

Special School Board Meeting of ISD 857  
Monday, August 23, 2021 6:00 PM

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

## **Agenda**

- I. Call Meeting to Order  
**Speaker(s):** Board Chair
- II. Pledge of Allegiance
- III. Quorum Call  
  
Brummer  
Koverman  
Maki  
Meisch  
Meyer  
Pringle  
Sommer  
**Speaker(s):** Board Chair
- IV. Personnel Items
  - A. Accept the resignation of Cassie Prigge (Cardinal Club Aide)
  - B. Approve the hire of Aizlynn Thimm (Cardinal Club Aide)
  - C. Approve the hire of Sarah Fowler (Paraprofessional)
  - D. Approve the hire of Maya Waterman (Paraprofessional)
- V. Approval of the addition of Houston Public Schools to our Cross Country sports cooperative agreement with Rushford-Peterson Public Schools.
- VI. Authorization to purchase enVision A/G/A Grades 6-8 Mathematics online licenses, textbooks and consumable workbooks purchase for 6-years for one time cost of \$21,592.65.
- VII. 2021-22 Elementary and Intermediate Schools Student and Parent Handbook
- VIII. 2021-22 High School Student Handbook.
- IX. 2021-22 Support Staff Handbook
- X. Superintendent Updates
- XI. Adjourn

# Lewiston – Altura Elementary and Intermediate School Student – Parent Handbook

2021-2022

There continue to be many adjustments to school process and procedures due to the pandemic. Changed / updated items in this year's version of the handbook are highlighted with **Update** in the Table of Contents. Thank you for reviewing the handbook and being informed.



## GO CARDINALS!!!

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# **WELCOME BACK TO SCHOOL!**

**Dear Lewiston – Altura Elementary and Intermediate School Students and Parents,**

The Lewiston – Altura Elementary and Intermediate School staff and I would like to welcome you to the new school year. We hope that each child will grow academically, socially and emotionally through the experiences at our schools. The entire staff shares in the commitment to the children of our district and their overall development. The 2021-2022 school year begins with several safety protocols that were utilized last year in place to start our new school year. Many of the items in this handbook have been modified to fit our needed safety protocols. As we progress through the year, we can anticipate changes that are responsive to the current situations. Thank you in advance for your understanding and assistance.

This Student - Parent Handbook is your guide to the procedures and policies of Lewiston – Altura Elementary and Intermediate Schools. We highly recommend that you and your child read and discuss the booklet contents. The information provided is for the purpose of acquainting you with school guidelines, expectations, policies, and procedures. We hope this handbook will answer many of your questions about the daily routines and expectations in our schools.

Please save your copy to use and reference throughout the year. Thank you for entrusting your child’s education to Lewiston – Altura Schools.

Please feel free to contact the Elementary or Intermediate School if you have questions regarding your child’s education or if you have questions regarding this informational booklet.

Sincerely,

Lewiston-Altura Elementary Staff  
Lewiston-Altura Intermediate Staff  
Dave Riebel, Principal

# District Mission Statement

Lewiston-Altura Schools are committed to preparing our students to be productive members of their communities, our nation, and the world.

## Building Schedules

### Elementary School

Doors open:	7:45 am	Morning bus leaves elementary for Altura Intermediate at 7:50 am.
Breakfast Served:	7:45 – 8:00 am	
Daily First Bell:	8:05 am	
Lunch Schedule		
Gr. 1	11:10	
Gr. 4	11:30	
Gr. 3	11:50	
Gr. 2	12:10	
Kdgn	12:30	
Dismissal:	3:00 pm	



### Intermediate School

Doors open:	7:55 am	
Breakfast served:	8:00 am	
Class begins:	8:10 am	
Lunch	11:10 am (5 <sup>th</sup> ) 11:30 (6 <sup>th</sup> )	Afternoon buses leave the Intermediate at 2:45pm.
Dismissal:	2:40 pm	

**Parents should expect their children to come home immediately after school.** If it is necessary for a student to stay after school, staff will place a call to parents and give notice. If parents wish for a child to stay after school or change their normal after school routine, the school needs prior notification from parents. If the school does not have prior notice, the child will be sent home according to their normal routine.

