01	400	298	459	301	099	401	459	Misc Revenue - GYMNASTIC	(1,000.00)	0.00	(750.00)	75%	0.00	75%	(250.00)
E	01	400	298	459	301	401	401	459	Supplies - GYMNASTICS	1,000.00	0.00	4,795.13	480%	0.00	480%	(3,795.13)
	459	**GYMNASTICS**								**0.00**	**0.00**	**(3,381.45)**	**0%**	**0.00**	**0%**	**3,381.45**
	460	MARCHING BAND														
B	01	401	460				400	460	MARCHING BAND	0.00	0.00	(55,400.31)	0%	0.00	0%	55,400.31
R	01	400	298	460	301	099	401	460	Misc Revenue - MARCHING	(25,000.00)	0.00	(61,522.79)	246%	0.00	246%	36,522.79
E	01	400	298	460	301	401	401	460	Supplies - MARCHING BAND	25,000.00	0.00	108,011.03	432%	0.00	432%	(83,011.03)
	460	**MARCHING BAND**								**0.00**	**0.00**	**(8,912.07)**	**0%**	**0.00**	**0%**	**8,912.07**
	461	LETTERCLUB														
B	01	401	461				400	461	LETTERCLUB	0.00	0.00	(36,418.44)	0%	0.00	0%	36,418.44
R	01	400	298	461	301	099	401	461	Misc Revenue - LETTERCLU	(28,000.00)	0.00	(59,682.47)	213%	0.00	213%	31,682.47
E	01	400	298	461	301	401	401	461	Supplies - LETTERCLUB	28,000.00	0.00	24,964.90	89%	0.00	89%	3,035.10
	461	**LETTERCLUB**								**0.00**	**0.00**	**(71,136.01)**	**0%**	**0.00**	**0%**	**71,136.01**
	462	MINNESOTA HONOR														
B	01	401	462				400	462	MINNESOTA HONOR	0.00	0.00	(149.99)	0%	0.00	0%	149.99
R	01	400	298	462	301	099	401	462	Misc Revenue - MINNESOTA	0.00	0.00	(494.00)	0%	0.00	0%	494.00
E	01	400	298	462	301	401	401	462	Supplies - MINNESOTA HON	0.00	0.00	659.75	0%	0.00	0%	(659.75)
	462	**MINNESOTA HONOR**								**0.00**	**0.00**	**15.76**	**0%**	**0.00**	**0%**	**(15.76)**
	465	SECONDARY ACTIV														
B	01	401	465				400	465	SECONDARY ACTIV	0.00	0.00	(7,581.72)	0%	0.00	0%	7,581.72
R	01	400	298	465	301	099	401	465	Misc Revenue - SECONDAR	(8,000.00)	0.00	(8,150.15)	102%	0.00	102%	150.15
E	01	400	298	465	301	401	401	465	Supplies - SECONDARY AC	8,000.00	0.00	10,815.86	135%	0.00	135%	(2,815.86)
	465	**SECONDARY ACTIV**								**0.00**	**0.00**	**(4,916.01)**	**0%**	**0.00**	**0%**	**4,916.01**
	467	YEARBOOK														
B	01	401	467				400	467	YEARBOOK	0.00	0.00	8,051.51	0%	0.00	0%	(8,051.51)
R	01	400	298	467	301	099	401	467	Misc Revenue - YEARBOOK	(10,000.00)	0.00	(3,711.00)	37%	0.00	37%	(6,289.00)
E	01	400	298	467	301	401	401	467	Supplies - YEARBOOK	10,000.00	0.00	3,991.00	40%	0.00	40%	6,009.00
	467	**YEARBOOK**								**0.00**	**0.00**	**8,331.51**	**0%**	**0.00**	**0%**	**(8,331.51)**

Long Prairie-Grey Eagle
Student Activity Guideline
Period Ending July 31, 2026

Sequence: Group-Sub, O/S

L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	B27 Annual Budget	Period 202701	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
		469	GIRLS TENNIS													
B	01	401	469				400	469	GIRLS TENNIS	0.00	0.00	(3,122.71)	0%	0.00	0%	3,122.71
R	01	400	298	469	301	099	401	469	Misc Revenue - GIRLS TENN	(2,000.00)	0.00	(470.00)	24%	0.00	24%	(1,530.00)
E	01	400	298	469	301	401	401	469	Supplies - GIRLS TENNIS	2,000.00	0.00	52.50	3%	0.00	3%	1,947.50
		469	**GIRLS TENNIS**							**0.00**	**0.00**	**(3,540.21)**	**0%**	**0.00**	**0%**	**3,540.21**
		470	SECONDARY STUDE													
B	01	401	470				400	470	SECONDARY STUDE	0.00	0.00	(13,090.19)	0%	0.00	0%	13,090.19
R	01	400	298	470	301	099	401	470	Misc Revenue - SECONDAR'	(7,500.00)	0.00	(1,382.05)	18%	0.00	18%	(6,117.95)
E	01	400	298	470	301	401	401	470	Supplies - SECONDARY STU	7,500.00	0.00	2,981.29	40%	0.00	40%	4,518.71
		470	**SECONDARY STUDE**							**0.00**	**0.00**	**(11,490.95)**	**0%**	**0.00**	**0%**	**11,490.95**
		473	SOFTBALL													
B	01	401	473				400	473	SOFTBALL	0.00	0.00	(982.09)	0%	0.00	0%	982.09
R	01	400	298	473	301	099	401	473	Misc Revenue - SOFTBALL	0.00	0.00	(1,600.00)	0%	0.00	0%	1,600.00
E	01	400	298	473	301	401	401	473	Supplies - SOFTBALL	0.00	0.00	1,245.78	0%	0.00	0%	(1,245.78)
		473	**SOFTBALL**							**0.00**	**0.00**	**(1,336.31)**	**0%**	**0.00**	**0%**	**1,336.31**
		474	BASEBALL													
B	01	401	474				400	474	BASEBALL	0.00	0.00	(0.65)	0%	0.00	0%	0.65
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
		474	**BASEBALL**							**0.00**	**0.00**	**(0.65)**	**0%**	**0.00**	**0%**	**0.65**
		475	FOOTBALL													
B	01	401	475				400	475	FOOTBALL	0.00	0.00	(14,054.29)	0%	0.00	0%	14,054.29
R	01	400	298	475	301	099	401	475	Misc Revenue - FOOTBALL	(10,000.00)	0.00	(18,805.00)	188%	0.00	188%	8,805.00
E	01	400	298	475	301	401	401	475	Supplies - FOOTBALL	10,000.00	0.00	9,441.92	94%	0.00	94%	558.08
		475	**FOOTBALL**							**0.00**	**0.00**	**(23,417.37)**	**0%**	**0.00**	**0%**	**23,417.37**
		490	CLASS OF 2030													
B	01	401	490				400	490	CLASS OF 2030	0.00	0.00	(2,034.98)	0%	0.00	0%	2,034.98
R	01	400	298	490	301	099	401	490	CLASS OF 2030	(5,700.00)	0.00	(788.50)	14%	0.00	14%	(4,911.50)
E	01	400	298	490	301	401	401	490	CLASS OF 2030	5,700.00	0.00	1,989.12	35%	0.00	35%	3,710.88
		490	**CLASS OF 2030**							**0.00**	**0.00**	**(834.36)**	**0%**	**0.00**	**0%**	**834.36**
		491	CLASS OF 2031													
R	01	400	298	491	301	099	401	491	Misc Revenue - CLASS OF 2	(10,000.00)	0.00	(888.50)	9%	0.00	9%	(9,111.50)
E	01	400	298	491	301	401	401	491	Supplies - CLASS OF 2031	10,000.00	0.00	0.00	0%	0.00	0%	10,000.00
		491	**CLASS OF 2031**							**0.00**	**0.00**	**(888.50)**	**0%**	**0.00**	**0%**	**888.50**

Long Prairie-Grey Eagle
Student Activity Guideline
Period Ending July 31, 2026

Sequence: Group-Sub, O/S

L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	B27 Annual Budget	Period 202701	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
	492	CLASS OF 2032														
R	01	400	298	492	301	099	401	492	Misc Revenue - CLASS OF 2	(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	100.00	0.00	0.00	0%	0.00	0%	100.00
	492	**CLASS OF 2032**								**0.00**	**0.00**	**0.00**	**0%**	**0.00**	**0%**	**0.00**
	493	CLASS OF 2033														
R	01	400	298	493	301	099	401	493	Misc Revenue - CLASS OF 2	(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	100.00	0.00	0.00	0%	0.00	0%	100.00
	493	**CLASS OF 2033**								**0.00**	**0.00**	**0.00**	**0%**	**0.00**	**0%**	**0.00**
	494	CLASS OF 2034														
R	01	400	298	494	301	099	401	494	Misc Revenue - CLASS OF 2	(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	100.00	0.00	0.00	0%	0.00	0%	100.00
	494	**CLASS OF 2034**								**0.00**	**0.00**	**0.00**	**0%**	**0.00**	**0%**	**0.00**
	495	CLASS OF 2025														
B	01	401	495				400	495	CLASS OF 2025	0.00	0.00	(2,402.36)	0%	0.00	0%	2,402.36
R	01	400	298	495	301	099	401	495	Misc Revenue - CLASS OF 2	(5,000.00)	0.00	0.00	0%	0.00	0%	(5,000.00)
E	01	400	298	495	301	401	401	495	Supplies - CLASS OF 2025	5,000.00	0.00	2,402.36	48%	0.00	48%	2,597.64
	495	**CLASS OF 2035**								**0.00**	**0.00**	**0.00**	**0%**	**0.00**	**0%**	**0.00**
	496	CLASS OF 2026														
B	01	401	496				400	496	CLASS OF 2026	0.00	0.00	(3,345.78)	0%	0.00	0%	3,345.78
R	01	400	298	496	301	099	401	496	Misc Revenue - CLASS OF 2	(5,000.00)	0.00	(300.00)	6%	0.00	6%	(4,700.00)
E	01	400	298	496	301	401	401	496	Supplies - CLASS OF 2026	5,000.00	0.00	1,337.17	27%	0.00	27%	3,662.83
	496	**CLASS OF 2026**								**0.00**	**0.00**	**(2,308.61)**	**0%**	**0.00**	**0%**	**2,308.61**
	497	CLASS OF 2027														
B	01	401	497				400	497	CLASS OF 2027	0.00	0.00	(8,047.53)	0%	0.00	0%	8,047.53
R	01	400	298	497	301	099	401	497	Misc Revenue - CLASS OF 2	(100.00)	0.00	(4,778.33)	4778%	0.00	4778%	4,678.33
E	01	400	298	497	301	401	401	497	Supplies - CLASS OF 2027	100.00	0.00	8,994.78	8995%	0.00	8995%	(8,894.78)
	497	**CLASS OF 2027**								**0.00**	**0.00**	**(3,831.08)**	**0%**	**0.00**	**0%**	**3,831.08**
	498	CLASS OF 2028														
B	01	401	498				400	498	CLASS OF 2028	0.00	0.00	(3,025.15)	0%	0.00	0%	3,025.15
R	01	400	298	498	301	099	401	498	Misc Revenue - CLASS OF 2	(100.00)	0.00	(600.00)	600%	0.00	600%	500.00
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
	498	**CLASS OF 2028**								**0.00**	**0.00**	**(3,625.15)**	**0%**	**0.00**	**0%**	**3,625.15**
	499	CLASS OF 2029														
B	01	401	499				400	499	CLASS OF 2029	0.00	0.00	(1,849.23)	0%	0.00	0%	1,849.23
R	01	400	298	499	301	099	401	499	Misc Revenue - CLASS OF 2	(100.00)	0.00	0.00	0%	0.00	0%	(100.00)

Long Prairie-Grey Eagle
Student Activity Guideline
Period Ending July 31, 2026

Sequence: Group-Sub, O/S

L	Fd	Org	Pro	Crs	Fin	O/S	Class	Sub	Description	B27 Annual Budget	Period 202701	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
		499	CLASS OF 2029													
E	01	400	298	499	301	401	401	499	Supplies - CLASS OF 2029	100.00	0.00	0.00	0%	0.00	0%	100.00
		499	**CLASS OF 2029**							**0.00**	**0.00**	**(1,849.23)**	**0%**	**0.00**	**0%**	**1,849.23**
									Report Totals:	**0.00**	**0.00**	**(242,966.85)**	**0%**	**7,314.07**	**0%**	**235,652.78**

COMMUNITY CORRECTIONS

State of Minnesota
Todd and Wadena Counties

May 11, 2026

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 2027 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 (O) or 218-457-0011 (C).

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 2025. 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 2027 rate reflects a 4.5% increase from 2026.

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. *However, we are asking that you do not make your monetary contribution until **2027***. We will send an invoice at the beginning of 2027. Thank you for your continued support of the Community Concern for Youth Program.

Sincerely,

Michael A. Schommer/MK

Michael A. Schommer
Interim Director

Enclosure: Resolution of Sponsorship
Funding Summary Sheet

cc: File

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 01/01/27 through 12/31/27. Ron Noon, Chairperson, Wadena 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 $4,308.00 for the project entitled Todd-Wadena Community Concern for Youth during the period from 01/01/27 through 12/31/27, which is to be paid on 01/01/27.

It is understood that the Long Prairie City Council contributes $3,686.00, and the Grey Eagle City Council contributes $396.00, for a total community contribution of $8,390.00.

I hereby certify that the above resolutions were adopted by the Long Prairie-Grey Eagle School Board on _____.

Signed: Witnessed:

_____ _____
(Signature) (Signature)

Chairperson _____ Superintendent _____
(Title) (Date) (Title) (Date)

Todd County Community Concern for Youth Program

CCY Funding Request - 2027

Source		Student/City Population	2026 Amount	2026 Total	2027 Amount	**2027 Total**
Long Prairie-Grey Eagle School						
	School:	866	$4,123		$4,308	
	City (Long Prairie):	3,256	$3,528		$3,686	
	City (Grey Eagle):	323	$379		$396	
				$8,030		**$8,390**
Browerville						
	School:	528	$3,171		$3,313	
	City (Browerville):	737	$974		$1,018	
	City (Clarissa):	650	$704		$736	
				$4,849		**$5,067**
Bertha-Hewitt						
	School:	485	$2,208		$2,307	
	City (Bertha):	497	$541		$565	
	City (Hewitt):	259	$281		$294	
	City (Eagle Bend):	507	$552		$576	
				$3,582		**$3,742**
Staples-Motley						
	School:	920	$5,530		$5,778	
	City (Staples):	3,153	$4,426		$4,625	
				$9,956		**$10,403**
Total				**$26,417**		**$27,602**

Long Prairie Grey Eagle Public Schools
Staff Cyber Security Policy
July 2026

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 reviewing and accepting 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 20 minutes or less.

All users must lock down 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.

For more detailed information, please refer to School Board Policy 625: Responsible Use of Artificial Intelligence. It can be found on the school's official website (www.lpge.org).

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.

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

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
2026-2027

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. 8-12 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 drinks away from your Student Device.
2.2.7 Never leave your Student Device in the cold or heat as it could damage the device.

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 it. 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, Twitter, 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 the 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 not to damage school equipment.
4.3.4 Helping LPGE #2753 protects 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 secure 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 9-12 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-8 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 devices 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, a $30 copay for the second claim, and $55 for each additional claim within a school year.** A claim consists of the 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 ParentSquare, 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 the 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 not to 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 (9-12) $15/year (K-8)

LPGE Internet Acceptable Use Policy

Revised June 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.

26-27 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)

Long Prairie-Grey Eagle
Thunder Online Academy

Student Device Policy,
Procedures, and Information

Grades 9–12 | 2026-2027

The Student Device will be your device for the duration of your enrollment in the Online Public School, and it is your responsibility to take care of the device.

1) RECEIVING YOUR STUDENT DEVICE & STUDENT DEVICE CHECK-IN

This section outlines the procedures and rules for receiving and returning your Student Device.

1.1 Receiving your Student Device

All enrolling 9th–12th grade online students **must come to the school building in person at the time of enrollment to pick up their Student Device and charger.** Online students will abide by the Policies set forth in this Device Policy and Procedures.

1.2 Policy and Procedures Document

Students and Parents must return Student Pledge documents signed by both the parent/guardian and the student before a device is issued at the school. Any outstanding fees from previous school years must be paid before enrollment in Thunder Academy. Failure to return signed agreements, clear past balances will not receive a device on enrollment day.

1.3 Withdrawals and End of Instruction Check-In

- **1.3.1** Individual school Student Devices and chargers must be returned to the school at the end of each school year, or immediately upon completion of online instruction. Students who withdraw for any reason, graduate, or are expelled must return their individual school Student Device and charger on the date of termination.
- **1.3.2** The Student Device remains LPGE school property. **If a student fails to return the Student Device upon completion or termination of online instruction, the parent/guardian is responsible for the full replacement cost of the device ($400).** Failure to return the device will be considered theft, and the student/family may be subject to criminal prosecution or civil liability.

2) TAKING CARE OF YOUR STUDENT DEVICE

Students are responsible for the general care of the Student Device they have been issued. Student Devices that are broken or fail to work properly must be reported immediately to the School for remote evaluation or scheduled physical repair. If damage is identified, the repair

cannot be refused by the student or parent. **A non-working device is not an excuse to not be online doing work.**

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. **Replacement chargers must be purchased 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 be kept in a secure location within the home and never left in unlocked vehicles or unsupervised environments.
- **2.1.4** Students are responsible for keeping their Student Device battery charged and ready for online instruction each day.

2.2 Screen and Hardware Care

- **2.2.1** Student Devices can be damaged if subjected to rough treatment. Screens are particularly sensitive to excessive pressure; never close the device with anything sitting on the keyboard (including papers).
- **2.2.2** Do not put unnecessary pressure on the top of the Student Device.
- **2.2.3** Keep food and drinks away from your Student Device at all times.
- **2.2.4** Keep your Student Device clean by using a soft, damp cloth.
- **2.2.5** Always close the lid before transporting the Student Device.
- **2.2.6** Never leave your Student Device in extreme cold or heat, as it could damage the device.

3) USING YOUR STUDENT DEVICE FOR ONLINE INSTRUCTION

Student Devices are intended for daily educational use. Students must log into their online portal and classes daily using their assigned device. Student Devices are assigned to individual students and are not to be borrowed or loaned out to siblings, parents, or friends.

3.1 Technical and Connection Responsibilities

If a student is experiencing home internet issues, they remain responsible for contacting the school immediately to report the issue and finding alternative ways to complete coursework.

3.2 Home Internet Access

Students are required to connect their Student Devices to a reliable wireless network. This is necessary to access all web-based online school curriculum and virtual classes.

4) ACCEPTABLE USE

The use of the LPGE #2753 School District's technology resources are a privilege, not a right. This privilege terminates when a student is no longer enrolled in the online school. If a person violates any terms named in this policy, privileges may be terminated, remote access may be denied, and appropriate disciplinary action shall be applied.

Students and parents are put on notice that videos or screenshots of school employees and/or other online students shall not be taken or uploaded to the internet and/or social media without express consent. Prohibited platforms include (but are not limited to) YouTube, X (Twitter), Facebook, Instagram, Snapchat, TikTok, etc.