## School Information

### Lewiston – Altura Elementary School

115 Fremont  
Lewiston, MN 55952  
507-523-2194 option 1 – phone  
507-523-2609 – fax

### Lewiston – Altura High School

100 County Rd 25  
Lewiston, MN 55952  
507-523-2191 – phone  
507-523-2286 or 3460 – fax

### Lewiston – Altura Intermediate School

325 First Ave. SE  
Altura, MN 55910  
507-796-6851 – phone  
507-796-5127 – fax

### Bus Garage

507-523-2767

### Web Site Address

[www.lewalt.k12.mn.us](http://www.lewalt.k12.mn.us)

# 2021 - 2022 Staff Directory

<b>Elementary Staff Directory</b>					
<b>School Readiness</b>	Vicky Greden	Tina Sand	<b>Special Education</b>	Andrea Murphy	Britney Sula
<b>ECSE</b>	Stacy Walth	Val Hettenbach			
<b>ECFE</b>	Vicky Greden	Amanda Flesch	<b>Speech</b>	Sarah Ong	
<b>Kindergarten</b>	Marcia O'Duggan	Suzanne Pilger	<b>District Nurse</b>	Michelle MacPherson	
			<b>Psychologist</b>	Gail Evenson	
<b>1<sup>st</sup> Grade</b>	Ginny Reszka	Jane Weaver	<b>Social Worker</b>	Maranda Ruppert	
			<b>Paraprofessionals</b>		
<b>2<sup>nd</sup> Grade</b>	Deb Heftman	Kate Schulz	<b>School Readiness</b>	Jena Schulte	Mya Waterman
<b>3<sup>rd</sup> Grade</b>	Barb Daley	Scott Schmaltz	<b>Special Education</b>	Eryn Englund	Tom Kiral
				Laura Flathers	Dana Knudsen
<b>4th Grade</b>	Mike Buringa	Liza Kennedy		Kari Sauers	
			<b>Title</b>	Amy Benke	Mary Lou Heier
<b>Intervention(RTI)</b>	Lori Ostrander	Kayleen Scheck			
	Kayli Zezulka		<b>Cardinal Club</b>	Kelli Loveless	
<b>GaTE – ELL</b>	Mari Jo Starks		<b>Cooks</b>	Brandy McDonald	Sue Babcock
<b>Guidance</b>	Tori Todd			Pat Buckbee	
<b>Media Center</b>	Sharon Manley		<b>Custodian</b>	Jean Kelly	
<b>Library Aide</b>	Kay Ziegler				
<b>Music</b>	John Harper		<b>Secretaries</b>	Linda Liebfreid	Nancy West
<b>Phy. Ed.</b>	Tom Dickey				
<b>Curriculum</b>	Sarah Berndt		<b>Principal</b>	Dave Riebel	
<b>Intermediate Staff Directory</b>					
<b>5<sup>th</sup> Grade</b>	Pat Burfeind	Todd Stokke	<b>Special Education</b>	Renee VanderPlas	
			<b>Speech</b>	Sarah Ong	
<b>6<sup>th</sup> Grade</b>	Justin Hanson	Brent Olson	<b>District Nurse</b>	Michelle MacPherson	
			<b>Psychologist</b>	Heidi Johnson	
			<b>Social Worker</b>	Maranda Ruppert	
<b>Intervention(RTI)</b>	Lori Ostrander		<b>Paraprofessionals</b>	Sarah Fowler	Kristi Reps
<b>Curriculum</b>	Sarah Berndt			Julie Scuderio	
<b>Band</b>	Brian Hamilton				
<b>GaTE – ELL</b>	Mari Jo Starks		<b>Cook</b>	Teresa Fortsch	
<b>Guidance</b>	Tori Todd		<b>Custodian</b>	Maria Elias	
<b>Media Center</b>	Sharon Manley				
<b>Library Aide</b>	Kay Ziegler		<b>Secretary</b>	Therese Hassert	
<b>Music</b>	Mandy Rupperecht				
<b>Phy. Ed.</b>	Dick Montgomery		<b>Principal</b>	Dave Riebel	

# Elementary and Intermediate General Information

(Topics in alphabetical order)

## **After School Procedures / Bus Pass**

If it is necessary for your child to go someplace other than their usual destination after school, or if they will be going home with someone other than parents, the school needs to have prior notification of this occurrence. We will need to know where, when and/or with whom your child will be prior to allowing a student to leave the building. Thanks for helping us get your children safely home.