Only apps and extensions approved by the District shall be allowed on the Student Device. Unapproved apps are a violation of the acceptable use policy. The Student Device is a tool for educational use and is not to be used as a toy.

4.1 Parent/Guardian Responsibilities

- **4.1.1** Parents should establish clear ground rules for Student Device use outside of the designated online school hours.
- **4.1.2** Technology devices using the school's accounts will utilize cloud-based filtering; however, home networks remain the secondary line of monitoring. Parents are responsible for monitoring internet usage within the home.
- **4.1.3 LPGE Schools and Thunder Academy will have access to view this device's screen at any time.**
- **4.1.4 Parents must provide acceptable internet access for online classes. The school is not responsible for providing or troubleshooting home internet connections.**

4.2 School Responsibilities

- **4.2.1** Provide online curriculum access and school email accounts to students.
- **4.2.2** Provide cloud-based internet filtering solutions on the device.
- **4.2.3** Provide cloud data storage. LPGE #2753 reserves the right to review, monitor, and restrict information stored on or transmitted via school-owned equipment.

4.3 Student Prohibited Activities

Strictly prohibited activities include, but are not limited to:

- Illegal installation or transmission of copyrighted materials.
- Sending, accessing, or distributing offensive, profane, threatening, or sexually explicit materials during live learning sessions or via school accounts.
- Changing Student Device settings or using VPNs to circumvent the filtering system.
- Vandalism to the device (removing keys, drawing, applying stickers, or taking the device apart).
- Removing inventory markings, student ID tags, or barcodes.

5) PROTECTING, STORING, & REPAIRING THE DEVICE

5.1 Device Identification

Student Devices are identified by serial number and an LPGE identification barcode. Do not alter or deface these tags.

5.2 Insurance and Repair Costs

The District makes available an optional insurance plan to protect families from unexpected repair costs. **The cost is $40 per device/year for grades 9-12**, payable in advance prior to receiving the device at the school. This covers accidental hardware damage (but not lost chargers). **Parents may fill out an *Application for Educational Benefits* to receive a coupon waiving the $40.00/year insurance fee.**

Copays with Optional Insurance:

- 1st Claim: $15 copay
- 2nd Claim: $30 copay
- 3rd & Additional Claims: $55 copay per school year
- *Loss of device with insurance results in a $100 fee.*

Costs of Repairs (Without Insurance or for Deliberate Damage):

- **Full Replacement Student Device:** $400.00
- **Screen:** $100.00
- **Keyboard/Palmrest:** $150.00
- **Motherboard:** $200.00
- **Charger:** $20.00

Note: Copays or fees must be paid within 10 days of the repair invoice. Devices will not be returned until fees are paid in full.

6) WEB ACCOUNT & PARENTAL CONSENT (UNDER 18)

LPGE Online Public School utilizes Google, Schoology, and third-party educational tools. Under federal regulations, the school requires parental consent to set up these digital learning profiles. **By completing enrollment, picking up the device, and making optional insurance payments, you agree to these Acceptable Use Policies and the Under 18 Consent Form.**

2026-2027 LPGE Online Student Pledge for Device Use (Grades 9–12)

1. I will take good care of my Student Device and keep it in a safe location within my home.
2. I will know where my Student Device is at all times and never loan it out to others.
3. I will keep my Student Device fully charged and ready for my online classes daily.
4. I will keep food and beverages away from my Student 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, educational, and meet LPGE online standards.
7. I will not place personal decorations, stickers, or drawings on the device, nor deface the school barcode.
8. I understand that my Student Device remains the property of LPGE #2753 and its content can be remotely inspected at any time.
9. **I agree to return the Student Device and charger in good working condition when my online instruction ends, or I will be held responsible for paying the full replacement cost ($400.00) if it is not returned.**

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, you also agree to the 'Under 18 Parent Consent Form' for educational web accounts.)

Board Policy Updates – July 2026

This document summarizes the recommended policy revisions from the Minnesota School Boards Association (MSBA). Only the proposed additions, deletions, and revisions are included below. Full policies are available on the district website for review.

Summary of Changes
Policy 524
Internet, Technology, and Cell Phone Acceptable Use and Safety

Purpose of Update
New language prohibiting the use of district technology to create or distribute AI-generated "nudified" images or videos and adding a reference to the new Responsible Use of Artificial Intelligence model policy.

Recommended Changes
- Add prohibition on creating or using AI-generated "nudified" images or videos.
- Add statutory definitions for:
    - Identifiable individual
    - Intimate part
    - Nudify
- Add reference to MSBA/MASA Model Policy 625 – Responsible Use of Artificial Intelligence.

Policy 503
Student Attendance

Purpose of Update
Update attendance language to reflect recent statutory changes regarding attendance reporting, religious and cultural observances, and habitual truancy.

Recommended Changes
Attendance Reporting
- Clarifies district attendance reporting requirements.

Religious and Cultural Observances
- Adds accommodation language for American Indian cultural practices and ceremonies.

Habitual Truancy
- Updates statutory definitions and age ranges.
- Updates statutory reference.

Policy 506
Student Discipline

Purpose of Update
Update statutory references and incorporate recent legislative changes regarding student discipline.

Recommended Changes

- Adds updated definition of **Nonexclusionary Disciplinary Practices.**
- Clarifies School Resource Officers are not school employees for purposes of reasonable force statutes.
- Adds reference to **Model Policy 419** regarding vaping awareness and prevention instruction.

Policy 515
Protection and Privacy of Pupil Records

Purpose of Update
Update FERPA references, military-connected youth language, postsecondary terminology, and statutory citations.

Recommended Changes

- Replace "post-secondary" with "postsecondary."
- Update military recruiting language.
- Change references from **Section** to **Article** where applicable.
- Update statutory citations.
- Add current U.S. Department of Education FERPA guidance resources.

Policy 520
Student Surveys

Purpose of Update
Update terminology and federal references regarding student surveys and parent rights.
Recommended Changes

- Clarifies parent inspection rights.
- Updates references to instructional materials.
- Revises terminology throughout policy.
- Updates federal PPRA and FERPA references.

Policy 418
Drug-Free Workplace / Drug-Free School

Purpose of Update
Update statutory references relating to alcohol possession exceptions.

Exact Changes in Wording –

524 INTERNET, TECHNOLOGY, AND CELL PHONE ACCEPTABLE USE AND SAFETY POLICY

11. Users will not access, download, or use a school district website, application, software, program, or other service (1) to nudify an image or video; or (2) nudify an image or video on behalf of a user.

    a. "Identifiable individual" means a person that is identifiable:

(1) from the image itself, by the person depicted in the image, or by another person; or

(2) from personal information displayed in connection with the image.

b. "Intimate part" has the meaning given in Minnesota Statutes, section 609.341, subdivision 5.

c. "Nudify" or "nudified" means the process by which:

(1) an image or video is altered or generated to depict an intimate part not depicted in an original unaltered image or video of an identifiable individual; and

(2) the altered or generated image or video is so realistic that a reasonable person would believe that the intimate part belongs to the identifiable individual.

Add Reference: MSBA/MASA Model Policy 625 (Responsible Use of Artificial Intelligence)

503 STUDENT ATTENDANCE

II. A -

c. The district must count a student as in attendance on each day the student receives supervision, instruction, or services from school staff during scheduled school hours. Minnesota Statutes, section 120A.22 does not remove the school district's responsibility to continue to comply with reporting requirements in Minnesota Statutes, section 126C.05 for the purposes of funding.

d. The principal must issue and keep a record of attendance, under rules established by the school board.

III. RELIGIOUS AND CULTURAL OBSERVANCES 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 or American Indian cultural practice, observance, or ceremony. Requests for accommodation should be directed to the building principal.

V. C - C. Habitual Truant

1. A habitual truant is a ~~under the age of 17 years~~ child who is at least twelve (12) years old and less than eighteen (18) years old who is absent from attendance at school without lawful excuse ~~for seven school days per school year if the child is in elementary school~~ for one or more class periods on seven (7) school days per school year if the child is in middle school, junior high school, or high school, or a child who is seventeen (17) years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days per school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

Pursuant to Minnesota Statutes, section 260C.163, subdivision 11, habitual truant also means a child under age twelve (12) who has been absent from school for seven (7) school days without lawful excuse, based on a showing by clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws.

Adjust: Minn. Stat. § 120A.35 (Absence from School for Religious and Cultural Observances)

506 STUDENT DISCIPLINE

III. DEFINITIONS

A. "Nonexclusionary 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. Nonexclusionary 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).

E. Other School District Personnel. 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.

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, ~~school readiness plus,~~ 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 n~~N~~onexclusionary 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 ~~s~~School ~~b~~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

Add: MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

E. d. Records relating to an eligible student, or a student attending an institution of ~~post-secondary~~postsecondary education, that are:

A

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~~postsecondary educational institutions;

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~~postsecondary 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).

14. To military recruiting officers and ~~post-secondary~~postsecondary educational institutions pursuant to Article XI. of this policy;

16. To appropriate ~~health authorities to~~ parties, including parents or an eligible student, in connection with an emergency if knowledge of the ~~extent~~information is necessary to ~~administer immunization programs~~protect the health or safety of the student or other individuals (34 Code of Federal Regulations, part 99.36) and for bona fide epidemiologic investigations which the ~~commissioner of health~~Commissioner of the Minnesota Department of Health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;

3. To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the ~~commissioner of health~~Commissioner of the Minnesota Department of Health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted~~.~~; or

4. to appropriate parties, including parents or an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this ~~section~~Paragraph, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND ~~POST-SECONDARY~~POSTSECONDARY EDUCATIONAL INSTITUTIONS

C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and ~~post-secondary~~postsecondary educational institutions. To refuse the release of the above information to military recruiting officers and ~~post-secondary~~postsecondary educational institutions, a parent or eligible student must notify the responsible authority [**designate title of individual, i.e., building principal**] in writing by [**date**] each year. The written request must include the following information:

XII, XIV, XV, and XVII

– change references to section to Article

Resources U.S. Department of Education: *FAQs on Photos and Videos under FERPA | Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *Letter to Wachter Regarding Surveillance Video of Multiple Students | Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA) | Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices | Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *FERPA/IDEA Crosswalk | Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *What is the Protection of Pupil Rights Amendment? | Protecting Student Privacy* (accessed 012926)

Minnesota Department of Health: *The Family Educational Rights and Privacy Act (FERPA) and Immunization Data* (including *Possible School Consent Language for Sharing Immunization Data with Registries*) (accessed 012926)

520 STUDENT SURVEYS

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

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, analysis, or evaluation that reveals information concerning:

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Paragraphs IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

a. The right of a parent of a student to inspect, upon request of the parent, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including any applicable procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the ~~child~~ student lives, or a person who is legally responsible for the welfare of the ~~child~~ student.

b. Arrangements to protect student privacy in the event of the administration or distribution of a survey to a student, including an evaluation, to a student which contains one or more of the items listed in ~~section~~ Paragraph IV.B., above, including the right of a parent of a student to inspect, upon request of the parent, any such survey.

c. The right of a parent of a student to inspect, upon request of the parent, any instructional material used as part of the educational curriculum for the student and any applicable procedures for granting a request by a parent for ~~such~~ reasonable access to instructional material within a reasonable period of time after the request is received.

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (~~i.e,~~ such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

(2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:

(a) college or other ~~post-secondary~~postsecondary education recruitment or military recruitment;

(3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in ~~Section IV.C.1.,~~ Subparagraph IV.C.1.e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.

2. The policies adopted under ~~Section IV.C.,~~ Subparagraph IV.C.1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.

(2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in ~~Section~~Paragraph IV.B., above.

"Invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

c. The notice will advise students of the specific or approximate dates during the school year when the activities in ~~Section IV.C.2.,~~ Subparagraph IV.C.2.b., above, are scheduled, or expected to be scheduled.

V. NOTICE

A. The school district must give parents and students direct notice of this policy at the beginning of each school year and after making substantive changes to this policy

Resources: U.S. Department of Education, *Family Educational Rights Privacy Act (FERPA)* (accessed 11/03/25)

U.S. Department of Education, *Protection of Pupil Rights Amendment (PPRA)* (accessed 11/03/25)

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

IV. Exceptions

B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, subdivision 1a and is pursuant to the procedure established under Paragraph V.G below.~~(experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).~~



July 20, 2026

Activities Board Report

Thank You:

- Dirk Fellbaum & Gavin Johnson for their help within the Activities and Community Education Departments.

Important Dates:

- August 10, 2026
  - All Activities Meeting | 6-8pm | H.S. Auditorium
- August 17, 2026
  - Start Date of the Following Sports:
    - 9-12: Volleyball & Football
    - 7-12: Cross Country, Tennis, Soccer
- August 24, 2026
  - Start Date of the following sports
    - 7-8 Volleyball
    - 7-8 Football
- September 2, 2026
  - All Activities Phone-a-Thon Kick Off→ 3:15pm to 3:45pm
- September 9, 2026
  - All Activities Phone-a-Thon Event→ 3:30-4:30pm
    - Students will practice after the hour long fundraiser
  - Fundraiser closes on September 21, 2026.

Dual Sports Participation

- See Attachment

LPGE Activities Handbook Updates

- See Attachments, yellow highlighted.

BOUND Scheduling System

- Migration & Implementation have started.
- Registration will be open August 1, 2026 for FALL sports.
    - Amy and I have decided to do registration by season this year. This should help Amy manage registrations more effectively.

Coaching Recommendations

Head	Volleyball (054)	Kelsey Paurus
Asst.	Volleyball (054)	Jonathan Young
C Squad	Volleyball (054)	Ashley Farrow
Junior High	Volleyball (054)	Kailee Johnson
Junior High	Volleyball (054)	TBD
Volunteer	Volleyball (054)	Mary Malam
Head	Tennis-Girls (073)	Keith Kraska
Volunteer	Tennis-Girls (073)	Nikki Rohde
Volunteer	Tennis-Girls (073)	Jessica Hovland
Volunteer	Tennis-Girls (073)	Maria Rodriguez
Head	Cross Country (052)	Steve Christians
Asst.	Cross Country (052)	Brent Sterriker
Volunteer	Cross Country (052)	X
Head	Football (053)	Datrick Mitchell
Asst.	Football (053)	Donovin Nuckols
Asst.	Football (053)	Tanner Roske
9th	Football (053)	X
Floater	Football (053)	X
Volunteer	Football (053)	Kenny Thijm
Junior High	Football (053)	Joe Gaida
Junior High	Football (053)	Tyler Dreher
Head	Soccer (055)	Josiah Tonder

Asst.	Soccer (055)	Alex Cervantes
Volunteer	Soccer (055)	Adan Morellos
Volunteer	Soccer (055)	Kenny Thijm

Brad Evenson

July 2026

Community Education

LPGE Community Education's Summer Recreation and Enrichment programs continue to be highly successful, with strong participation across nearly all activities. Families have provided overwhelmingly positive feedback, expressing appreciation for the variety and quality of opportunities available to students throughout the summer. The success of these programs is a direct result of the dedication and commitment of our instructors and coaches, who generously share their time, expertise, and enthusiasm to create meaningful experiences for our students. We sincerely thank them for their continued support of our community and youth.

The LPGE Youth Softball Program had another successful season this summer, with around 70 students participating. The strong enrollment reflects the community's continued support for quality youth recreation opportunities. Special recognition is extended to **Joe Gaida**, who coordinated registration, team formation, scheduling, equipment, field assignments, and communication with families and coaches. His leadership was essential to the program's success. Participants were placed on age-appropriate teams where volunteer coaches focused on developing softball skills, teamwork, sportsmanship, and confidence. Each player received a team jersey to build program pride and reduce costs for families. The June season provided a positive experience for players and families while strengthening the partnership between LPGE Community Education and the community.

Another highlight for LPGE Community Education The LPGE Little League season concluded with an exciting playoff series held during the final week of June. The championship night was a tremendous community event, with more than **450 people in attendance** to support our young athletes. The success of the evening was made possible through the generosity and support of our community partners and volunteers. A special thank you goes to **Magnifi Financial** for providing free watermelon for the entire crowd, the **Westerberg family** for helping supply slushies, and our dedicated concession stand staff for preparing a hot dog meal for all players and coaches.

Over the nine-week season, more than 20 volunteer coaches dedicated their time and expertise to helping students develop baseball skills, learn the fundamentals of the game, and build confidence, teamwork, and sportsmanship. Their commitment, along with the support of our families and community, made this year's Little League program a tremendous success.

21st Century Grant Funding

LPGE recently hosted an on-site visit from the Minnesota Department of Education's 21st Century Community Learning Center (21st CCLC) staff. The purpose of the visit was to review the district's capacity to successfully implement and sustain the grant through an evaluation of facilities, instructional staffing, and financial management systems. The visit also served as a review of our school-year work plan, including program activities, student leadership structures, and partnerships with local businesses and community organizations. The MDE team reviewed how LPGE's programming aligns with grant expectations and supports meaningful academic enrichment, youth development, and community collaboration. LPGE received a very positive evaluation, with the review team recognizing the strong systems, partnerships, and programming structures in place to support student success.

ESSA Federal Funding Application Update

Throughout May and June, work was completed to prepare and submit the Title Grant Application and Budget for the **2026–2027 school year**. The application, submitted by the June 30 deadline, included two key components: a comprehensive narrative and a detailed budget.

The grant narrative outlines LPGE's achievement goals and the evidence-based programs and strategies that will support student success. These priorities were developed through a comprehensive needs assessment process that included student achievement data. The accompanying budget is directly aligned with these goals, ensuring that expenditures support programs and services designed to improve academic outcomes and student engagement.

I am pleased to report that the **2026–2027 Title Grant Application and Budget has been successfully submitted and approved**. This funding will continue to provide essential resources to support the academic, social, and engagement needs of our students.

LPGE Technology Board Report
July 20, 2026

Update for July:

We are moving right along with everything on our list for this summer. Let me give you an update.

Skyward: We are fully moved over to the new system. We have been spending a considerable amount of time adjusting items in Skyward and connecting 3rd Party applications. So far, things have been going well. Training is planned this fall for teachers.

Chromebooks: All Chromebooks ordered for Elementary and Thunder Academy have arrived. Thanks to our intern, he has all of them ready to go for the first day of school.

Network upgrades: We have part of the network upgraded. We are still waiting for many backordered items. Some of our network devices are backordered until November.

I was also informed that the state is offering another round of Security Grants. I will be applying for this to upgrade some cameras and also purchase things to help protect our network. I will keep you updated when we receive the funding.

We have some good news: all of our Erate was fully funded for Funding Year 2026. This will be for both Category One and Category Two.

For Category One funding, we received $16,320. This covers 80% of our cost for our Internet Connection, Fiber Connection between buildings, and fiber to the Football Field.