**2021-2022 Safety Update:** Due to the restrictive bus schedules and seating availability for the 2021-2022 school year, bus passes are not available.

**Attendance** (Also see the District Attendance Policy in back of this handbook.)

### **Student Absences / Tardiness**

It is the responsibility of the parent to report absences and tardiness. **Please contact the elementary / intermediate school offices if your child(ren) is/are ill and are unable to attend school.** If your child is absent and we do not hear from the parent, we will contact the parent to find out if the child is ill or if something unexpected happened along the way to school that prevented the child from attending. Your cooperation is appreciated. Being on time is a good habit to build and classroom interruptions are held to a minimum by regularity and promptness.

Children are **required to have a written parental excuse** from home if:

1. they are to be excused from school for any reason.
2. they are to go home with anyone who is not their parent /guardian.

## **Elementary Student Drop Off / Pick Up**



**2021-2022 Safety Update:** Students will enter the building in bus groups, one bus at a time. Students will depart the building by classrooms.

The parking lots and sidewalks that surround our buildings are busy places at the start of the day, and are especially busy when school is dismissed. The staff at the elementary school will be diligently working to create, maintain and reinforce an atmosphere of safety when students are loading buses, walking home and meeting parents. We ask for your cooperation with keeping all students and staff safe at our school.

The staff is asked to park their vehicles on the side lots to allow for as many open spaces in front of the elementary available for those parents wishing to pick up their child(ren). We will have staff members monitor the loading of buses on the sidewalk. We ask all parents to please use parking spaces when waiting for their child. Please **DO NOT BLOCK** the crosswalk, or the areas around the crosswalk, even for a short period of time. Our students may not look past a parked vehicle to watch for additional cars approaching. **THANK YOU** for your cooperation with this important safety issue.

If your child(ren) ride their bikes to school, please talk with them about bike safety on their way to our buildings. We ask that students walk their bikes on the sidewalks surrounding the buildings and park their bikes in the bike racks.



THANKS for making our schools safe!!!

## Grading Scales

The following grading systems are used by our instructional staff to report student progress.

E = Excellent

S = Satisfactory

N = Needs Improvement

(+ = slightly above)

(- = slightly below)

A = Excellent (90% - 100%)

B = Above Average (80% - 89%)

C = Average (70% - 79%)

D = Below Average (60% - 69%)

F = Failing (below 60)



## Home – School Communication:

At the beginning of the school year, please have a discussion with your child’s homeroom teacher about how to best communicate between the school and home. Good communication leads to positive results for students, parents and teachers.



**Messages:** If you need to get a message to your child, please contact the school office and the secretary will see that the message gets delivered. If you would like to leave a message for your child’s teacher, you can leave a message with the secretary, send the teacher an email or attempt to contact them directly before or after school.

**Classroom Concerns:** If you have concerns about your child’s education, please contact the classroom teacher via phone or email. The education of your child is a team effort, and communication is needed when issues arise.

**Parent / Teacher Conferences:** Parent-teacher conferences may be initiated by the parent or by the teacher at any time during the school year. The school has scheduled conferences in the fall and spring of the year.

**2021-2022 Update:** The Elementary and Intermediate School will utilize PTCFast website to schedule conferences this year. Parents will receive email instructions for accessing the scheduling website.

**Visiting School:** **2021-2022 Safety Update:** We are allowing visitors to our school buildings this year but are requiring all visitors to wear a mask while inside the Elementary or Intermediate buildings.

**JMC – Online Parent Access:** Our district utilizes the JMC Online Student Record Management system for several processes. Parents can log into JMC to view grading and lesson plan information. Please visit the link on our websites or use the link below to connect with the Parent Access tabs.

<https://isd857.onlinejmc.com/Parent/Login.aspx?ReturnUrl=%2fParent>

**Recess 2021-2022 Safety Update:** Recess will take place with grade level groups only this year. Masks are optional for students and staff while outdoors. Masks will be required when re-entering the buildings.

All K – 6 students have a scheduled recess each day. Please prepare your son / daughter with garments for daily outside recess. This supervised recess will always be outdoors unless it is either too wet or too cold. The building secretaries monitor the weather each day via the Internet. They make announcements to the buildings when recess needs to be held indoors.

The following guidelines are used for determining indoor recess:

*Elementary*

0 degree F or above = outside recess.                      -1 degree F or below = inside recess

*Intermediate*

- 10 degrees F or above = outside recess                      -11 degrees F or below = inside recess

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

At 11:00am on a day in question, the secretaries of each building check the Internet for the temperature readings in Rochester and Winona. Using this temperature information, a decision is made whether we stay inside or go outside. Research shows, and you parents also know, that it is good for our kids to get some fresh air and to “expend their energy” during recess. We want to have outdoor recess each day and we will always be going outside if the temperature and wind-chill are above zero. It is important that the students are ready for both the cold and the snow. Please have snow boots, snow pants, hats and mittens so that the children will not be cold or wet when they return for class. Thank you for your preparation!



## **Safety Drills –**

**Fire drills 2021-2022 Safety Update:** Fire drills will take place with students and staff masked and observing social distancing.

A number of fire drills will be conducted throughout the year in order to familiarize the students to the proper and safe procedures to follow in case of an emergency. Each classroom has a posted route to follow, and the classroom teachers instruct and practice the drills. For fire drills, our routes take us out of the buildings following the shortest path possible. We assemble as a group at safe distances away from the buildings (weather permitting). If there is cause to move the students, we have arrangements to use evacuation facilities near each building.

**A.L.I.C.E. safety drill 2021-2022 Safety Update:** We will conduct ALICE talk though drills instead of walk through drills to avoid combining large groups of students together.

Over the past several years there has been a number of tragic incidents of school violence and school shootings. As the experts analyze these horrific events, it is apparent that we need to do more, not only taking steps in an attempt to prevent the event from occurring but training of students and staff on procedures that allow us to be safe in our schools. We currently instruct and practice procedures for fire safety, storm safety and stranger danger. Our goal is to now engrain proactive safety strategies in our students for the event of an intruder in our building.

Lewiston – Altura Schools has adopted a strategy for response to an intruder in our buildings. This strategy is known as the A.L.I.C.E. plan. A.L.I.C.E. is an acronym for Alert, Lockdown, Inform, Counter and Evacuate. The philosophy of A.L.I.C.E. is to use information in a way to allow staff and students to make informed safety decisions in the event of a crisis. A.L.I.C.E. moves away from a passive lockdown response to one that allows for proactive safety measures.

To engrain the understanding and procedures for A.L.I.C.E. , we will first teach and discuss the A.L.I.C.E. plan with our students. This instruction will be followed by practice within the future safety drills at each of the buildings.

If you would like more information about A.L.I.C.E., you can visit <http://www.alicetraining.com>.

**Severe Weather drills 2021-2022 Safety Update:** We will conduct Severe Weather talk through drills instead of walk through drills. Each classroom will visit the storm drill location separately as a class group to avoid gathering of a large group indoors.

A number of severe weather drills will also be conducted throughout the year in order to familiarize the students to the proper and safe procedures to follow in case of a weather emergency. Each classroom has a posted route to follow, and the classroom teachers instruct and practice the drills. In our elementary building, the entire building proceeds to the basement of the building. The Intermediate students and staff go to a room that does not contain windows. We will follow state guidelines by sounding the severe weather alert whenever a weather *warning* has been issued in our area.