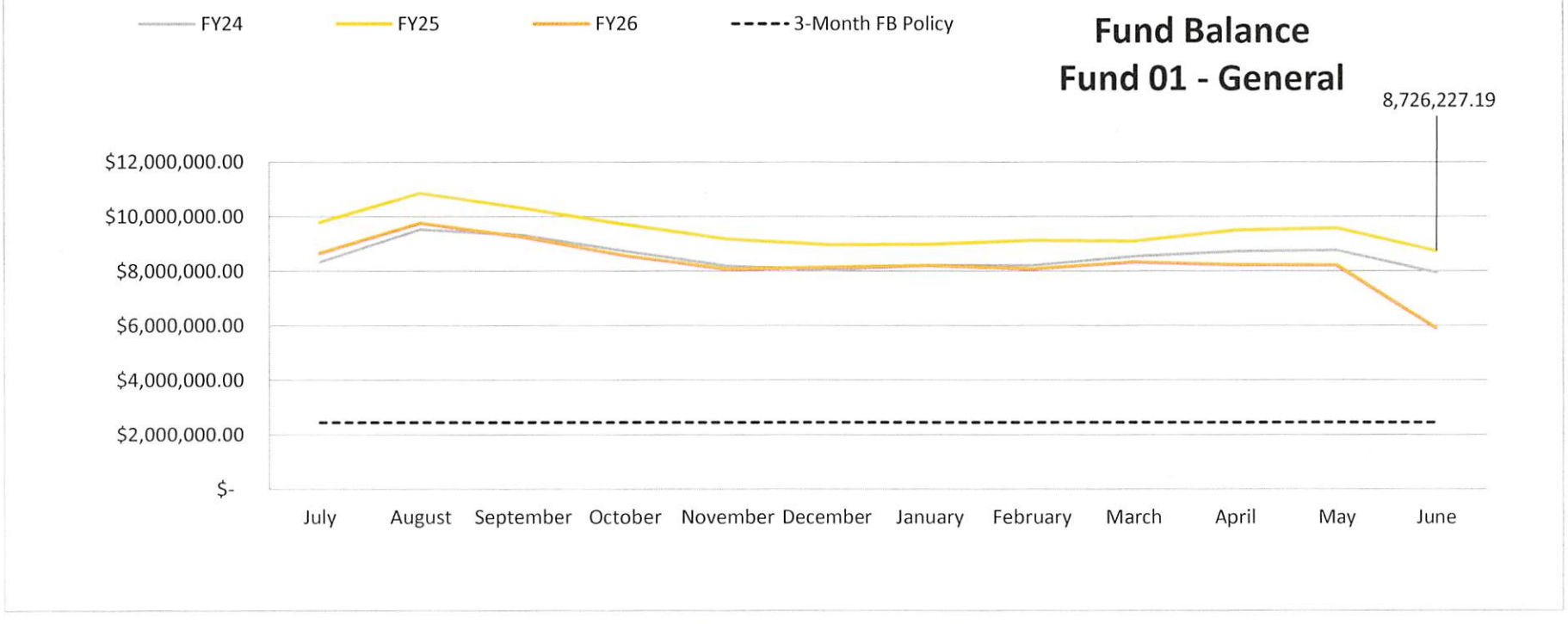
Our Category Two funding was a total of $198,344. We purchased equipment totaling $179,000, leaving a total of about $19,000 left. We have 4 more years to use the $19,000. Category Two funds infrastructure items that are critical for the everyday functioning of the district. This includes Wireless Access Points, Switches, and Firewalls. Without these important devices, the district would not be able to function.

The reason I bring up the totals of funding is Erate is once again in the political spotlight from the federal government to be cut. The FCC is the agency who has been managing the Erate program for the past 30 years. There is a small fee on every person's phone bill called “Universal Service Fee”. This fee goes towards schools and libraries to fund infrastructure upgrades. It’s a very intense application process I do every year to secure these funds. I will keep you posted when I know more, as this would be a huge problem with keeping our district running smoothly in the future. I’m glad we were able to make upgrades now before the money is possibly gone forever.

Mitchell Ganske
LPGE Technology Director

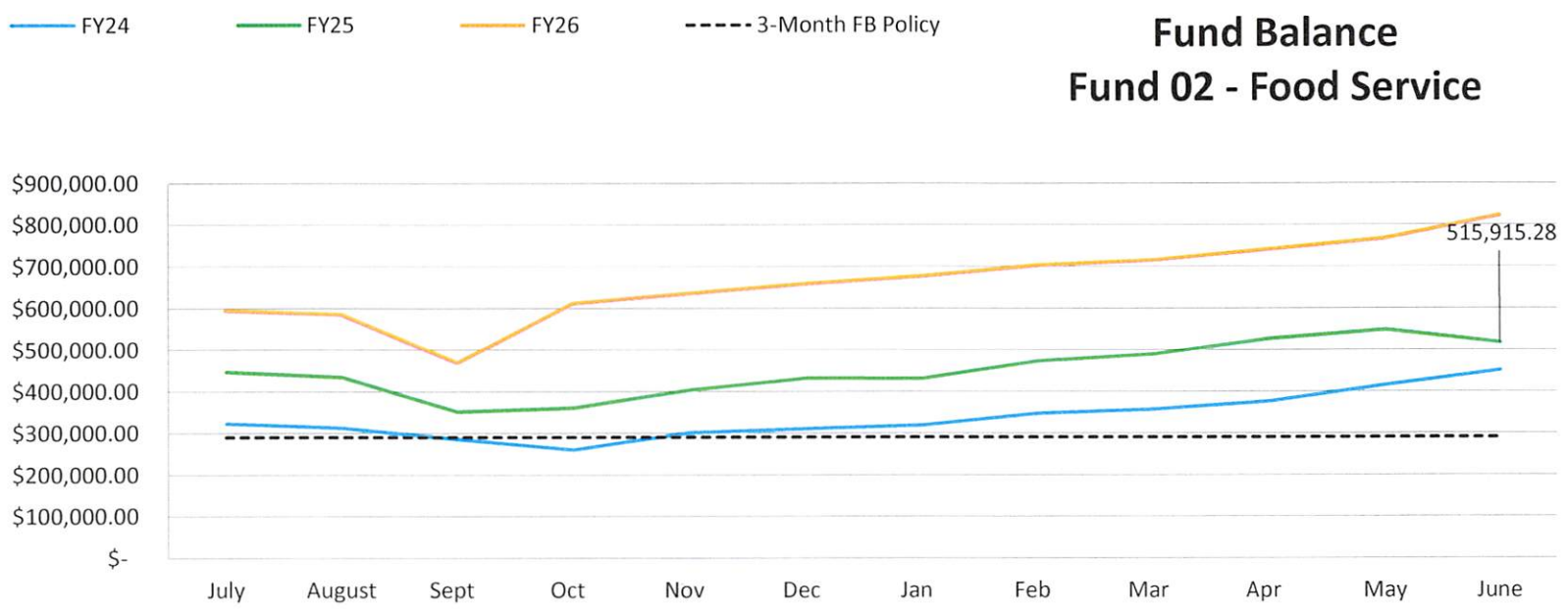
LONG PRAIRIE-GREY EAGLE SCHOOL #2753

Fund Balance Report - May 31, 2026



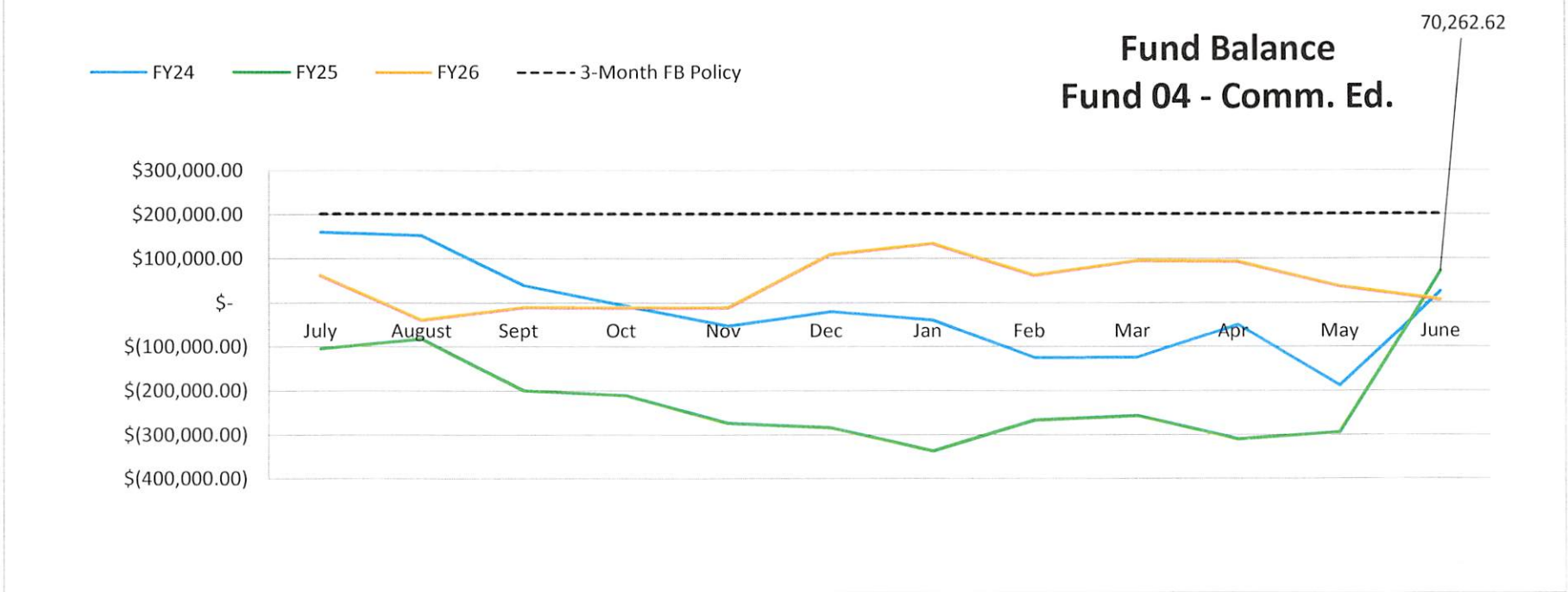
LONG PRAIRIE-GREY EAGLE SCHOOL #2753

Fund Balance Report - May 31, 2026



LONG PRAIRIE-GREY EAGLE SCHOOL #2753

Fund Balance Report - May 31, 2026



Long Prairie-Grey Eagle Business Office – July 2026

The past month in our office has been very busy as our summers typically are. For folks that think everyone who works in a school district has summers off, our office proves that isn't the case. This summer has had a lot of focus geared toward the auction held on Thursday, July 16th. Hats off to Jenny Thelen for spearheading the logistics of the sale. We are so fortunate to have Jenny's experience and knowledge of what it takes to run an auction, and Cindy, Bonnie, and Barb jumping in wherever they were needed to pull off a very successful evening. Kudos to the custodial staff for making sure everything got where it needed to go, and to the FFA for assisting whenever someone needed help. Our office talks quite a bit about the adage, "It takes a village," and I for one am very thankful for the village of Long Prairie-Grey Eagle Schools.

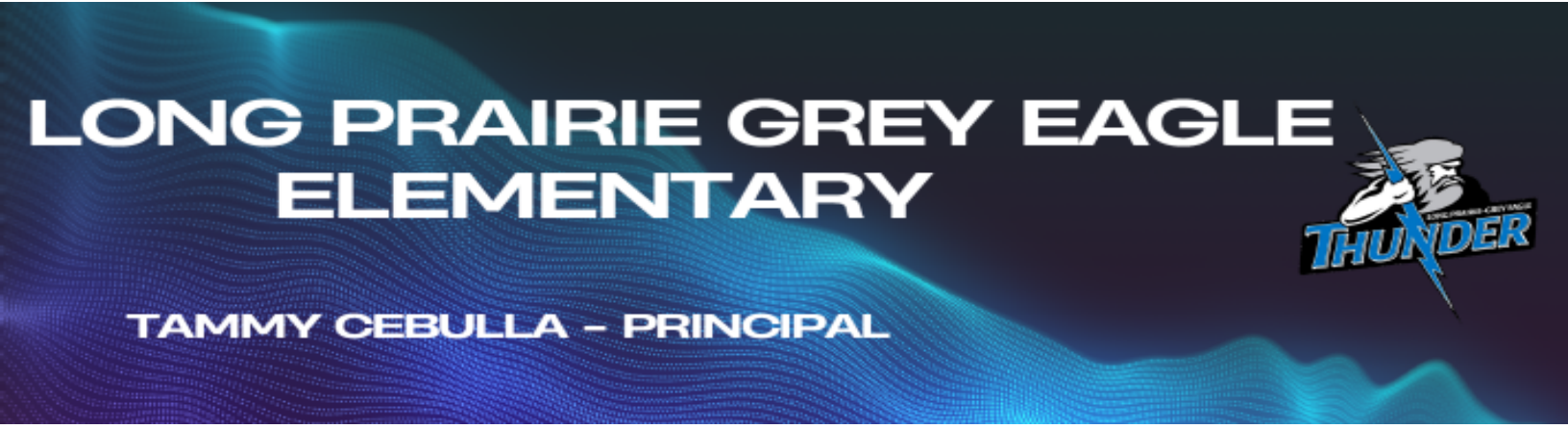
On Monday and Tuesday, July 13th and 14th, we completed preliminary fieldwork for the auditor. Our audit is 100% virtual. What that means is that our documentation is uploaded to a secure website the auditors use called Suralink. Each person in the office is reponsible for uploading the documents that pertain to their work assignments. The typical items the auditors start looking at are all of my journal entries, getting a list of all checks written during the school year, sending notices out to the law firms that we've used during the year, getting verifications from our banks, and anything else that is needed to build the foundation of their audit. Our official audit is the week of MEA, October 12-16. Between now and then there will be at least 105 line items to take care of and make sure the documentation required is uploaded for their review.

Another task for July is Special Education expenses for the 2025-2026 school year. We have Dawn Wegscheid from Freshwater coming down to work together to make sure their submissions in the Special Education Data Reporting Application matches what our UFARS reporting numbers indicate. Freshwater reports hours worked, wages earned and disabilities of students served. We use the wages made and disability codes served to determine a breakout for each person paid with Special Education dollars. By doing this in July this year, we hope to have everything completed to make our initial UFARS upload as clean as possible.

Also to complete this month is a mandatory health insurance survey enacted in legislation this past spring. All Minnesota school districts and charter schools must upload their information on health insurance costs, enrollment, plan offerings, and benefit structures. We were told, "This information will be used to help the Legislature better understand health insurance trends among Minnesota school districts and charter schools and to support the Legislative Budget Office's annual report to the Legislature." I am anticipating that this is groundwork for Education Minnesota's proposal of a mandatory Educator Group Insurance Program (EGIP) that all schools will be required to participate in. Please keep your eyes open for anything you see regarding this. From a finance standpoint, I feel this is going to be a large financial cost to the State and to Districts. I know we will be seeing quite a bit on this in the next year or two.

Thank you for your continued support of Long Prairie–Grey Eagle Schools.

Sherri Evenson



School Board Report

July 2026

Elementary School

1. Handbooks
    a. The Staff Handbook and the Parent-Student Handbook 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 in the area of WIN and ELL scheduling. 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 one ESL teacher, a few paraprofessionals and an elementary secretary.
    b. We are pleased to welcome Allison Ecker to our Kindergarten team and Alexis (Wolf) Nielsen to our Special Education team.

4. Building Updates
    a. The former ALC area is being transformed into a special education wing and will house 4 of our 6 case managers, have a life skills kitchen and an open commons area for sensory, study and large motor usage.
    b. Playgrounds will be receiving a refresh with new mulch this summer. We will also be adding an accessible swing to each playground.

c. The front entrance by the big gym will receive updates before the start of the school year.

Professional Development

1. The professional development team met on June 17 with the goal to develop a professional development handbook and a year-long schedule for the 2026-2027 school year. Although two days were scheduled for this work, the team was able to complete the task in one day.
    a. LPGE Professional Development Handbook
    b. 2026-2027 Professional Development Schedule

LONG PRAIRIE GREY EAGLE SECONDARY SCHOOL

RACHEL BOTHUN, PRINCIPAL

1. **Thank you** - Thank you for the warm welcome to LPGE schools. I am grateful for the support and kindness I have received from staff, students, families, and community members. I look forward to working together and continuing the traditions and successes that make LPGE a great place for students to learn and grow.

2. **LPGE Secondary Handbook**
   a. We made some routine updates as well as streamlined it by removing outdated or nonessential information. Updates will continue in July. Requesting administrative discretion regarding final approval.
   b. 26/27 Student Handbook

3. **Staffing**
   a. ELA position has been offered/pending.
   b. Continuing ESL interviews this week and starting Thunder Academy secretary interviews next week. Also looking for a Special Education teacher and a few paraprofessionals.

4. **Credit Recovery Update**
   a. Credit Recovery was offered to secondary students during the first four weeks of June on T/W/Th from 8-11. Breakfast was available.
   b. Eighty students in grades 9-12 who were invited to participate.
   c. In total, 19 students completed all of their missing credits, while 9 others completed some of their missing credits. 26 other students attended sporadically but were not able to complete the program at this time. They will be able to continue working during the school year. Overall, 57 credits were recovered.

5. **Thunder Academy**
   a. The new Thunder Academy Handbook is in rough draft form. Requesting administrative discretion regarding final approval.
   b. We are working on setting up orientation meetings and completing enrollment paperwork for those who signed up online. We anticipate numbers will continue to increase the closer we get to the beginning of the school year.

6. **Building Updates**
   a. Office - we have shifted some offices around to accommodate new roles.
   b. HVAC system and fire alarm system projects are on schedule. The HVAC should be done by the end of July other than some programming and the fire alarm system is scheduled to be done by the end of next week. Both projects have been going very well.



Superintendent's Report 07/15/2026

As we move into late July, the district is shifting from summer construction and planning toward preparations for the start of the 2026-27 school year. Back-to-school letters, supply lists, staff orientations, and final facility preparations will soon be underway. Summer projects continue to make good progress, and our administrative team is focused on ensuring students and staff have a successful start to the school year.

Preparing for the Upcoming School Year: Work continues on the launch of Thunder Online Academy. Major activities include:

- Developing the student handbook
- Planning orientation and communicating with interested families
- Preparing to open registration on August 1
- Advertising and promoting the new program
- Completing required state documentation
- Accepting applications for a part-time clerical position

We currently have 19-20 students who have expressed interest in enrolling. We also plan to reach out to homeschooling families currently utilizing paid online learning platforms. Because most enrollments occur during August, this level of early interest is very encouraging.

Based on enrollment trends experienced by other districts launching online programs, I recommend the board consider adding a special education teacher to support anticipated online caseloads while also reducing existing caseload pressures at the secondary school. Final enrollment numbers will not be known until school begins, but the current indicators suggest we are off to a strong start.

A special thank you to Mrs. Charlotte Roe, who has done exceptional work preparing for the launch of this new school site.

Building and Grounds

Surplus Auction: The district's surplus auction was very successful, generating just under $30,000 in revenue.



Thank you to Jenny Thelen for organizing the auction and Mike Christensen, who generously donated his time as auctioneer. Nearly every item sold, allowing the district to reclaim valuable storage space while disposing of equipment that no longer supported our educational programs.

Long-Term Facilities Maintenance: The Long-Term Facilities Maintenance Plan included in this month's board packet is a preliminary planning document. It will be refined following additional analysis of the district's long-term facility needs and available funding. Please see the Executive Summary for additional information.

Summer Project Updates

- **Early Childhood Playground:** Concrete work is underway prior to installation.
- **Fire Alarm System:** Project remains on schedule.
- **Elementary Roofing:** Smaller roofing projects have been completed.
- **HVAC Project:** The project has entered the commissioning phase and is projected to finish more than $200,000 under budget**.**
- **Elementary Tennis Courts:** Removal is scheduled this month due to deteriorating conditions and safety concerns.
- **Solar for Schools:** We continue to wait for final authorization from the state before moving into the next phase of project planning.