## **School Cancellation / Delays / Early Outs**

Our Minnesota weather often causes problems with scheduled school events. When the weather is severe enough to endanger safe transportation to and from school, the district will notify radio and television stations with information and times. We will use several methods to get this important announcement to families. We urge parents to monitor any / all of these methods when the weather may cause a delay, cancellation or early release.

### **TV Stations**

KTTC- Channel 10, Rochester;  
WCCO-Channel 4, Twin Cities  
WKBT- Channel 8, LaCrosse;  
KSTP- Channel 5, Twin Cities

### **Radio Stations**

HOME FM 101.1  
KFIL AM 1060, FM 103.1  
KQYB FM 98.3  
KROC AM 1340, FM 106.9  
WCCO- 830  
Winona AM 1380  
Winona FM 95.3 & 99.3



### **Websites**

[www.lewalt.k12.mn.us](http://www.lewalt.k12.mn.us)

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

### **Social Media**

**Twitter** @LAElemInt

**FaceBook** [Lewiston – Altura School District](#)

**District Email:** To receive messages via email, please register your email in the JMC parent portal.

<https://isd857.onlinejmc.com/Parent/Login.aspx?ReturnUrl=%2fParent>

## **Visitors to our Buildings**



**2021-2022 Safety Update:** Lewiston-Altura Schools are allowing visitors in our buildings this year. We ask that all visitors to the Elementary and Intermediate Buildings wear a mask while indoors.

Lewiston-Altura Schools will work to keep our buildings a safe place to learn and work. All doors will remain locked during the school day. All visitors to our buildings will access the building through the main entrance. Each visitor will be asked to state their name and intention via our video entrance system at the front door. Office personnel will then unlock the front door electronically.

## **Volunteers in our schools – 2021-2022 Safety Update:**

Lewiston-Altura Schools are allowing volunteers in our buildings this year. We ask that all visitors to the Elementary and Intermediate Buildings wear a mask while indoors.

# **Student Health and Nutrition**

## **2021-2022 COVID19 Safety Update:**

Our district nurse, Michelle MacPherson, is in the district 4 days a week rotating between buildings. If you have question about COVID related symptoms or concerns, please contact the schools to speak with her. If your child is experiencing any special health problems (allergies, asthma), or is facing any unusual stress (death in the family, etc.) please alert your child's teacher.

## **COVID19 Safety Update:**

COVID safety protocols:

All students and staff are required to wear masks at all times while in the school buildings and on the buses.

All classrooms at the Elementary and Intermediate School are set up to utilize 3 ft. social distancing.

Students and staff wash hands regularly and utilize hand sanitizer when entering/exiting a classroom.

Students in each classroom will have limited interaction with other students from other classrooms while indoors.

Interaction can occur virtually. We are purposely keeping classroom groups separate to aid in any contact tracing that may be needed during the COVID pandemic.

All students are monitored for symptoms during the school day. Parents are asked to conduct daily screeners prior to sending students to school. Please review the District Nurse's presentation. [What parents need to know.](#)

## **Accidents at School**

Should an accident occur at school, the parents would be called to come for the child. If the parents are unavailable, the person designated by parents on the emergency form will be called. It is therefore imperative that parents keep the information on the Emergency Card updated and accurate.



## **Breakfast / Hot Lunch Program**

**2021-2022 Safety Update:** All breakfast meals are served in the classrooms.

Hot lunches will be served in the building cafeteria utilizing 3ft social distancing while at tables. Classroom pods will also be on opposite sides of the cafeteria.

**2021-2022 Update:** Students in grades PK thru 12 will be able to receive one free breakfast and one free lunch per school day.

Free or reduced lunch applications are still needed to assist with several family and district resources. Applications are available online and may be picked up at the school offices.

## **Communicable Diseases 2021--2022 Safety Update:**

All students are monitored for symptoms of illness during the school day. Parents are asked to conduct daily screeners prior to sending students to school. Please review the District Nurse's presentation. [What parents need to know.](#)


Parents must be on the alert for various symptoms of communicable diseases. If you are ever hesitant concerning the significance of certain symptoms, please seek advice from your family doctor before sending the child to school. An outbreak of any communicable disease in a school results in a letter being sent home to parents advising them to be especially observant for the symptoms of that disease. Health questions or concerns will be directed to the school nurse.