Back-to-School In-Service

Thank you to Mrs. Cebulla and the Professional Development Committee for the tremendous amount of work that has gone into planning not only our back-to-school in-service, but professional learning opportunities throughout the entire school year.

Staff in-service begins on August 24. Board members are invited to join us for breakfast from 7:30-8:00 a.m**.**, followed by the district welcome from 8:00-8:30 a.m.

Our annual staff potluck will be held on August 27 from 11:30 a.m.-12:30 p.m. in the secondary commons. Board members are encouraged to attend.

One tradition that has become a staff favorite is LPGE Speaks, where staff and community members share brief five-minute talks about leadership, teaching, personal experiences, or life lessons. We are still looking for a few additional speakers. If you are interested, please let Mrs. Cebulla know. We'd love to have you participate.

Board Minute: Financing Options for Facility Maintenance

A district's elementary school roof is nearing the end of its useful life. Engineers estimate replacement will cost approximately $2 million. Waiting until the roof fails risks water damage and emergency repairs, but paying the entire cost in one year would place significant pressure on the district's budget.

Because the district has maintained a current Long-Term Facilities Maintenance (LTFM) plan, it has options.

Over several years, the district has accumulated a portion of the necessary LTFM revenue. That balance becomes the down payment for the project. To complete the replacement before the roof reaches a critical point, the district issues bonds backed by its future LTFM revenue. The annual LTFM revenue that would have been collected over the coming years is instead used to repay the bonds.

Because the project is financed through eligible LTFM bonds, qualifying agricultural property owners also benefit from Minnesota's Agricultural Credit program. While the credit does not generate additional revenue for the district or reduce the overall cost of the project, it allows the State of Minnesota to pay a portion of the debt service taxes on qualifying agricultural land, reducing the local property tax impact for many rural taxpayers.

As a result, the roof is replaced during the summer before major failures occur. Students return to a dry, safe building, classroom programs continue uninterrupted, and the district avoids transferring general operating dollars away from instruction to pay for an emergency repair.

The key isn't simply having money in an account. The value of LTFM is that it provides a dedicated, predictable revenue stream that districts can leverage; whether by saving over time, combining multiple funding sources, or financing larger projects through bonds backed by future LTFM revenue. When bonding is the right financial tool, it can also provide meaningful property tax relief for qualifying agricultural landowners through the state's Agricultural Credit program.

Link for More Information:
https://lpge.org/ourpages/auto/2022/10/26/45193606/LTFM%20Funding%20FY27.pdf?rnd=1784061300297

Executive Recommendation
Proposed Superintendent Goals - 2026-2027 School Year

Background

The 2025-2026 superintendent goals focused on strengthening communication, stabilizing district finances, and building organizational capacity. Significant progress has been made in each of these areas. The district has successfully launched several major initiatives, completed numerous capital improvement projects, strengthened communication with stakeholders, and positioned itself well for the future.

As the district enters the 2026-2027 school year, the priorities shift from organizational stabilization toward long-range planning, financial stewardship, and implementation of strategic initiatives. In alignment with the MSBA Goals- and Standards-Based Superintendent Evaluation model, I recommend the following district-focused and professional goals.

District-Focused Goals

Goal 1
Advance Long-Range Strategic Planning
Develop and begin implementation of a long-range strategic planning process that aligns district priorities, financial planning, facilities planning, enrollment trends, and organizational initiatives.

Suggested MSBA Standards
- Standard 1 – Governance Team
- Standard 4 – School District Operations

Potential Evidence
- Updated strategic plan
- Board work sessions
- Long-range facilities planning
- Annual district priorities
- Progress reports to the board

Goal 2
Maintain Long-Term Financial Sustainability
Develop and implement financial strategies that preserve educational programming while preparing the district for future enrollment, facilities, and budgetary challenges.

Suggested MSBA Standard
- Standard 2 – School District Finances

Potential Evidence
- Multi-year budget projections
- Long-Term Facilities Maintenance Plan
- Enrollment projections

- Budget recommendations
- Grant development
- Investment strategies
- Cost containment recommendations

Goal 3
Strengthen Communication and Community Relationships
Continue building trust through proactive communication, visibility within the community, and meaningful engagement with students, staff, families, and community partners.
Special emphasis should be placed on communicating district priorities, celebrating student and staff success, and maintaining strong relationships with local and regional partners.

Suggested MSBA Standard
- Standard 3 – Communication and Community Relationships

Potential Evidence
- Community communications
- Media engagement
- Board updates
- Community events
- Legislative advocacy
- Community partnerships
- Survey results

Professional Goal
Goal 4
Strengthen Organizational Leadership and Capacity
Continue developing systems that build organizational effectiveness and leadership capacity throughout the district. During the coming year, particular emphasis should be placed on successfully launching Thunder Online Academy, strengthening administrative systems, expanding leadership development opportunities, and preparing the district for future strategic initiatives.

Suggested MSBA Standards
- Standard 4 – School District Operations
- Standard 5 – Human Resources (selected elements)

Potential Evidence
- Successful implementation of Thunder Online Academy
- Administrative leadership development
- Organizational process improvements
- Professional development planning
- Delegation of responsibilities
- Staff feedback
- Administrative team goals

H. Unfinished Business:

No unfinished business on the agenda at this time

I. New Business:

I.1. Donations: See attached donation report.

I.2. Approval of the FY 2028 Long-Term Facilities Maintenance Plan: See attached report

I.3. Approve Milk and Bred Bids: See attached bids. We only received one bread bid and have two milk bids. The recommendation from administration is to stay with Cass Clay Creamery.

I.4. Approve Resolution Establishing Procedures for the Counting of Write-in Votes for School Board Elections: See attached resolution

I.5. Approve Resolution Relating to the Election of School Board Members and Calling the School District General Election: See attached resolution

I.6. Approve Handbooks: See attached handbook changes.

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS for July 2026

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)
Fidelity Charitable Donor-Advised Fund	$50.00	Choir Program
Long Prairie Lions Club	$2,585.00	Golf Team Raffle Donation
Albany Area Gymnastics Assoc.	$1,000.00	Weight Room

The vote on adoption of the Resolution was as follows:

Aye:

Nay: _____

Absent: _____

Whereupon, said Resolution was declared duly adopted.

By: _____ By: _____

Chair Clerk

Long Prairie-Grey Eagle Public Schools
Executive Report – FY 2028

Long-Term Facilities Maintenance Plan July 2026

The district has completed the majority of the major facility projects identified in the 2022 building analysis. As a result, the district is entering a transition period in which future Long-Term Facilities Maintenance (LTFM) planning should shift from completing previously identified projects toward developing the next long-range facilities plan.

Because existing LTFM bonds remain outstanding through approximately 2032, the district's capacity to undertake additional major projects will remain limited over the next several years. During this period, annual revenues will primarily support ongoing deferred maintenance, Health and Safety projects, and carefully prioritized capital improvements.

Accordingly, the district should focus on two primary objectives:

Objective 1
Develop an updated assessment of the district's deferred maintenance needs and establish long-term priorities.
Objective 2
Develop a funding strategy that maximizes available LTFM, Health & Safety, Operating Capital, grants, and other funding sources while minimizing impacts on the General Fund.

Financial Overview
Current Position

Item	Estimated Amount
LTFM Fund Balance	$87,039
LTFM Revenue	~$240,000
Annual LTFM Available (through FY2031 after bond payments)	~$235,000
Annual LTFM Available (FY2032-2035)	~$415,000
Operating Capital Revenue	$225,000-$250,000 annually
FY2027 Estimated Operating Capital	~$248,000

Recent LTFM Expenditures

Fiscal Year	Expenditures
2025-26	$4,134,809
2024-25	$3,556,120
2023-24	$162,899
2022-23	$302,793
2021-22	$312,041

Fiscal Year	Expenditures
2020-21	$254,636
2019-20	$186,402

Additional annual expenditures include:

- Health & Safety: approximately **$55,000-$65,000**
- Routine deferred maintenance (mechanical, plumbing, electrical, etc.): approximately **$160,000**

Strategic Summary

Over the past several years, the district has completed many of the highest-priority facility needs identified in the 2022 building assessment. Major investments included the secondary HVAC and fire alarm systems, secondary parking lot, elementary chimney removal, security camera expansion, track and field improvements, and renovations to key learning and community spaces. These projects addressed aging infrastructure, improved safety, and reduced the district's deferred maintenance backlog.

The district's financing strategy maximized available Long-Term Facilities Maintenance resources by utilizing LTFM bonds, redirecting project savings where possible, and leveraging Agr2School tax credits to reduce the tax impact for qualifying property owners. This approach allowed multiple high-priority projects to be completed while minimizing the impact on the district's General Fund.

Looking ahead, the district enters a new phase of facilities planning. Until existing LTFM bond obligations are retired in 2033, the focus will shift to preserving district assets by addressing deferred maintenance, preventing further deterioration, and maintaining safe, functional facilities while preparing for the next long-range facilities assessment.

Financial Recommendations

1. Delay Secondary Bathroom Renovations

Given current funding limitations, defer the project until after existing LTFM bond obligations have been retired.

2. Evaluate Tennis Court Financing

Evaluate whether resurfacing the secondary tennis courts should be completed in one fiscal year or phased over two years to improve cash flow flexibility.

3. Evaluate Elementary Gymnasium Improvements

Develop a scope of work addressing flooring, finishes, and other deferred maintenance needs within the elementary gymnasium.

4. Complete an Elementary HVAC Assessment

Conduct a comprehensive HVAC assessment to determine long-term replacement needs and identify opportunities to leverage remaining resources associated with the secondary HVAC project.

Planning Recommendations

- Commission a new district-wide facilities assessment before FY2032.
- Preserve LTFM reserves by focusing on smaller deferred maintenance projects through FY2032.
- Develop a financing strategy for future elementary roof replacement as building conditions warrant.

Multi-Year Capital Plan

Year	Planned Projects
2026	Complete HVAC, Track/Turf, Fire Alarm, Roofing, Auditorium Lighting Phase II, Playground, Tennis Court Removal
2027	Secondary Tennis Court Repairs
2028	Elementary Gymnasium Improvements
2029	Elementary Concrete Repairs
2030	Auditorium Lighting Phase III
2031	Secondary Entrance Doors and Windows
2032	Secondary Bathroom Renovation (Tentative)
2033-2036	New LTFM Assessment, Elementary Roof Planning

Future Projects for Consideration

Future Consideration

- ADA modifications to one laboratory station in each science classroom
- Replacement of Chemistry and Biology laboratory countertops
- District tuckpointing program
- Additional auditorium improvements (non-LTFM eligible)
- Future elementary roof replacement
- Replacement of the intercom system at the secondary

DEPARTMENT OF EDUCATION	Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	**Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - *Fund 01 and Fund 06 Projects Only***	ED - 02478-12

Instructions: Enter estimated, allowable LTFM expenditures ***(Fund 01 and/or Fund 06 only)*** under Minnesota Statutes 2025, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information
District Name:	Long Prairie-Grey Eagle	Date:	7-20-2026
District Number:	2753	Email:	dludvigson@lpge.k12.mn.us
District Contact Name:	Daniel Ludvigson		
Contact Phone #	320-357-3605		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2026 (base year)	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Health and Safety - this section excludes project costs in Category 2 of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	**Category (1)**											
347	Physical Hazards	$10,166	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000
349	Other Hazardous Materials	$0	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000
352	Environmental Health and Safety Management	$14,858	$14,858	$15,000	$15,000	$15,000	$15,232	$15,536	$15,847	$16,164	$16,487	$16,817
358	Asbestos Removal and Encapsulation	$0	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000
363	Fire Safety	$26,260	$17,000	$17,000	$17,314	$17,833	$18,368	$18,919	$19,487	$19,877	$20,274	$20,680
366	Indoor Air Quality	$0	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000	$5,000
	Total Health and Safety Capital Projects - Category (1)	$51,284	$56,858	$57,000	$57,314	$57,833	$58,600	$59,455	$60,334	$61,041	$61,761	$62,497
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year - Additional Revenue												
Finance Code	**Category (2)**											
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
363	Fire Safety	$0	$162,454	$0	$0	$0	$0	$0	$0	$0	$0	$0
366	Indoor Air Quality	$2,978,329	$1,817,434	$654,932	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects $100,000 or More - Category (2)	$2,978,329	$1,979,888	$654,932	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	**Category 3 (a)**											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance/Course Codes	***Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025 and Beyond***											
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	$0	$0	$0	$0	$0	$0	$100,000	$0	$0	$0	$0
	Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)	$0	$0	$0	$0	$0	$0	$100,000	$0	$0	$0	$0
Accessibility												
Finance Code	**Category (4)**											
367	Accessibility	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Accessibility Projects - Category (4)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	**Category (5)**											
368	Building Envelope	$2,259	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500	$2,500
369	Building Hardware and Equipment	$66,513	$20,000	$4,000	$4,000	$40,000	$40,000	$40,000	$40,000	$40,000	$40,000	$40,000
370	Electrical	$30,387	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000	$20,000
379	Interior Surfaces	$3,973	$6,000	$6,000	$6,000	$6,000	$6,000	$6,000	$6,000	$6,000	$6,000	$6,000
380	Mechanical Systems	$36,434	$15,000	$15,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000	$30,000
381	Plumbing	$21,826	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000
382	Professional Services and Salary	$0	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000
383	Roof Systems (normally below $100,000 unless the school chooses not to receive additional revenue for $100K or more roofing project/site/year - pending 2025 Legislation)	$0	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000
384	Site Projects	$943,804	$152,000	$120,000	$70,000	$80,000	$70,000	$100,000	$70,000	$70,000	$70,000	$70,000
	Total Deferred Capital Expenditures and Maintenance Projects - Category (5)	$1,105,196	$229,500	$181,500	$146,500	$192,500	$182,500	$212,500	$182,500	$182,500	$182,500	$182,500
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for $100,000 or more project/site/year			**EFFECTIVE FY 2027**									
Finance Code	**Category (6)**											
383	**Roofing Systems - Additional Revenue**			$0	$0	$0	$0	$0	$0	$0	$0	$0
		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Annual 10-Year Plan Expenditures	$4,134,809	$2,266,247	$893,432	$203,814	$250,333	$241,100	$371,955	$242,834	$243,541	$244,261	$244,997
Fund Balance Section												
	Fund 01	**FY 26 and 27 Revenue Projection Model Revenue**		**FY 28 Revenue Projection Ten-Year Spreadsheet**								
	Beginning Fund Balance 01-467-XX	$987,472	$87,039	$21,046	$20,542	$52,856	$41,276	$36,567	$82,915	$258,384	$433,146	$607,187
	LTFM Fiscal Year Revenue - **Levy**	$241,760	$239,527	$233,765	$236,128	$238,753	$236,390	$418,303	$418,303	$418,303	$418,303	$418,303
	LTFM Fiscal Year Revenue - **AID if Applicable**	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$14,287	-$19,162	$4,231	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
LEVY Page 10, Line 422	***LTFM Deduction for applicable Cooperative/Intermediate Member District Levy***	$0	$0	$0	**$0**	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT if applicable - Special Legislation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$1,156,480	$286,358	$238,500	$203,814	$250,333	$241,100	$371,955	$242,834	$243,541	$244,261	$244,997
	Ending Fiscal Year Fund Balance 01-467-XX	$87,039	$21,046	$20,542	$52,856	$41,276	$36,567	$82,915	$258,384	$433,146	$607,187	$780,494
	Fund 06											
	Beginning Fund Balance 06-467-XX	$5,600,049	$2,621,720	$641,832	($13,100)	($13,100)	($13,100)	($13,100)	($13,100)	($13,100)	($13,100)	($13,100)
	LTFM Fiscal Year Bonded Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Other Transfers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$2,978,329	$1,979,888	$654,932	$0	$0	$0	$0	$0	$0	$0	$0
	Ending Fiscal Year Fund Balance 06-467-XX	**$2,621,720**	**$641,832**	**($13,100)**	**($13,100)**	**($13,100)**	**($13,100)**	**($13,100)**	**($13,100)**	**($13,100)**	**($13,100)**	**($13,100)**
End of worksheet												

	FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				5/20/2026									
	2753 <= Type in School District Number													
	LONG PRAIRIE-GREY EA		Change only if requiring levy adjustments	Payable 2026 LLC Certification										
	Calculations for Ten Year Projection	Pay 26 LLC #	FY 2026	FY 2027	Current Estimate FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
1	Type your district number in cell A2 (Minneapolis = 1.2)													
2	Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b, 16s, 18, 18r, 20b, 21, 26, 27 and 50b													
3	Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33													
4	Look-up data from following tabs													
5	**Initial Formula Revenue**													
6	Current year APU	57		1,085.20	1,087.66	1,100.80	1,100.80	1,100.80	1,100.80	1,100.80	1,100.80	1,100.80	1,100.80	1,100.80
6a	Additional Pre-K Pupil Units (see line 16 of Pre-K application for details)				-	-	-	-	-	-	-	-	-	-
6b	Total Adjusted Pupil Units = (6) + (6a)				1,087.66	1,100.80	1,100.80	1,100.80	1,100.80	1,100.80	1,100.80	1,100.80	1,100.80	1,100.80
7	District average building age (uncapped)	401		41.43	41.43	42.43	43.43	44.43	45.43	46.43	47.43	48.43	49.43	50.43
8	Formula allowance			$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00	$ 380.00
9	Building age ratio = (Lesser of 1 or (7) / 35)	402			1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000	1.00000
10	Initial revenue = (6) * (8) * (9)	403		412,376	413,313	418,303	418,303	418,303	418,303	418,303	418,303	418,303	418,303	418,303
11	**Added Revenue for Eligible H&S Proj and/or Roofing > $100,000 / site**													
12	Debt Service for Existing Alt Facilities H&S Bonds (1B) - Gross before Debt Excess - Projects > $500,000 per site	701			-	-	-	-	-	-	-	-	-	-
13	Debt Excess related to Debt Service for Existing Alt Facilities H&S Bonds (1B)	755			-	-	-	-	-	-	-	-	-	-
14	Debt Service for Portion of Existing Alt Facilities Bonds from line (22) attributable to Eligible H&S Projects > $100,000 per site (1A)				-	-	-	-	-	-	-	-	-	-
15	Debt Excess related to Debt Service for Portion of Existing Alt Facilities Bonds attributable to Eligible H&S Projects > $100,000 per site (1A)				-	-	-	-	-	-	-	-	-	-
16a	Existing Net Debt Service for LTFM Bonds for Eligible New H&S Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue from "IAQFAA Bonds" tab				586,898	581,648	602,385	605,798	608,423	746,760	746,235	665,910	656,723	1,282,260
16b	New Debt Service for LTFM Bonds for Eligible New H&S Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue				-	-	-	-	-	-	-	-	-	-
16r	Existing Debt Service for LTFM Bonds for Eligible New Roofing Projects > $100,000 / site = (principal + interest)*1.05		beginning FY27		-	-	-	-	-	-	-	-	-	-
16s	New Debt Service for LTFM Bonds for Eligible New Roofing Projects > $100,000 / site = (principal + interest)*1.05				-	-	-	-	-	-	-	-	-	-
17	Net Debt Service for LTFM Bonds for Eligible New H&S Projects & Roofing Projects > $100,000 / site = (principal + interest)*1.05 - Portion of Bond Paid by Initial Revenue = (16a) + (16b) + (16r) + (16s)				586,898	581,648	602,385	605,798	608,423	746,760	746,235	665,910	656,723	1,282,260
18	Pay as you Go Revenue for Eligible New H&S Projects > $100,000 / site (corresponds to Category 2 on the expenditures spreadsheet)	405	-		-	-	-	-	-	-	-	-	-	-
18r	Pay as you Go Revenue for Eligible New Roofing Projects > $100,000 / site (corresponds to Category 6 on the expenditures spreadsheet)	406	beginning FY27		-	-	-	-	-	-	-	-	-	-
19	Total Additional Revenue for Eligible Projects >$100,000 / site (12) - (13) + (14) -(15) + (16a) + (16b) + (16r) + (16s) + (18) +(18r)	407		586,898	586,898	581,648	602,385	605,798	608,423	746,760	746,235	665,910	656,723	1,282,260
	Added Revenue for Pre-K Remodeling (for VPK approvals only)													
20a	Net Debt Service for Bonds Approved for Pre-K Remodeling	768			-	-	-	-	-	-	-	-	-	-
20b	Pay as you Go for Projects Approved for Pre-K Remodeling	408			-	-	-	-	-	-	-	-	-	-
20c	Total Pre-K Revenue				-	-	-	-	-	-	-	-	-	-
20d	**Total New Law Revenue (10) + (19) + (20c)**	409			1,000,210	999,950	1,020,688	1,024,100	1,026,725	1,165,063	1,164,538	1,084,213	1,075,025	1,700,563
	Old Formula Revenue													
21	Old Formula Health & Safety Revenue (should match amounts entered into the Health & Safety Data Submission System through FY 2028) (corresponds to Category 1 on the expenditures spreadsheet)	410		62,000	62,000	56,162	56,954	57,766	58,600	59,455	60,334	25,000	25,000	25,000
22	Old Formula Alt Facilities Debt Revenue (1A) - gross before Debt Excess	700			-	-	-	-	-	-	-	-	-	-
23	Debt Excess allocated to Alt Facilities Debt Service (1A) on line 22	754			-	-	-	-	-	-	-	-	-	-
24	Old Formula Alt Facilities Debt Revenue (1A) less Debt Excess	765			-	-	-	-	-	-	-	-	-	-

	FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				5/20/2026									
	2753 <= Type in School District Number													
	LONG PRAIRIE-GREY EA		Change only if requiring levy adjustments	Payable 2026 LLC Certification										
	Calculations for Ten Year Projection	Pay 26 LLC #	FY 2026	FY 2027	Current Estimate FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
25	Old Formula Alt Facilities Net Debt Revenue (1B) = (12) - (13)	766			-	-	-	-	-	-	-	-	-	-
26	Old Formula Alt Facilities Pay as you Go Revenue (1A)	411	-		-	-	-	-	-	-	-	-	-	-
26b	Pay as you Go Revenue for Projects > $100,000 per site				-	-	-	-	-	-	-	-	-	-
27	Old Formula Alt Facilities Pay as you Go Revenue (1B) > $500,000 (should match the pay as you go amounts entered into the Health & Safety Data Submission System through FY 2028)	412			-	-	-	-	-	-	-	-	-	-
27a	LTFM ">100K per site" Bonds				586,898	581,648	602,385	605,798	608,423	746,760	746,235	665,910	656,723	1,282,260
27b	LTFM "Other" Bonds for 1A Hold Harmless	414			-	-	-	-	-	-	-	-	-	-
28	Old Formula Deferred Maintenance Revenue = (if (22) + (26) = 0, (10) * ($64 / formula allowance))	417			69,611	70,451	70,451	70,451	70,451	70,451	70,451	70,451	70,451	70,451
29	Total Old Formula Revenue = (21)+(24)+(25)+(26)+(26b)+(27)+(27a)+(27b)+(28)	418		718,351	718,508	708,261	729,790	734,015	737,474	876,666	877,020	761,361	752,174	1,377,711
30	**Total LTFM Revenue for Individual District Projects = Greater of (20d) or [(29) + (20c)]**	**419**		999,274	1,000,210	999,950	1,020,688	1,024,100	1,026,725	1,165,063	1,164,538	1,084,213	1,075,025	1,700,563
31	District Requested Reduction from Maximum LTFM Revenue (to levy less than the maximum). Also enter this amount in the Levy Information System. Stated as Positive Number	420		-	-	-	-	-	-	-	-	-	-	-
32	**District LTFM Revenue (30) - (31)**	**421**		999,274	1,000,210	999,950	1,020,688	1,024,100	1,026,725	1,165,063	1,164,538	1,084,213	1,075,025	1,700,563
33	LTFM Revenue for District Share of Eligible Cooperative / Intermediate Projects (Unequalized)	422		8,276	8,276	-	-	-	-	-	-	-	-	-
34	**Grand Total LTFM Revenue (32) + (33)**	**423**		1,007,550	1,008,487	999,950	1,020,688	1,024,100	1,026,725	1,165,063	1,164,538	1,084,213	1,075,025	1,700,563
	Aid and Levy Shares of Total Revenue													
35	For ANTC & APU - Three Year Prior Date			2024	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
36	Three Year Prior Ag Modified ANTC	35		13,043,889	13,043,889	12,634,449	13,139,827	13,665,420	14,212,037	14,780,518	15,371,739	15,986,609	16,626,073	17,291,116
37	Three Year Prior Adjusted Pupil Units (APU)	54		1,096.60	1,096.59	1,094.02	1,082.86	1,087.66	1,100.80	1,100.80	1,100.80	1,100.80	1,100.80	1,100.80
38	ANTC / APU = (36) / (37)	425		11,894.85	11,895.00	11,548.65	12,134.33	12,564.00	12,910.67	13,427.10	13,964.19	14,522.75	15,103.66	15,707.81
39	State Average ANTC / APU with Ag Value Adjustment	426		13,658.30	13,658.30	14,248.69	14,899.31	15,697.71	16,326.00	16,979.00	17,658.00	18,364.00	19,099.00	19,863.00
40	Equalizing Factor = 125.5% of (39) or 127% of (39) starting FY 28 and later	427		17,141.17	17,141.17	18,095.84	18,922.12	19,936.09	20,734.02	21,563.33	22,425.66	23,322.28	24,255.73	25,226.01
41	Local (Levy) Share of Equalized Revenue (lesser of 1 or (38) / (40))	428		69.39%	69.39%	63.82%	64.13%	63.02%	62.27%	62.27%	62.27%	62.27%	62.27%	62.27%
42	State (Aid) Share of Equalized Revenue (1 - (41))	429		30.61%	30.61%	36.18%	35.87%	36.98%	37.73%	37.73%	37.73%	37.73%	37.73%	37.73%
43	Equalized Revenue (lesser of (34) or (6) * (8))	424		412,376	413,313	418,303	418,303	418,303	418,303	418,303	418,303	418,303	418,303	418,303
44	Initial LTFM State Aid (42) * (43)	430		126,213	126,497	151,345	150,055	154,683	157,834	157,833	157,831	157,826	157,832	157,833
45	Old Formula Grandfathered Alternative Facilities Aid	432		-	-	-	-	-	-	-	-	-	-	-
46	Total LTFM State Aid (greater of (44) or (45))	433		126,213	126,497	151,345	150,055	154,683	157,834	157,833	157,831	157,826	157,832	157,833
47	Total LTFM Levy (34) - (46) (including coop/intermediate)	436		881,338	881,989	848,606	870,633	869,418	868,892	1,007,230	1,006,707	926,387	917,193	1,542,730
48	**Debt Service Portion of Revenue (non-grandfather districts *)**													
49	Subtotal Debt Service Revenue from Above = (12) - (13) + (17) + (20a) + (24)	765+766+767+768+770			586,898	581,648	602,385	605,798	608,423	746,760	746,235	665,910	656,723	1,282,260
50	Existing LTFM Bonds excluding Bonds on line 17 (principal + interest)*1.05 from "FM Other Bonds" tab				181,125	184,538	182,175	179,550	181,913	-	-	-	-	-
50b	New LTFM Bonds excluding Bonds on line 17 (principal + interest)*1.05				-	-	-	-	-	-	-	-	-	-
51	Total Debt Service Revenue = (49) + (50) + (50b)	771			768,023	766,185	784,560	785,348	790,335	746,760	746,235	665,910	656,723	1,282,260
52	Equalized Debt Service Revenue (lesser of (43) or (51))	437			413,313	418,303	418,303	418,303	418,303	418,303	418,303	418,303	418,303	418,303
53	Debt Service Aid = (52) * (42)	438			126,497	151,345	150,055	154,683	157,834	157,833	157,831	157,826	157,832	157,833
54	Equalized Debt Service Levy = (52) - (53)	440			286,816	266,958	268,248	263,620	260,469	260,470	260,472	260,477	260,471	260,470
55	Unequalized Debt Service Revenue and Levy = (greater of zero or (51) - (52))	441			354,710	347,882	366,257	367,045	372,032	328,457	327,932	247,607	238,420	863,957
56	**General Fund Portion of Revenue (non-grandfather districts *)**													
57	Total General Fund Revenue = (34) - (51) (includes **Coop Levy**, if any in line 33)	442			240,464	233,765	236,128	238,753	236,390	418,303	418,303	418,303	418,303	418,303
58	General Fund Equalized Revenue = (43) - (52)	443			-	-	-	-	-	-	-	-	-	-
59	Total General Fund Aid = (46) - (53)	444			-	-	-	-	-	-	-	-	-	-
60	General Fund Equalized Levy = (58) * (41)	445			-	-	-	-	-	-	-	-	-	-
61	General Fund Unequalized Levy = (57) - (58)	446			240,464	233,765	236,128	238,753	236,390	418,303	418,303	418,303	418,303	418,303
62	Total General Fund Levy = (60) + (61)	447			240,464	233,765	236,128	238,753	236,390	418,303	418,303	418,303	418,303	418,303

FY 28 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				5/20/2026									
2753 <= Type in School District Number													
LONG PRAIRIE-GREY EA		Change only											
		if requiring levy	Payable 2026										
Calculations for Ten Year Projection	**Pay 26**	adjustments	LLC Certification	Current Estimate									
	LLC #	FY 2026	FY 2027	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034	FY 2035	FY 2036
48 **Debt Service Portion of Revenue (Grandfather Districts *)**													
*** MPLS, Anoka, Bloomington, Robbinsdale, Rochester, St. Paul, Duluth**	765+766+ 767+768+ 770												
51 Total Debt Service Revenue = (49) + (50) + (50b)	771			768,023	766,185	784,560	785,348	790,335	746,760	746,235	665,910	656,723	1,282,260
52 Equalized Debt Service Revenue (lesser of (43) or (51))	437			413,313	418,303	418,303	418,303	418,303	418,303	418,303	418,303	418,303	418,303
53 Debt Service Aid = (52) * (42)	439			126,497	151,345	150,055	154,683	157,834	157,833	157,831	157,826	157,832	157,833
54 Equalized Debt Service Levy = (52) - (53)	440			286,816	266,958	268,248	263,620	260,469	260,470	260,472	260,477	260,471	260,470
55 Unequalized Debt Service Revenue and Levy = (Greater of zero or (51) - (50))	441			354,710	347,882	366,257	367,045	372,032	328,457	327,932	247,607	238,420	863,957
56 **General Fund Portion of Revenue (Grandfather Districts *)**													
57 Total General Fund Revenue = (34) - (51) (includes coop levy, if any in line 33)	442			240,464	233,765	236,128	238,753	236,390	418,303	418,303	418,303	418,303	418,303
58 General Fund Equalized Revenue = (43) - (52)	443			-	-	-	-	-	-	-	-	-	-
59 Total General Fund Aid = (46) - (53)	444			-	-	-	-	-	-	-	-	-	-
60 General Fund Equalized Levy = (58) * (41)	445			-	-	-	-	-	-	-	-	-	-
61 General Fund Unequalized Levy = (57) - (58)	446			240,464	233,765	236,128	238,753	236,390	418,303	418,303	418,303	418,303	418,303
62 Total General Fund Levy = (60) + (61)	447			240,464	233,765	236,128	238,753	236,390	418,303	418,303	418,303	418,303	418,303

Notes:

1. Underlevy on general fund equalized levy results in proportionate reduction in associated aid.
2. Total Debt Service revenue on line 49 must not exceed total LTFM revenue for individual district projects (line 30) for any of the 10 years in the plan.
3. For 1A districts with old Alt Facilities bonding, the amount on line 22 will reduce initial revenue on line 10, less the H & S portion entered on line 14.

End of Worksheet

RECEIVED
JUL 09 2026

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 9, 2026 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 Stony Creek Dairy
30614 353rd AVE
Melrose, MN 56352
Email Address: office - stonycreekdairy.com
sales - nathan.ferres@yahoo.com

PLEASE INDICATE DELIVERY **DAILY** OR **ALTERNATE** 2 x's per week
PLEASE INDICATE **WITH** OR **WITHOUT** ESCALATOR

MILK PRODUCTS

Bulk Bags

1/2 Pint 1%	$0.37
1/2 Pint Skim	$0.35
1/2 Pint Chocolate Skim	$0.39
1/2 Pint 2%	$0.38
1/2 Pint Whole	NA
Lactaid Milk 8 oz	$0.70
4-1 Gallon 1% Milk	$3.80 per unit

1% - $19.99
sk - $18.99
choc - $20.99

BREAD PRODUCTS – Include nutritional information

1 1/2 lb sliced Whole Wheat White	
1 1/2 lb sliced 100% Whole Wheat	

RECEIVED
JUL 09 2026

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 9, 2026 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 Steve Tedford
Cass Clay Creamery
200 20th St N. 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%	.367 esc.
1/2 Pint Skim	.357 esc.
1/2 Pint Chocolate ~~Skim~~ 1%	.378 esc.
1/2 Pint 2%	.378 esc.
1/2 Pint Whole	.382 esc.
Lactaid Milk 8 oz	.59 esc.
4-1 Gallon 1% Milk	4.851 esc.

BREAD PRODUCTS – Include nutritional information

1 1/2 lb sliced Whole Wheat White	
1 1/2 lb sliced 100% Whole Wheat	

RECEIVED
JUL 09 2026

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 9, 2026 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: jreuer.jd@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	
1/2 Pint 2%	
1/2 Pint Whole	
Lactaid Milk 8 oz	
4-1 Gallon 1% Milk	

BREAD PRODUCTS – Include nutritional information

20 oz ~~1~~ 1/2 lb sliced Whole Wheat White	2.44
20 oz 1/2 lb sliced 100% Whole Wheat	2.80

Whole Wheat White Hamburger Bun	11.35	60ct
Whole Wheat White Coney Bun	2.86	12ct
Whole Wheat Steak Buns	5.60	24ct
Whole Grain Dinner Rolls	14.13	64ct
Tea Biscuit WG	14.13	64ct
10" flour tortilla shell	2.78	
Brioche Buns	3.65	
Foot Long Hotdog Buns	NA	

7-8-26

Thank you,

Jason Raenig

Pan-O-Gold Baking Co.

Jason Raenig

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 2753
(LONG PRAIRIE-GREY EAGLE PUBLIC SCHOOLS)
STATE OF MINNESOTA

HELD: July 20, 2026

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), State of Minnesota, was held in the School District on July 20, 2026, at 6:00 o'clock p.m., for the purpose, in part, of establishing procedures for the counting of write-in votes for school board elections.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION ESTABLISHING PROCEDURES FOR THE COUNTING OF WRITE-IN VOTES FOR SCHOOL BOARD ELECTIONS

WHEREAS, state election law generally requires the counting and tabulation of each write-in vote for school board elections; and

WHEREAS, the process of counting write-in votes on election night can be time consuming and frequently does not produce a winning candidate; and

WHEREAS, the School Board is authorized by Minnesota law, specifically Minnesota Statutes, Section 204B.09, subd. 3(c), to adopt a resolution governing the counting of write-in votes for local elective office; and

WHEREAS, the resolution adopted by the School Board may require that write-in votes for an individual candidate can only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate; and

WHEREAS, the School Board desires to lessen the administrative burden on election workers by establishing a refined hand count procedure for School Board elections.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 2753, State of Minnesota, as follows:

1. Write-in votes for an individual candidate seeking election to a seat on the School Board will only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

2. The procedure established herein shall apply to the counting of write-in votes cast during any primary election, special election, or general election held in the School District following the date of this resolution.

3. The resolution adopted herein shall remain in effect until a subsequent resolution on the same subject is adopted by the School Board.

The motion for the adoption of the foregoing resolution was duly seconded by _____. On a roll call vote, the following voted in favor:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF TODD)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 2753 (Long Prairie-Grey Eagle Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the School Board of said school district duly called and held on the date therein indicated, so far as such minutes relate to establishing procedures for the counting of write-in votes for School Board elections, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this 20th day of July, 2026.

_____
Clerk of the School Board

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 2753
(LONG PRAIRIE-GREY EAGLE PUBLIC SCHOOLS)
STATE OF 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), State of Minnesota, was held in the School District on July 20, 2026, at 6:00 o'clock p.m.

The following members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

BE IT RESOLVED by the School Board of Independent School District No. 2753, State of Minnesota, as follows:

1. It is necessary for the School District to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each. The Clerk shall include on the general election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such Affidavits as though they had been included by name in this resolution. The Clerk shall include on the special election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such Affidavits as though they had been included by name in this resolution. The Clerk shall not include on the general election ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held in conjunction with the State General Election on Tuesday, November 3, 2026.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the School District and which have been established by the cities or towns located in whole or in part within the School District. The voting hours at those polling places shall be the same as those for the State General Election.

4. The Clerk is hereby authorized and directed to cause written notice of said general election to be provided to the County Auditor of each county in which the School District is

located in whole or in part at least eighty-four (84) days before the date of said election. The notice shall specify the date of said election and the office or offices to be voted on at said general and special election. Any notice given prior to the adoption of this resolution is ratified and confirmed in all respects.

5. The Clerk is hereby authorized and directed to cause notice of said general election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said election.

6. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said general election and to cause two sample ballots to be posted in polling places located within the School District on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

7. The Clerk is hereby authorized and directed to cause notice of said election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election. The notice of election so posted and published shall state the offices to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

8. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this general election and generally to cooperate with state, city, township and county election authorities conducting the state general and other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate municipal and county officials regarding preparation and distribution of ballots, election administration and cost sharing.

9. The Clerk and members of the administration are further authorized and directed to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system, to correct typographical errors, or to comply with the form and content requirements of applicable state election laws:

[Form of Ballot on the Following Page]

General Election Ballot

Independent School District No. 2753
(Long Prairie-Grey Eagle Public Schools)

November 3, 2026

Instructions to Voters
To vote, completely fill in the oval(s) next to your choice(s) like this: ⬬ .