## Excusing from Physical Education

Participation in Physical Education is required by all students. Should your child be restricted from participation a note from your doctor is required.

## Excusing from Recess

In most cases, if a child is well enough to attend school, he/she should be allowed to go out of doors for-fresh air and exercise. We are therefore asking your cooperation in not requesting that your child be kept indoors unless extenuating circumstances apply. We ask that you send a note each day your child is to remain indoors.

Sick Note		Excused Absence	
		Date: February 13	Excused from: <input type="checkbox"/> work <input type="checkbox"/> class <input type="checkbox"/> other
		Notes: Bitten by rabid blood-thirsty raccoon with crazy eyes.	
		Signature: Dr. Yuri Zhivago	

## Health Screenings

Parents will be notified if problems are found in the following screenings;  
*Hearing* – Hearing exams are administered each year to students in grades K - 6  
*Vision*– Vision exams are administered to Kdgn – 6<sup>th</sup> grades.  
*Scoliosis* – Boys and girls in grades 5 and 6 are screened.



## Illness at School 2021-2022 Safety Update:

All students are monitored for symptoms during the school day. Please review the District Nurse's presentation. [What parents need to know.](#)

Any child, whom in the opinion of the teacher or other adult, that show symptoms of sickness, will be sent to the office and the following procedure will apply:

- The parent(s) will be notified by phone that their child is ill.
- The parent(s) are asked to pick up the child at the school office, or if unable, shall make arrangements for someone to pick him/her up from school.
- When parents cannot be reached, the person identified on the emergency card will be called.
- The school will not send a student home alone.

## Medication at School

Safe administration of medication is of utmost importance. The following information is designed to inform parents about medication administration guidelines and expectations at our schools.

### Permission Requirements

Parents must notify the office directly if their student will require any medication during school hours. All requests for prescription medication administration require a parent **and** physician signature. All other medications (over-the-counter) require a signed form completed by the parent.

### Chemical Free School

Our school is a chemical free school. Any students requiring medication at school, need to keep it in the office. Students requiring immediate access to certain medications may be allowed to self-administer with parental and physician permission (asthma inhalers and epi-pens). Self-administration also requires a student/nurse agreement (addresses school policies, safety, dosing and medication teaching).

### Transporting medications to school

For the safety of all students, we require that **parents** bring their child's medication to the office directly. If this absolutely cannot be done, please contact the office.

### Medication Containers

All medications (both prescription and over-the-counter) need to be in the original container labeled by the manufacturer or the pharmacy. No baggies or plastic containers will be accepted.



### Notification of need for re-fills

It is the parent's responsibility to maintain an adequate supply of their child's medication. We will attempt to notify parents via note or phone when medications are running low.

### Medication changes or discontinuation

It is the parent's responsibility to provide a written statement signed by the physician and parent to notify the Health Office of; a desire to discontinue medication administration at school or a prescription medication or dosage change.

### End of the Year

The school will not send medication home with students. At the end of the year parents will be notified of the amount of medication remaining. Parents can arrange pick-up or disposal of medications. Any medication not picked up by the last day of school will be disposed of.

**Field Trips and Off-campus activities** **2021-2022 Safety Update:** Off campus activities will be limited in the 20-21 school year. Outdoor field trips will be allowed. Indoor field trips will be reviewed for safety prior to scheduling. Medication administration is delegated to a teacher or other trained staff member for off-campus activities. .

### Milk Break



A milk break is provided for the nutritional care of your child. There is no charge for milk for students in grades K-4. Students in grades 5-6 may purchase milk for 50 cents. A healthy snack is provided daily for all Kindergarteners. For other grades, parents are encouraged to send a nutritious snack with your child. Research shows that a well-nourished child has higher brain functioning and therefore increases his/her academic potential.

### Snacks from Home / Treats for the Class **2021-2022 Safety Update:**

No outside treats can be shared with the class. We must encourage non food birthday treats or a different way to celebrate their special day.