School Board Member

Vote for Up to Three

- ◯ Name
- ◯ Name
- ◯ Name
- ◯ Name
- ◯ Name
- ◯ Name
- ◯ Name
- ◯ Name

- ◯ _____ write-in, if any
- ◯ _____ write-in, if any
- ◯ _____ write-in, if any
- ◯ _____ write-in, if any

SAMPLE

10. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

11. The name of each candidate for office at each election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

12. If the School District will be contracting to print the ballots for this election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of $1,000 is awarded for printing ballots, the printer shall, if requested by the election official, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than $1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

13. The individuals designated as judges for the State General Election shall act as election judges for this general and special election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the School Board for canvass in the manner provided for other school district elections. The general and special election must be canvassed between the third and the tenth day following the general and special election.

14. The School District Clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02 available on the School District's website. The Clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The Clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
) ss.
COUNTY OF TODD)

I, the undersigned, being the duly qualified and acting Clerk of Independent School District No. 2753 (Long Prairie-Grey Eagle Public Schools), State of Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a meeting of the school board of said school district duly called and held on the date therein indicated, so far as such minutes relate to the calling of the general election of said school district, and that the resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this 20th day of July, 2026.

_____
School District Clerk

Changes made in 2026-2027 K-6 Staff Handbook

- Page 5 & 6 - Updated Staff
- Page 8 - Updated Calendar
- Page 9 & 10 - Updated Dates Meetings
- Page 13 - Changes Conferencing with Parents/Guardians

~~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 or IEP meetings 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.

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 or other platforms.**

- Page 15 - Changes to Appropriate Attire

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. We encourage staff to wear Thunder apparel on Thunder Thursdays.

- Page 16 - Change company name

Substitute Information:

Red Rover ~~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.**

- Page 16 & 17 - add staff names/name changes to Evacuation Sites as Supervisors
- Page 21 - update Secretaries extensions - Secretaries can be found at the following extensions, if in office: TBD ~~Karen~~ 3610 and Cassie 3698
- Page 23 & 24 - updated dates of Open House and Conferences

- **Open House**
- This will be held on Wednesday, August 26, 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 5 and 6. 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 11.

- Page 30 - remove and change

~~**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 1st 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 ~~and the~~ District Facebook page, and sent out via Parent Square.

- Pages 41-43 - added paragraph regarding Attendance Policy stating where policy can be found on website and removed policy

Attendance Policy (Students)

Students are expected to comply with the **District's and Elementary School's Attendance Policy 503.** The complete policy, including guidelines for attendance are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

~~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.~~ (Removed the whole policy from handbook)

- Pages 44-53 - added paragraph regarding Bullying Prohibition Policy stating where policy can be found on website and removed policy

Bullying Prohibition Policy (514)

Students and Staff are expected to comply with the **District's Bullying Prohibition Policy 514.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

~~**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~~ (Removed the whole policy from handbook)

- Pages 54-59 - added paragraph regarding Cyber Security Policy stating where policy can be

found on website and removed policy

- **Cyber Security Policy**

Students and Staff are expected to comply with the **District's Cyber Security Policy.** The complete policy, including guidelines for this policy are available in the District Office. Violations of this policy may result in disciplinary action.

~~**Long Prairie Grey Eagle Public Schools**~~

~~Cyber Security Policy~~

~~July 2025~~ (Removed the whole policy from handbook)

- Pages 61-64 - added paragraph regarding Harassment and Violence Policy stating where policy can be found on website and removed policy

Harassment and Violence Policy

Students and Staff are expected to comply with the **District's Harassment and Violence Policy 413.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

~~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.~~ (Removed the whole policy from handbook)

- Pages 64-71 - added paragraph regarding Student Device Policy, Procedures, and Information Policy stating where policy can be found on website and removed policy

Student Device Policy, Procedures, and Information

Students and Staff are expected to comply with the **District's Student Device Policy 524.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

~~**Long Prairie-Grey Eagle K-12 Public School**~~
~~**Student Device Policy, Procedures, and Information**~~
~~**2026-2027**~~ (Removed the whole policy from handbook)

- Pages 72-74 - added paragraph regarding LPGE Network/Internet Acceptable Use Policy stating where policy can be found on website and removed policy

LPGE Network/Internet Acceptable Use Policy

Students and Staff are expected to comply with the **District's Network/Internet Acceptable Use Policy 524.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

~~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.~~

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-

Handbook changes 2026-2027

Changes made in 2026-2027 K-6 Parent/Student Handbook

- Page 4 - changed Mission Statement to current one

Mission Statement of Long Prairie-Grey Eagle School District

The mission of the Long Prairie-Grey Eagle Public School District is to instill **Pride** in every individual within our community by fostering meaningful **Relationships**, demonstrating **Dedication** to lifelong learning, and **Elevating** all students by standing united in creating big opportunities. This will be accomplished through state-of-the-art facilities, dynamic positive relationships, and a rigorously engaging curriculum, in partnership with parents and the community.

- Pages 5 & 6- Updated Staff
- Page 7 - Updated Calendar
- Page 8 - Changed 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.~~ Students may receive a lunch at school or bring a prepared lunch from home. We are unable to heat lunches from home. Milk will be available to supplement lunches from home.

- Page 8 - added paragraph regarding Meal Policy stating where policy can be found on website and removed policy

LONG PRAIRIE-GREY EAGLE PUBLIC SCHOOL MEAL POLICY

Students are expected to comply with the **District's Meal Policy 534**. The complete policy is available on the District website at www.lpge.org > District Info > School Board .

~~**I. PURPOSE**~~

~~The purpose of this rule is to establish consistent meal account procedures for the Long Prairie-Grey Eagle Public School District #2753.~~(Removed the whole policy from handbook)

- Pages 10-11 - added paragraph regarding Cell Phone and Other Personal Electronic Communication Devices policy stating where policy can be found on website and removed policy.

LPGE K-12 Cell Phone and Other Personal Electronic Communication Devices Policy

Students are expected to comply with the **District's Cell Phone and Other Personal Electronic Communication Devices Policy 524**. The complete policy, including guidelines for the use of cell phones and other personal electronic communication devices, are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action and/or loss of technology privileges.

~~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:~~(Removed the whole policy from handbook)

- Pages 11-12 - added paragraph regarding E-Learning Policy stating where policy can be found on website and removed policy

E-Learning Policy

Students are expected to comply with the **District's e-Learning Policy 602.** The complete policy is available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

~~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~~ (Removed the whole policy from handbook)

- Page 15 - Open House - date changed to August 26
- Page 15 - Parent/Teacher Conferences - dates/times changed to November 5 (3:30-7:30 pm) and 6 (8:00 am-12:00 pm.
- Page 15 - Parent Teacher Requests date changed - Requests must be placed by ~~May 1~~ April 1 to be considered.
- Page 16 - School Hours - **Students are asked not to arrive at school before 7:30 am ~~if at all possible~~.**
- Page 17 - added Volunteers information

Volunteers

Parents/Guardians are welcome and encouraged to volunteer in classrooms and for special events (field trips, etc.). A background check will be required before adults are permitted to volunteer. Contact the elementary office for details.

- Page 17 - added paragraph regarding Use of Artificial Intelligence (AI) Tools Policy stating where policy can be found on website and removed policy

Use of Artificial Intelligence (AI) Tools – Student Policy

Students are expected to comply with the District's Use of Artificial Intelligence (AI) Tools Policy 625. The complete policy is available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

~~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.~~(Removed the whole policy from handbook)

- Pages 25-26 - added paragraph regarding Audio and Video Recording Policy stating where policy can be found on website and removed policy

Audio and Video Recording Policy

Students are expected to comply with the **District's Audio and Video Recording Policy 712.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

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

~~The creation of audio and/or video recordings in an educational setting is governed by applicable~~ (Removed the whole policy from handbook)

- Pages 25-33 - added paragraph regarding Bullying Prohibition Policy stating where policy can be found on website and removed policy

Bullying Prohibition Policy (514)

Students are expected to comply with the **District's Bullying Prohibition Policy 514.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

~~**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~~ (Removed the whole policy from handbook)

- Page 33 - changed wording from Policy to Procedure

Bus ~~Policy~~ Procedure

STUDENT TRANSPORTATION ~~POLICY~~ PROCEDURE

- Pages 36-43 - added paragraph regarding Bullying Prohibition Policy stating where policy can be found on website and removed policy

Cyber Security Policy

Students are expected to comply with the District's Cyber Security Policy. The complete policy, including guidelines for this policy are available in the District Office. Violations of this policy may result in disciplinary action.

~~**Long Prairie Grey Eagle Public Schools**~~

~~**Cyber Security Policy**~~ (Removed the whole policy from handbook)

- Pages 43-47 - added paragraph regarding Harassment and Violence Policy stating where policy can be found on website and removed policy

Harassment and Violence Policy

Students are expected to comply with the **District's Harassment and Violence Policy 413.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

~~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.~~ (Removed the whole policy from handbook)

- Page 50 - added sentence regarding Weapons Policy stating where policy can be found on website

Weapons, Explosives, Incendiary Devices, Ammunition, and Other Dangerous Items

Students are expected to comply with the Weapons Policy 501**.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

- Page 60 - added paragraph regarding Student Device Policy stating where policy can be found on website and removed policy
-

Students are expected to comply with the **District's Student Device Policy 524.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

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

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

(Removed the whole policy from handbook)

- Pages 68- 71 - added paragraph regarding Network/Internet Acceptable Use Policywhere policy can be found on website and removed policy

Students are expected to comply with the **District's Network/Internet Acceptable Use Policy 524.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

~~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.~~ (Removed the whole policy from handbook)

Changes made in 2026-2027 K-6 Staff Handbook

- Page 5 & 6 - Updated Staff
- Page 8 - Updated Calendar
- Page 9 & 10 - Updated Dates Meetings
- Page 13 - Changes Conferencing with Parents/Guardians

~~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 or IEP meetings 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.

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 or other platforms.**

- Page 15 - Changes to Appropriate Attire

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. We encourage staff to wear Thunder apparel on Thunder Thursdays.

- Page 16 - Change company name

Substitute Information:

Red Rover ~~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.**

- Page 16 & 17 - add staff names/name changes to Evacuation Sites as Supervisors
- Page 21 - update Secretaries extensions - Secretaries can be found at the following extensions, if in office: TBD ~~Karen~~ 3610 and Cassie 3698
- Page 23 & 24 - updated dates of Open House and Conferences

- **Open House**
- This will be held on Wednesday, August 26, 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 5 and 6. 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 11.

- Page 30 - remove and change

~~**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 1st 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 ~~and the~~ District Facebook page, and sent out via Parent Square.

- Pages 41-43 - added paragraph regarding Attendance Policy stating where policy can be found on website and removed policy

Attendance Policy (Students)

Students are expected to comply with the **District's and Elementary School's Attendance Policy 503.** The complete policy, including guidelines for attendance are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

~~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.~~ (Removed the whole policy from handbook)

- Pages 44-53 - added paragraph regarding Bullying Prohibition Policy stating where policy can be found on website and removed policy

Bullying Prohibition Policy (514)

Students and Staff are expected to comply with the **District's Bullying Prohibition Policy 514.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

~~**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~~ (Removed the whole policy from handbook)

- Pages 54-59 - added paragraph regarding Cyber Security Policy stating where policy can be

found on website and removed policy

- **Cyber Security Policy**

Students and Staff are expected to comply with the **District's Cyber Security Policy.** The complete policy, including guidelines for this policy are available in the District Office. Violations of this policy may result in disciplinary action.

~~**Long Prairie Grey Eagle Public Schools**~~

~~Cyber Security Policy~~

~~July 2025~~ (Removed the whole policy from handbook)

- Pages 61-64 - added paragraph regarding Harassment and Violence Policy stating where policy can be found on website and removed policy

Harassment and Violence Policy

Students and Staff are expected to comply with the **District's Harassment and Violence Policy 413.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

~~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.~~ (Removed the whole policy from handbook)

- Pages 64-71 - added paragraph regarding Student Device Policy, Procedures, and Information Policy stating where policy can be found on website and removed policy

Student Device Policy, Procedures, and Information

Students and Staff are expected to comply with the **District's Student Device Policy 524.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

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

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

~~**2026-2027**~~ (Removed the whole policy from handbook)

- Pages 72-74 - added paragraph regarding LPGE Network/Internet Acceptable Use Policy stating where policy can be found on website and removed policy

LPGE Network/Internet Acceptable Use Policy

Students and Staff are expected to comply with the **District's Network/Internet Acceptable Use Policy 524.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

~~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.~~

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Long Prairie – Grey Eagle Secondary School



School Handbook

2026-2027

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.

LONG PRAIRIE-GREY EAGLE SCHOOL
MISSION STATEMENT

The mission of the Long Prairie-Grey Eagle Public School District is to instill **Pride** in every individual within our community by fostering meaningful **Relationships**, demonstrating **Dedication** to lifelong learning, and **Elevating** all students by standing united in creating big opportunities. This will be accomplished through state-of-the-art facilities, dynamic positive relationships, and a rigorously engaging curriculum, in partnership with parents and the community.

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.

This handbook and its contents have been approved by the Long Prairie-Grey Eagle School Board. The handbook is intended to provide students and families with general information regarding school expectations, policies, procedures, and disciplinary guidelines.

The administration reserves the right to revise, amend, or update the provisions of this handbook as necessary to support the educational mission of the school and to comply with applicable laws, regulations, School Board policies, and district procedures. Disciplinary decisions will be made on a case-by-case basis.

2026-27 SCHOOL CALENDAR

August	24-27	Teacher Inservice Day-No School
	26	K-12 Parent-Teacher Open House
September	1	First Student Day (Kindergarten “A”- 12)
	2	First Student Day (Kindergarten “B”)
	3	Second Day for all Kindergarten Sections
	7	Labor Day-No School
	30	Midterm 1st Quarter
October	14	No School - Staff Day
	15-16	Education Minnesota--No School
	30	End of 1st Quarter (40)
November	2	No School - Staff Day
	5	Parent/Teacher Conferences 3:30-7:30 pm
	6	No School - Parent/Teacher Conferences 8:00 am-12:00 pm
	26-27	Thanksgiving Break-No School
December	4	Midterm 2nd Quarter
	22	2 Hour Early Out, 1:00 pm
	23-31	Winter Break-No School
January	1	Winter Break - No School
	4	Classes Resume
	15	End of Second Quarter (43)
	18	No School-Staff Day
February	12	No School-Staff Day
	15	No School - President’s Day
	19	Midterm 3rd Quarter
March	11	K-12 Parent-Teacher Conferences 3:30-7:30 pm
	12	No School - Staff Day
	25	End of Third Quarter (45)
	26-29	No School
	30	No School - Staff Day
April	28	Midterm-4th Quarter
May	28	Graduation 7:00 pm-End of 4th Quarter - Last Day of School (43)

171 Instructional Days
185 Staff Days

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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 made on school property or during school-related activities are subject to all related policies, ethical standards, and handbook guidelines.

- 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.

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 for the next day with you 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. 9th through 12th grade eat first and the 7th and 8th grade sit at their tables until they are dismissed by table.
   Students will be expected to eat at their assigned lunch time.
3. No one leaves the lunch room without permission from the supervisor.
4. All tables will be cleaned up at the end of lunch. No trays or trash left.

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 an 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

Students are expected to comply with the District's e-Learning Policy. The complete policy is available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

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 already on page 31

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 $75.00/3 sports
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.

1. Students are not allowed in classroom areas.
2. Coats and materials should be removed from gym lockers before 4:00 p.m.
3. All locker rooms are off-limits unless returning from an away game
4. No smoking or vaping on the school grounds.
5. Non-participants are not allowed on the playing court.
6. 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):

1. 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.
2. Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
3. Security deposits for the return of materials, supplies, or equipment.
4. Personal physical education and athletic equipment and apparel.
5. Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
6. Field trips considered supplementary to the district’s educational program.
7. Admission fees or costs to attend or participate in optional extracurricular activities and programs.

8. Voluntarily purchased student health and accident insurance.
9. Use of musical instruments owned or rented by the school district.
10. A school district-sponsored driver or motorcycle education training course.
11. Transportation to and from school for students living within two miles of school.
12. 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 AND LOCKERS

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.

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

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 / BACKPACKS

Lockers are provided for all students and are issued without charge or deposit. The school does not accept any responsibility for items stored in lockers. Lockers are to be used only by the student assigned to them. Suggestion: Do not leave significant amounts of money in school 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.

Due to safety concerns, backpacks will not be permitted in the classrooms or hallways during the school day.

Students are responsible for the care of their lockers. Any mechanical or structural failure should be reported to the office immediately. Intentional damage to lockers will be the responsibility of the student.

~~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 - exceptions will be for those items directed by coaches or school administration.** Violations are subject to school discipline. ~~**Violation of this rule will result in being assigned 45 minutes detention.**~~ Pop / liquids may be stored in a locker only if they are intended to be used 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.~~

PHYSICAL EDUCATION- LOCKER ROOMS

Physical education locker rooms are off limits to students during class time. Exceptions:

1. Students who have a pass from a teacher to the locker room may use these facilities.
2. 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 are required 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.

LUNCHES

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 on their schedule according to their 4th hour class, which could change 2nd semester. 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
1st Lunch: 11:12- 11:42
2nd Lunch: 12:04- 12:34
Activity Schedule
1st Lunch: 11:27- 11:57
2nd Lunch: 12:11- 12:41

Late Schedule
1st Lunch: 11:25- 11:55
2nd Lunch: 12:09- 12:39

Early Out
1st Lunch: 11:24- 11:54
2nd 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.
All District Technology Policies apply

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 available for parent communication. 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 (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Superintendent Dan Ludvigson - 205 2nd St. S, Long Prairie, MN, 320-732-2194 - as the Americans with Disabilities Act (ADA) coordinator. ~~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 the building principal~~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:

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 should leave their cars as soon as they are parked.

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 in disciplinary action.

Students must park only in approved student parking areas and within designated parking lines. Students are not permitted to park in the Visitor Parking area at the front of the school, the designated Parent Pickup area, or the staff parking lot located behind the school.

Failure to comply with parking regulations may result in disciplinary action. Parking lot discipline can range from a formal warning to suspension from the parking lot based on severity of violation. Parking fines/tickets may also be issued for students parking in non-student parking areas and for reckless driving.

The school is not responsible for vandalism, theft, or accidents that occur in the parking lot. Students should report vandalism, theft, accidents or other problems to the building principal so local authorities can be notified.

Students are NOT allowed to park in the Visitor's Parking area in the front of school, the designated Parent Pickup section of the parking lot, or the staff parking lot in the back. without permission will be assigned 45 minutes of detention. **Students are required to park within designated vehicle lines.** Failure to comply will result in disciplinary action. in the lot. Students who violate this requirement will be assigned 45 minutes of detention.

STUDENT PARKING

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

1. Parking a motor vehicle on school property during the school day is a privilege;
2. Parking is permitted in designated areas only
3. 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.
4. 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*).

VISITOR PARKING

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.~~

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

Schedule changes are at the discretion of the guidance counselor and dates will be posted in the school announcements.

The following dates pertain to students making schedule changes for the upcoming school year.
Last day to make schedule changes:
For 1st Semester - June 1st
For 2nd Semester - October 1st

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 the Athletic Director. Kelsey Paurus 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.

~~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

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.

~~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 to 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

Student media advisers shall supervise student 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;
- 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 at 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 prior to April 1st testing.
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 ON 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.

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 educations 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.

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 (Salutatorian) 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 Valedictorian, Salutatorian or Top 10 at LP-GE HS a student must be enrolled in the secondary program for a minimum of two years.

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 (School Board Policy 613)

https://www.lpge.org/ourpages/auto/2022/5/10/45820210/613%20Graduation%20Requirements.pdf?rnd=1690572929559
Students may be considered for early graduation after meeting the conditions provided in school district Policy 613.

ELIGIBILITY - Refer to 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 IEP/Case Manager.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 our online platform Skyward.

No additional work will be accepted 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 10th 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

Subject Area	Credits	Explanation
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 1 credit to satisfy all the earth and space science standards for grades 9 through 12, 1 credit to satisfy all the life science standards for grades 9 through 12 and 1 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	1 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 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
Minnesota Academic Standards, Health

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 Guidance counselor.

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.

VALEDICTORIAN, SALUTATORIAN, DISTINGUISHED HONORS / HONORS

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 Valedictorian, Salutatorian, Distinguished Honors, and Honors student at LP-GE HS a student must be enrolled in the secondary program for a minimum of two years.

- Distinguished Honors - 3.50 - 4.00 cumulative GPA
- Honors - 3.25 - 3.50 cumulative GPA

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. 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 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 Guidance Counselor. Dean of Student's, Mr. Jonathan Young.

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

7th / 8th 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 will no longer be offered to is not available for students in the 7th and 8th 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 at mid-term. 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 (School Policy 503)

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 theStudents are expected to comply with the **District's and Elementary School's Attendance Policy 503.** The complete policy, including guidelines for attendance are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action. "Student Attendance" policy (*Appendix 6*).

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*).

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 seven (7) 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.

1. PERFECT ATTENDANCE INCENTIVE
   Students who attend school for seven periods per day for the entire year shall earn recognition for perfect attendance.
2. 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.
   - The 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. For complete information on bullying prohibition, please refer to District Policy 514.

Options for reporting bullying or harassment:

- Tell a trusted school adult. All adults at school are responding to and reporting any bully or harassment concern.
- Complete a bullying/harassment form in the office to report the incident.
- Send the principal or counselor an email to inform them of concerns.
- Parents may contact an adult at school to inform them of the concern, such as a teacher, counselor, social worker, or Principal.

The Principal and the principals designees are responsible for fully investigating the report.

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.

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.

K. “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 appropriate 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:

CELLPHONE

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.

HEADPHONES AND EARBUDS

All headphones, including ear buds, either Bluetooth or corded, will not be allowed during school hours. The exception to this policy will be the following:

1. 1. Students with a health condition warranting the need of a headphone 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, which would be an exception rather than the norm.

    3. Students who have it as part of a 504 plan or an Individual Education Plan as stated by the IEP team members and the Special Education Department.

CHEATING AND PLAGIARISM Double posting

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.

Chromebooks/Technology Use

Students are expected to comply with the **District's Technology Acceptable Use Policy**. The complete policy, including guidelines for the use of district devices, internet access, and digital resources, is available on the District website. Violations of the policy may result in disciplinary action and/or loss of technology privileges.

~~**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.

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1.3 Withdrawls 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 protects 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:

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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)

DETENTION & LUNCH DETENTION **to page 63**

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.

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.

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. For more information see Policy 506. Students are expected to comply with the District's Discipline Policy 506. The complete policy is available on the District website at www.lpge.org>District Info>School Board>Discipline Policy 506. Violations of the policy may result in disciplinary action.

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:

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 and must remain in the student's lockers during school hours. Please refer to the policy on cellphones above.

N. 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.

DETENTION & LUNCH DETENTION

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., on Tuesday's and Thursday's in the room assigned for detentions.

1. Students will not be admitted to the detention room after 3:15 p.m.
2. After-school detentions will be supervised by a school staff member serving as a monitor.
3. If the student does not attend an assigned detention, the detention will be re-scheduled and an additional detention will be added.
4. Students that 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.
5. 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 repeated.
6. Students must provide for transportation home.
7. Students who wish to make up detention in the morning must arrange it with the office and complete a minimum of 25 minutes.
8. 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 ect. until the detention is made up.
9. Those students not completing their detention within 15 days may be eligible for additional consequences.

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.

SUSPENSIONS

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

Students are expected to comply with the District's Dress Code Policy 504. Then complete policy including guidelines are available on the District website at www. lpge.org> DIstrict Info>School Board>Policy 504. Violations of the policy may result in disciplinary actions.

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.

GENERAL STATEMENT OF POLICY

A. The policy of the school district is to encourage students to be dressed suitably and/or appropriately for school activities and in keeping with community standards.

B. A student’s clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student’s dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.

C. Students’ rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:

1. does not injure people or damage property;
2. does not materially and substantially disrupt or interfere with the educational process or classwork;
3. does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
4. does not involve substantial disorder or invasion of the rights of others.

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

1. Clothing for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing for the activity (i.e., physical education or the classroom).
4. Footwear that does not present a safety hazard.
5. Headwear, including hats or head coverings, are not allowed during the school day. They may be permitted on special occasions at the discretion of the building principal provided that it does not cover the student’s face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Hoodies must allow the face and ears to be visible from the front and sides and must not interfere with the line of sight to any student or staff including while the student wearing the hoodie is seated. Students may wear headgear for a medical or religious reason.
6. Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.

C. Student clothing may not include the following:

1. Students may not wear inappropriate clothing.

a. Extremely brief garments and see-through garments may not be worn.
b. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image).

2. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

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.

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 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

Students are expected to comply with the **District's Harassment and Violence Policy 413.** The complete policy, including guidelines for this policy are available on the District website at www.lpge.org > District Info > School Board . Violations of the policy may result in disciplinary action.

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.1

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
Students are expected to comply with the District's Hazing Policy 526. The complete policy, including guidelines for this policy are available on the District website at www.lpge.org>District Info>School Board>

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 526.

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.

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, 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 upon request (District Policy 524).

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 upon enrollment.

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.

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 Personal electronic devices 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 School board Policy 419. Contact the Dean of Students 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 Board Policy 501 & 413, contact the 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

Tampering with, activating without cause, damaging, or misusing any fire alarm, fire extinguisher, or other fire safety equipment is strictly prohibited. Such actions endanger the safety of others and may result in school disciplinary action, restitution for damages, and referral to law enforcement. Violations may also be subject to applicable local, state, and federal laws.

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 is 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.

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.

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

HEALTH SERVICES/NURSE'S OFFICE

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.

- 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.

VISION & HEARING

Vision and hearing screenings are conducted in 7th and 10th grade or by request of a teacher or parent / guardian with concerns.

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.

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 "Administrating 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 PREVETION 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 help in this area. Mr. Hibbs may be contacted at:

Phone: 320-357-3707
Email: 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.

SEIZURE ACTION PLAN

When a parent or guardian notifies the school district that a student has a diagnosed seizure disorder and has seizure rescue medication or medication prescribed by the student's licensed health care provider to treat seizure disorder symptoms, the school district will create an individualized seizure action plan.

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

School District Policy Cross Reference Table

Topic	Model Policy Number(s)
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Weapons Prohibited 501

2. Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees [Note: See MSBA Model Policy 505]

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 non-school 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 non-school 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 non-school-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 non-school-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 Ind. 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)
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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.

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

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.

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
Revised: November 2019 Rev. 2013includes the name, address, and telephone number of the student's parent(s).

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.

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

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 pupils and parents 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]

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 (notification) 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) Illness - 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) Serious Illness in the student's immediate family

(3) A death or funeral in the student's immediate family or of a close friend or relative.

(4) Medical, dental or orthodontic treatment or a counseling appointment.

(5) Court appearances occasioned by family or personal action.

(6) Religious instruction not to exceed three hours in any week.

(7) Physical emergency conditions such as fire, flood, storm, etc.

(8) Official school field trip or other school-sponsored outing.
(9) Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

(10) Family emergencies

(11) Active duty in any military branch of the United States

(12) A student's condition that requires ongoing treatment for a mental health diagnosis.

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 3 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 - (Not Pre-Approved)

(6) Personal trips to schools or colleges – (Not Pre-Approved)

(7) Any other absence not included under the attendance procedures set out in this policy. This would include any other not pre-approved nor included under the attendance procedure.

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) 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.

(b) Elementary Unexcused or Partial Days:

3 Days Unexcused = Letter sent home to parent / guardian

5 Days Unexcused = The Principal my request a parent meeting

7 Days Unexcused = Student is referred to Todd County attorney for truancy pursuant to Minn. Stat. 120A.26

(c) Secondary Unexcused Absences

3 Days Unexcused = Parent / Guardian notified

5 Days Unexcused = Letter sent home to parent / guardian

7 Days Unexcused = Student is referred to Todd County attorney for truancy pursuant to Minn. Stat. 120.A.26

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 2 unexcused tardies.

c. Consequences of tardiness at the Elementary include:

4 Tardies = Letter from the principal to parents

8 Tardies = Principal will set up a parent meeting

8+ Tardies = Student may have detention

d. Consequences of tardiness at the Secondary include:

2 Tardies = Assigned 45 minute detention

2+ Tardies = Each tardy will result in an additional detention for the remainder of the quarter

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.

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.
School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy, and other applicable school district policies; and applicable regulations.

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.

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 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 [Note: See MSBA Model Policy 419]

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]

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. All a la carte or second meal purchases are to be prepaid before meal service begins. Please see Mrs. Langford in the office to make payment.

B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education

2. 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. 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.

C. 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.

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.

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 $] 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, ala carte, 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.

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)

DEPARTMENT OF EDUCATION

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.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For 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.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or 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 ACCESS and Alternate ACCESS, the student would 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 other consequences for not participating.

Explore the Statewide Testing page for more information.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1 percent 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 beginning of each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessment: 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.

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:

☐ MCA/MTAS Reading ☐ MCA/Alternate MCA Science

☐ MCA/MTAS Mathematics ☐ 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.)

2026-2027

Thunder Online Academy Handbook



Welcome to Thunder Online Academy

Dear Parents/Guardians and Students,

Thank you for your interest in enrolling in Thunder Online Academy. We are pleased to offer this learning option and opportunity for students in grades 9-12. Thunder Online Academy provides flexible course options as an alternative to the traditional in-person 9-12 classroom environment.

Students will receive personalized coaching to support self-paced learning and technology support for district-issued devices.

We are looking forward to working with you and your student in a more personalized learning environment. Please feel free to contact me with any questions about Thunder Online Academy at (Charlotte's number, Ms. Bothun, or add contact information below)

Sincerely,

Thunder Online Academy

CONTACT INFORMATION

Name	Position	Phone/Email
Rachel Bothun	Principal	
Charlotte Roe	Thunder Online Academy Coordinator	
??	Program Secretary	
Jonathan Young	Guidance Counselor	
Kelsey Paurus	Activities Director	

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*Students enrolled in Thunder Online Academy are expected to follow all expectations in this handbook. Students schedules for any in-person instruction will be expected to follow the 9-12 LPGE High School student handbook during those times. This handbook may be modified at any time throughout the school year. The most updated version will always be available on our district website at **(website link)**. A list of all district policies can be found at lpge.org.*

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- Eligibility For Activities
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- Program Eligibility
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- Learning Coach/Parent/Guardian Responsibilities
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DATA PRIVACY

Program Eligibility

- Students and parents must complete an in-person orientation and an agreement for virtual learning.
- Students who are new to the district must also complete student enrollment materials.
- Once the application for virtual learning has been approved, students and parents/guardians may meet with school personnel to develop an individualized plan.
- Enrollment in Thunder Online Academy must occur prior to each quarter.
- Students must be entering grades 9 -12.
- Students must have online access to high-speed internet in their home.
- Recommended that students have a composite score of 2.5 or higher on ACCESS testing/screener?
- Quarter entrance/exit

Online Account and Set Up Information

Once a student is approved for enrollment at Thunder Online Academy, the student will receive a school email account and an email that will contain the necessary information to complete the account setup.

Students will be issued a username and password to be used in accessing courses and school-provided email accounts. Parents will also have access to accounts. Students and parents are required to keep the login information private. Passwords should not be shared. Students and parents who suspect that their login has been compromised should contact the academy coordinator immediately.

Parent Square

Student Support Plan

Students who do not experience academic success while enrolled in the Thunder Online Academy for various reasons may be directed to a Student Support Plan. This will be an individualized plan to support students needs and may include, but not limited to any of the following:

- Consultations with online school coordinator or school counselor
- Consultation with school administrator
- Mandatory Google Meet with course instructor to provide additional support
- All day attendance in-person (but continue with online program)
- Referral to county for attendance/truancy concerns

***Students not demonstrating improvement with a support plan may be referred to other educational programming.*

Student Engagement and Responsibilities

Student success in Thunder Online Academy requires specific student skills and attitudes toward school and learning. To ensure success, students should demonstrate ability in the following:

- Identify and designate a learning space in the home
- Initiate tasks with little or no prompting
- Work through technical difficulties and curse content with persistence

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- Manage Time
- Self-advocate
- Reading Skills

Calendar

The school calendar is adopted annually by the LPGE 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

- **School Closing Procedures - Snow Days, e-Learning Days?**

Parent-Teacher Conferences

- Scheduled by appointment, every quarter, parent check-in, in person or online available.

Learning Coach/Parent/Guardian Responsibilities

The Thunder Online Academy program allows for flexibility in scheduling and learning time, but also requires support from parents or other family members to ensure success for the students.

- Assist the student with identifying a designated learning space in your home.
- Ensure adequate Internet access is available in the home. Minimum of 25Mbps download and 3Mbps upload.
- Monitor, assist, and motivate the student daily to ensure academic progress and adherence to school policies and procedures.
- Ensure the student logs into Edmentum to meet school attendance requirements.
- Ensure the student attends all required class connections in person or on Google meet.
- Login to Edmentun to become aware of student progress and assignment completion.

Teacher Responsibilities

- Guide and direct the student through online platform (Edmentum)
- Provide instruction and support to meet Minnesota State Standards
- Facilitate academic conferences
- Review and grade student submitted work through each semester
- Respond within 24 hours (school days) to all school emails and telephone calls.
- Administer required state and district assessments.
- Complete semester grading at the end of each term.
- Communicate any school related concerns to parents/guardians and students in a timely manner

Confidentiality

When logging in to any virtual learning activities, parents/guardians and learners are acknowledging their understanding that anything they say, write, or do while on video may be reviewed or heard by others.

Report Cards/Grades

Student grades will be reported at the end of each semester and report cards will be mailed to parents/guardians. Midterms online??

Drop/Add Policy

A student has one instructional week from the beginning of the semester in which to officially withdraw from a course. If the student stops participating in a course without withdrawing, they are in danger of failing. The grade for that course will be recorded on the student's official transcript and will be used to generate their

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grade point average. The student needs to contact the Thunder Online Academy Coordinator to officially withdraw from a course. The student will be required to have a phone conference with the Thunder Online Academy Coordinator and the designated district representative to discuss the decision.

State and District Testing Requirements

Students enrolled in Thunder Online Academy are required to participate in Minnesota Comprehensive Assessments (MCA's) in-person. Based on student need, other in-person standardized testing may be required.

Parents may opt out of the statewide assessments for their student(s) by completing the included form and returning it to the school district office.

Entering / Exiting the Building During the School Day

Thunder Academy Students must check-in and check-out through the office during the school day every time they enter and leave the building.

Attendance / Absences

The minimum attendance requirements are as follows:

- At least five(5) hours per week per course.
- At least (36 assignments/assessments per week completed and submitted)
- A status of "On Pace" on the status report for each course.
- Revision of work recommended by the instructor
- Regular communication with the instructor(s).
- Respond to email and phone calls from school staff within 24 hours.
- Update the school with any changes in phone numbers, email or mailing addresses.
- Contact your classroom instructor if you are unable to login for more than 24 hours due to illness, vacation, or other reasons.
- Attending any mandatory class meetings or individual meetings
- Edmentum tracks attendance through session login (system activity as well as inactivity), work submission and status reports (progress).

Excused Absences - Students who have a legitimate excuse for missing school can be excused by submitting appropriate verification. The following constitute valid excused absences allowed by the State of Minnesota:

- Illness verified by the parent, guardian, or physician. **Illness must be verified within the day the student is absent**. If absent more than three days within a quarter/ trimester, a doctor's note is required for the remainder of that term. If a doctor's note is not provided, the student will be considered unexcused. The doctor's note can be turned into the office upon the student's return. The note should state the time and date of visit, and when the student should return to school.
- An extreme family emergency, at the discretion of administration.

Unexcused Absences - Students who miss school without a valid excuse, or who leave school without authorization, will receive an unexcused absence. After three (3) unexcused absences, the student is considered a Continuing Truant as defined in Minnesota State Statute 102A.34.

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Due to the flexible nature of the online school, excused absences should only be reported if the student will be absent more than two days. Excused absences need to be reported to the attendance email. Provide email here

College Courses

Thunder Academy Students may attend online college courses. This will be handled on a case-by-case basis with the Guidance Counselor.

Special Education and 504 Plans

Students receiving special education services through an Individualized Education Plan (IEP) may have a meeting with the case manager and IEP team to determine appropriate support and services while enrolled in Thunder Online Academy. Students receiving accommodations through a 504 plan may have a meeting with a building administrator and team to determine needed accommodations and appropriate educational programming. Services and accommodations will be provided based on individual student plans.

English Language Learners

Thunder Online Academy provides support to students identified as English Learners (EL) and who qualify for services that support English language acquisition. Individualized levels of support will be determined by the EL teacher assigned to Thunder Online Academy.

MEALS

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.

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 but not limited to discipline, unpaid fees, and unserved detentions. Graduation exercises are under the control and direction of the building principal.

Discipline

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 Thunder Online Student Discipline. Behavior violations may result in-person parent/student meetings.

Texting, Videorecording, Photography

Students are prohibited from photographing, recording, or making any electronic record of other students, staff or visitors without the express consent of the individuals involved…

Use of Inappropriate Content

Students must not use vulgar, obscene, abusive or demeaning language, writing, pictures, signs or acts in written or oral communications, including email, discussion board, virtual classroom, student websites, or in

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photographs. This includes drug-related content, sexually explicit content or anything that violates laws or the generally accepted standards of school appropriateness.

All Internet Acceptable Use Policy…??? What is this called?

Virtual Classroom Conduct

In order for a virtual classroom session to be educationally effective for students, all students should abide by a standard set of rules. The following rules govern student conduct in the virtual classroom:

- Students' written and oral communications must be free of vulgar, belittling, or offensive language.
- Students must abide by rules established by the course instructor.
- Students must comply with usage instructions communicated orally or in writing by the instructor.
- Students who violate the virtual classroom rules of conduct will be warned by the instructor to correct their behavior. If the student does not comply with the instructor's instructions, they will be removed from the virtual classroom for the rest of the session.

Reminder of Mandated reporting?

Harassment, Intimidation and Bullying (Cyberbullying)

Academic Integrity

Students who have been determined to have plagiarized, cheated, used AI-generated content on either their daily work or tests may be given a zero for the work involved. Classroom teachers directly involved with the violation will notify the parent/guardian and administrator of the violation as soon as possible.

This includes all of the following:

- Turning in responses that the student didn't actually write
- Using smaller bits of information from the internet without giving credit
- Copying another student's responses
- Writing that uses other outside sources without giving credit to those sources

Violations of academic integrity may result in academic and disciplinary consequences.

- 1st offense in any course the student will be expected to redo the assignment and will receive a (25%) reduction in grade. Parents/Guardians will be notified.
- 2nd offense redo assignments for 50% credit.
- 3rd offense, no credit will be given and a mandatory parent/ meeting will be held.
- Any additional offenses could result in termination of online class(es) and a recommendation to return to in-person learning.

Eligibility?

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Extra Curricular Activities & Organizations

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 (Gr. 7-8) athletics - $30.00/sport or $75.00/3 sports
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 Games

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.

Employment Background Checks

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

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DEPARTMENT OF EDUCATION

Statewide Assessments:
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English learners who take the ACCESS or 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 ACCESS and Alternate ACCESS, the student would 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 other consequences for not participating.

Explore the Statewide Testing page for more information.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Additional Information

- On average, students spend less than 1 percent 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 beginning of each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessment: 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.

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:

- ☐ MCA/MTAS Reading
- ☐ MCA/Alternate MCA Science
- ☐ MCA/MTAS Mathematics
- ☐ 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.)

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 <u>not</u> 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.

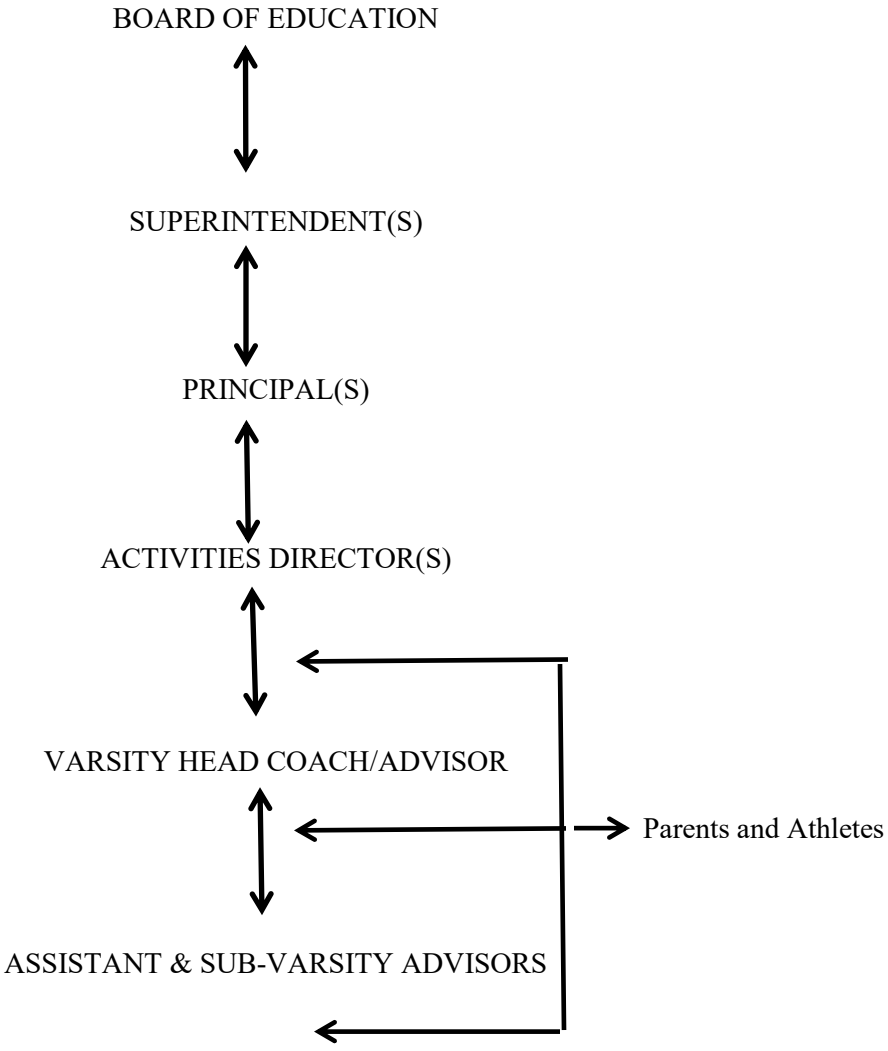
Fine Arts and Extra Curricular Activities:

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. 1st 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. 2nd Violation of Procedure:
    a. Removal from next contest
3. 3rd 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.

Dual Sport Participation:

Rational

Long Prairie-Grey Eagle (LPGE) seeks to provide an inclusive, equitable and quality interscholastic athletic program for all high school students. Some student-athletes have skills and abilities with a desire to contribute to more than one athletic team in a particular athletic season, and both of these teams can benefit from the student's participation. Some activities may struggle with low numbers, and this can boost participation in those sports.

No athlete can participate in multiple sports per season; however, an athlete may petition to participate in dual sports in MSHSL governed sports. The athlete, athlete's parents/guardians, and coaches from both teams the athlete wants to participate in must complete and sign off on the Dual Sports Participation Form.

Procedures:

1. Student-athletes may be allowed to participate in two interscholastic sports during the same season.
    a. Student-athletes wishing to participate will need to obtain a request form from the athletic director and follow the guidelines established by the athletic department involving dual sport participation.
2. A student-athlete who wishes to participate in two sports during the same season must designate a primary sport before the first official start date of the LPGE season.
    a. A primary sport is defined as the sport taking precedence over another sport in the event there is a conflict of schedule or other matter that could lead to a conflict.
    b. The student-athlete may not switch the primary sport during the season.
    c. The student-athlete must adhere to the primary sport in the event of any conflicts of schedule.
    d. If one sport has a contest and the other has practice, the contest will take precedence.
    e. Student-athletes will not be permitted to participate in two contests of different sports on the same day.
    f. Varsity contests will take precedence over JV contests.
3. An individual based sports dualed with other individual based sports and/or individual based sports with a team sport have a higher likelihood of approval.
    a. Two team-based sports will require a higher level of documentation and a letter of support from each team sport head coach for approval.
4. The student-athlete must practice in both sports, but the amount of practice time must meet the agreed requirements of the head coaches of those sports involved.
    a. The minimum number of practices set by the LPGE must be met in both sports prior to competition.
        i. All sports with the exception of football requires a minimum of 3 practices, football requires 9 practices.
        ii. Heat Acclimatization procedures will apply and must be factored into practice time.
5. Academics are the priority. This request will only be considered if the applicant is in good academic standing (overall GPA of 2.5 or higher) AND MUST be passing ALL classes at the time.
    a. Approval will be revoked because of academic concerns at any time during the sport season. The student-athlete then will participate in the primary sport only.
6. The student-athlete, parents or legal guardians, primary coach and secondary coach must sign a contract of dual-sport participation before the first practice session the athlete attends.
7. In the event that a student-athlete is disciplined for any infraction in a specific sport, the consequence will also be applied to the second sport in the season of dual participation.
8. An athlete that quits one of the two sports may not utilize dual participation for the remainder of the school year.
9. The coaches and school administrators will meet at approximately the midpoint of the season to determine if the agreement should be continued for the remainder of the season or if the athlete should focus on the primary sport only.
10. The High School Athletic Director, the High School Principal and the High School Counselor will serve in the capacity of dual sport committee and final decisions on matters concerning dual-sport participation.

It is the intention of the student-athlete named below to participate in two sports during the same season. In order for this to occur, the following stipulations must be met in accordance with LPGE procedures.

1. The process must be initiated by the student-athlete.
2. All parties (both head coaches, AD, Principal and Parent(s)/Guardian(s) must agree.
3. The student-athlete must declare which sport is primary and secondary for participation purposes.
4. Approval may be denied because of academic concerns before or during the sport season.
    a. The student-athlete will then participate in the primary sport only.
5. Approval may be denied if the dual sport committee deems it is not in the best interest of the student-athlete or teams.
6. Practice and game/meet requirements must be established prior to the sport season.
    a. Contests take precedence over practice.
    b. The primary sport contests take precedence over secondary sports contests.
    c. Varsity contests take precedence over JV contests.
    d. Team sports practices take precedence over individual sports practices.
    e. State tournaments may take precedence over the primary sport only with mutual consent by both coaches 3 days prior to the event.
    f. This should be detailed in writing by the student-athlete prior to obtaining signatures of parents and both coaches and attached to this application.
7. Athletes will need to be in constant communication with both coaches on a daily basis.
8. Student-athletes will not be permitted to participate in two contests of different sports on the same day.
9. The athletic participation fee for dual-sport participation remains $100 per sport.

****

Name of Student-Athlete:_____ Date:_____
Primary Sport:_____JH/C/JV or V
Secondary Sport:_____JH/C/JV or V

Please attach on a separate sheet of paper.

1. Rationale for desire to dual sport (why do you want to? What is the team benefit? What is the personal benefit?).
2. Practice and Game/Meet Requirements (What is the plan for practices (practices must be supervised by a coach.)? What is the plan for games/meets/tournaments?)
3. Any additional stipulations.

Signatures

Signature of Student-Athlete	Date	Signature of Parent/Guardian	Date
Signature of Head Coach Primary	Date	Signature of Head Coach Secondary	Date
Signature of Athletic Director	Date	Signature of Principal	Date

- Coaches are to communicate with each other, the student-athlete and parents with regard to practice and competition while ensuring that the student-athlete does not face undue pressure.
- A dual sport student-athlete participates without consequence for missing practice/contests in accordance with the conditions of this agreement.
- A dual sport student-athlete is expected to practice under the supervision of the coaches involved in the sports.

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: A Varsity player must play in half of the varsity haves and have no violations during the season. Seniors may earn a letter at the coach's discretion.

Volleyball

Letter:

Varsity athletes must play in a minimum of 9 games in one season to receive a letter. Seniors may earn a letter at the coach's discretion. The number of games are not mandatory for seniors, rather effort and attitude are the ingredients for lettering.

This allows for emphasis on the importance of those athletes who practice diligently each and every day, but do not have the opportunity to play in the necessary amount of games as previously indicated.

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.

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.

dualCheerleading

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
2. 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! ***

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 1st 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.

Dual Sport Participation:

Rational

Long Prairie-Grey Eagle (LPGE) seeks to provide an inclusive, equitable and quality interscholastic athletic program for all high school students. Some student-athletes have skills and abilities with a desire to contribute to more than one athletic team in a particular athletic season, and both of these teams can benefit from the student's participation. Some activities may struggle with low numbers, and this can boost participation in those sports.

No athlete can participate in multiple sports per season; however, an athlete may petition to participate in dual sports in MSHSL governed sports. The athlete, athlete's parents/guardians, and coaches from both teams the athlete wants to participate in must complete and sign off on the Dual Sports Participation Form.

Procedures:

1. Student-athletes may be allowed to participate in two interscholastic sports during the same season.
    a. Student-athletes wishing to participate will need to obtain a request form from the athletic director and follow the guidelines established by the athletic department involving dual sport participation.
2. A student-athlete who wishes to participate in two sports during the same season must designate a primary sport before the first official start date of the LPGE season.
    a. A primary sport is defined as the sport taking precedence over another sport in the event there is a conflict of schedule or other matter that could lead to a conflict.
    b. The student-athlete may not switch the primary sport during the season.
    c. The student-athlete must adhere to the primary sport in the event of any conflicts of schedule.
    d. If one sport has a contest and the other has practice, the contest will take precedence.
    e. Student-athletes will not be permitted to participate in two contests of different sports on the same day.
    f. Varsity contests will take precedence over JV contests.
3. An individual based sports dualed with other individual based sports and/or individual based sports with a team sport have a higher likelihood of approval.
    a. Two team-based sports will require a higher level of documentation and a letter of support from each team sport head coach for approval.
4. The student-athlete must practice in both sports, but the amount of practice time must meet the agreed requirements of the head coaches of those sports involved.
    a. The minimum number of practices set by the LPGE must be met in both sports prior to competition.
        i. All sports with the exception of football requires a minimum of 3 practices, football requires 9 practices.
        ii. Heat Acclimatization procedures will apply and must be factored into practice time.
5. Academics are the priority. This request will only be considered if the applicant is in good academic standing (overall GPA of 2.5 or higher) AND MUST be passing ALL classes at the time.
    a. Approval will be revoked because of academic concerns at any time during the sport season. The student-athlete then will participate in the primary sport only.
6. The student-athlete, parents or legal guardians, primary coach and secondary coach must sign a contract of dual-sport participation before the first practice session the athlete attends.
7. In the event that a student-athlete is disciplined for any infraction in a specific sport, the consequence will also be applied to the second sport in the season of dual participation.
8. An athlete that quits one of the two sports may not utilize dual participation for the remainder of the school year.
9. The coaches and school administrators will meet at approximately the midpoint of the season to determine if the agreement should be continued for the remainder of the season or if the athlete should focus on the primary sport only.
10. The High School Athletic Director, the High School Principal and the High School Counselor will serve in the capacity of dual sport committee and final decisions on matters concerning dual-sport participation.

It is the intention of the student-athlete named below to participate in two sports during the same season. In order for this to occur, the following stipulations must be met in accordance with LPGE procedures.

1. The process must be initiated by the student-athlete.
2. All parties (both head coaches, AD, Principal and Parent(s)/Guardian(s) must agree.
3. The student-athlete must declare which sport is primary and secondary for participation purposes.
4. Approval may be denied because of academic concerns before or during the sport season.
    a. The student-athlete will then participate in the primary sport only.
5. Approval may be denied if the dual sport committee deems it is not in the best interest of the student-athlete or teams.
6. Practice and game/meet requirements must be established prior to the sport season.
    a. Contests take precedence over practice.
    b. The primary sport contests take precedence over secondary sports contests.
    c. Varsity contests take precedence over JV contests.
    d. Team sports practices take precedence over individual sports practices.
    e. State tournaments may take precedence over the primary sport only with mutual consent by both coaches 3 days prior to the event.
    f. This should be detailed in writing by the student-athlete prior to obtaining signatures of parents and both coaches and attached to this application.
7. Athletes will need to be in constant communication with both coaches on a daily basis.
8. Student-athletes will not be permitted to participate in two contests of different sports on the same day.
9. The athletic participation fee for dual-sport participation remains $100 per sport.

****

Name of Student-Athlete:_____ Date:_____
Primary Sport:_____JH/C/JV or V
Secondary Sport:_____JH/C/JV or V

Please attach on a separate sheet of paper.

1. Rationale for desire to dual sport (why do you want to? What is the team benefit? What is the personal benefit?).
2. Practice and Game/Meet Requirements (What is the plan for practices (practices must be supervised by a coach.)? What is the plan for games/meets/tournaments?)
3. Any additional stipulations.

Signatures

Signature of Student-Athlete	Date	Signature of Parent/Guardian	Date
Signature of Head Coach Primary	Date	Signature of Head Coach Secondary	Date
Signature of Athletic Director	Date	Signature of Principal	Date

- Coaches are to communicate with each other, the student-athlete and parents with regard to practice and competition while ensuring that the student-athlete does not face undue pressure.
- A dual sport student-athlete participates without consequence for missing practice/contests in accordance with the conditions of this agreement.
- A dual sport student-athlete is expected to practice under the supervision of the coaches involved in the sports.

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 spe4ctators 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.

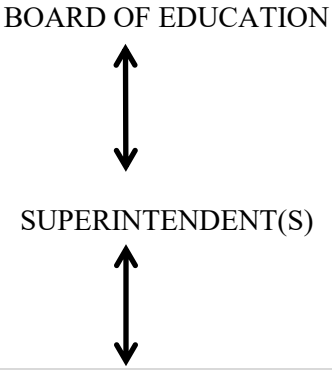
Fine Arts and Extra Curricular Activities:

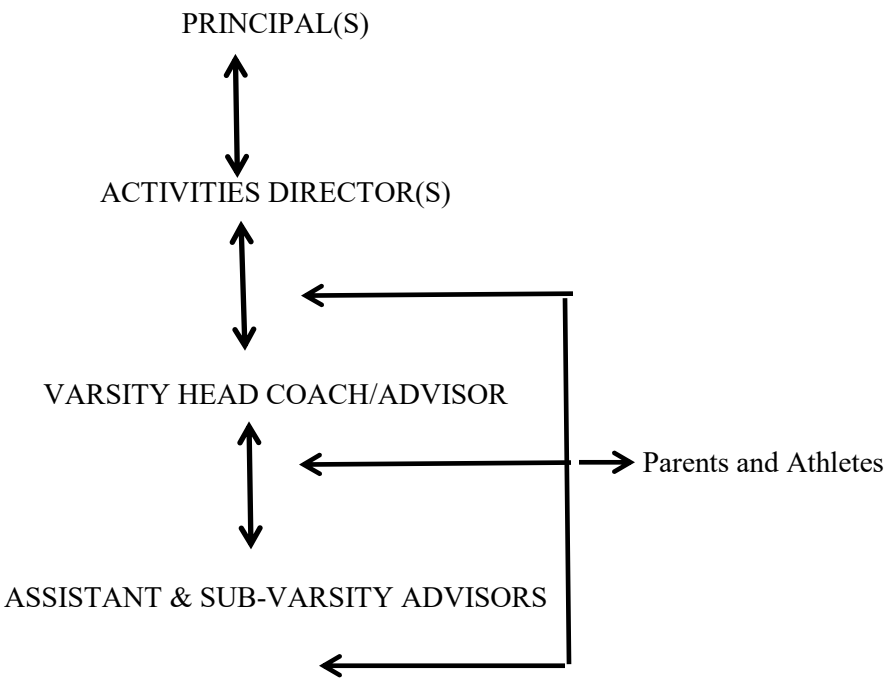
On the first "F", students will lose eligibility for 1 event.

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.




PRINCIPAL(S)
ACTIVITIES DIRECTOR(S)
VARSITY HEAD COACH/ADVISOR
Parents and Athletes
ASSISTANT & SUB-VARSITY ADVISORS

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**.

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"

CentraCare

Concussion Care Plan		
RETURN TO LEARN	**Functional Learning At Each Step**	**Progression To Next Stage**
0 Step O 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.

CentraCare

Concussion Care Plan		
RETURN TO PLAY	**Functional Exercise At Each Step**	**Goal At Each Step**
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 S 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

Team Roster:
Sport/Activity: _____
Coach/Advisor: _____

Jersey #	*First Name*	*Last Name*	*Height*	*Position*	*Grade*	*Letter Received*

Equipment Inventory:
Sport/Activity: _____ Year: _____
Coach/Advisor: _____

Quantity	*Size*	*Item/Description*	*Condition*

Uniform Inventory:

Sport/Activity: _____ Year: _____

Coach/Advisor: _____

- ☐ Varsity
- ☐ JV
- ☐ Jr. High
- ☐ Elem

Quantity	***Size***	***Item/Description***	***Condition***

Uniform Distribution:

Sport/Activity: _____ Year: _____

Coach/Advisor: _____

- ☐ Varsity
- ☐ JV
- ☐ Jr. High
- ☐ Elem

Name	*Grade*	*Jersey #*	*Bottom #*	*Warm Up #*	*Returned*

Projected Needs:

Sport/Activity: _____ ***Year:*** _____

Coach/Advisor: _____

- ☐ Varsity
- ☐ JV
- ☐ Jr. High
- ☐ Elem

INCLUDE SUMMER AND UPCOMING SEASON NEEDS

Quantity	*Description*	*Estimated Cost*	*Comments*

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:

<u>Outstanding Performances and Accomplishments:</u>
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: _____