For classroom parties, no sharing of food. Students can bring their own food.



# **Positive School Habits**



## **Backpacks and Folders**

Backpacks are recommended by the school to allow your child to easily carry school materials to and from school each day. Each classroom teacher will instruct students on a system to keep them organized and informed.

## **Homework and Homework Trackers**

Homework is assigned as a reinforcement of the concepts taught during the day. Each student is responsible for completing these assignments at home.

Assignment books / homework trackers are furnished by the school for students in grades 3-6 and serve as a communication tool between school and home. We ask that students and parents develop a habit of reviewing these trackers each day.

## **Items from home**

Cell phones, iPods, CD players and headphones, handheld games, toys and all other electronic devices should be left at home as they may be broken or lost. If they are brought to school, they should be left in the classroom, backpacks or in a designated place. These items are not allowed to be used during the school day, including lunch and recess.

If any item from home causes disruption of the school's normal routine, the student may be asked to put the item away and / or the item may be confiscated by school personnel to be picked up later. The school is not responsible for lost, broken or stolen items from home. Please talk with your student about the risks involved in bringing items from home and the responsibility that goes with these items.

## **Label Clothing / Lost and Found**

We ask that families spend the time labeling all clothing and school supplies so that when they are misplaced, they can be returned to you. If items are misplaced, please check the lost and found of your child's building.

## **Money at school**

When sending money to school with your child, please place the money in an envelope. Please write the child's name, amount and the intended use of the money on the envelope to avoid confusion. Students are encouraged not to carry money unless needed for a specific purpose.



# **Student Regulations and District Policies**

All policies for the Lewiston – Altura School District are housed and updated on our District Website. This link will take you to the Table of Contents for a complete list of these district policies.

[District Policy Table of Contents](#)

If you have any questions or would like clarification of any of these policies, feel free to contact the building principal. [driebel@lewalt.k12.mn.us](mailto:driebel@lewalt.k12.mn.us)

The links below are for policies most often needed or of interest for students, parents and families of our Elementary and Intermediate Schools. Those are followed by school notices.

[404 EMPLOYMENT BACKGROUND CHECKS](#)

[413 HARASSMENT AND VIOLENCE](#)

[501 SCHOOL WEAPONS POLICY](#)

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### **Family Education and Privacy Act**

The Family Education and Privacy Act requires that school districts annually publish a notice to parents and eligible students (students 18 and over) outlining the rights regarding a student's educational records.

All individual records on current students are filed in the school the student attends. Requests by parents or eligible students to review or inspect school records should be submitted to the high school principal.

Records on students who no longer attend District 857 are filed at the counselor's office. Requests for review of these records should be made to the high school counselor.

Any parent or eligible student may file a request to challenge inclusions in her/his educational records. This can be done by submitting a letter requesting a change in the record.

### **Protection of Pupil Rights Notice**

The Protection of Pupil Rights Amendment is intended to protect rights of parents and students as follows:

(a) All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

(b) No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning--

(1) political affiliations;

(2) mental and psychological problems potentially embarrassing to the student or his family;

(3) sex behavior and attitudes;

(4) illegal, anti-social, self-incriminating and demeaning behavior;

(5) critical appraisals of other individuals with whom respondents have close family relationships;

(6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or

(7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program),

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent.

(c) Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

(d) ENFORCEMENT.--The Secretary shall take such action as the Secretary determines appropriate to enforce this section, except that action to terminate assistance provided under an applicable program shall be taken only if the Secretary determines that--

(1) there has been a failure to comply with such section; and

(2) compliance with such section cannot be secured by voluntary means.

(e) OFFICE AND REVIEW BOARD.--The Secretary shall establish or designate an office and review board within the Department of Education to investigate, process, review, and adjudicate violations of the rights established under this section..

### **PUBLIC NOTICE CONCERNING USE OF PEST CONTROL MATERIALS**

Lewiston-Altura School District utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed;
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking and screening; and
4. Application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

### **SCHOOL COMPLAINT POLICY**

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided then students and parents, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate.

Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be provided. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any appropriate action or corrective measure that was taken. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

**2021-2022 Elementary-Intermediate Handbook updates:**

Elementary & Intermediate Schedules:	Adjusted for simultaneous bus dropoff and entrance to the buildings.
Staff Directory	Updated staff lists for 2021-2022
Bus Pass	In order to contact trace, bus passes are not allowed this year.
Drop Off/Pick up	Elementary doors open at 7:45. Students report directly to their classrooms Intermediate doors open at 7:55. Students report to classrooms.
Home-School Communication	PTCFast website will be used to schedule all conferences this year.
Visitors:	Visitors and volunteers are allowed in our school when wearing a mask.
Recess:	Masks are optional outdoors. Grade levels will attend recess together.
Safety Drills:	
Fire	Practices as usual.
ALICE	Talk through drills. Classrooms to visit our off campus rally site individually.
Storm	Talk through drills. Classrooms to visit our building shelters individually.
Health and Nutrition	Safety protocols updated from last fall. 3ft social distancing. Temperature Checks available at each office. All others continued.
Field Trips	Outdoor field trips allowed. Indoor trips will be reviewed for safety protocols.
Treats from home	No outside treats can be shared. Encourage non food items for celebrations.



## LEWISTON-ALTURA PUBLIC SCHOOLS MISSION STATEMENT

**Preparing our students to be productive members of their communities, our nation, and the world.**

### **DISTRICT 857 GOALS**

The Lewiston-Altura School District will:

- Strive to provide the best possible educational programs.
- Strive to hire, develop, and maintain the best possible staff.
- Strive to maintain a positive emotional and safe climate for learners and staff.
- Strive to maintain and improve the district infrastructure.

### **Guiding Principles for all Lewiston-Altura Students**

- Be Respectful
- Be Responsible
- Be Resourceful

### **ONLINE HANDBOOK**

A full version of this handbook can be found online at: [www.lewalt.k12.mn.us](http://www.lewalt.k12.mn.us)

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
400 Maryland Avenue SW  
Washington, DC 20202-4605

Dear Students & Parents/Guardians,

Welcome to the 2021-22 school year. Students at Lewiston-Altura High School have many opportunities to engage in variety of academic contents, work towards career pathways, and earn college credits while in high school. Students also have the ability to develop additional skills and friendships through participation in extra-curricular and social activities during their time at the high school. We highly encourage students to take advantage of these opportunities. Students find more joy and take more pride in their education when they are involved in activities during their high school experience.

This handbook has been prepared as a guide for students, teachers, and parents. Included are the procedures and links to policies necessary for our school to function effectively. It is everyone's responsibility to know the rules, procedures, and policies contained in this handbook. By working together, we can make this a successful year for all of our students.

Sincerely,

Dr. Cory Hanson  
High School Principal  
507-522-3232  
[chanson@lewalt.k12.mn.us](mailto:chanson@lewalt.k12.mn.us)

Brian Menk  
Dean of Students/Activities Director  
507-522-3295  
[bmenk@lewalt.k12.mn.us](mailto:bmenk@lewalt.k12.mn.us)

# I. General Information

## ADDRESS AND IMPORTANT CONTACT INFORMATION

The high school strives to maintain positive communication with its families. We regularly email, post Facebook messages, update the website, and call parents with school information. School information, notices of events and activities, forms, and additional communications are available on our website or through contacting the Lewiston-Altura High School office.

The Lewiston-Altura High School staff members highly encourage students and their parents to maintain strong communication with teachers and school officials. As questions and/or issues arise, students and parents are highly encouraged to call, email, or visit with their teachers and/or school administrators.

### Contact Us At:

#### ADDRESS

Lewiston-Altura High School  
100 Co. Rd 25  
Lewiston, Minnesota 55952

### Office Staff – Shelly Pringle and Amanda Koelln

507-523-2191 ext. 3

#### Attendance Line

507-523-2191, Ext. 3100

#### Fax Number

507-523-2286

#### Website Address

[www.lewalt.k12.mn.us](http://www.lewalt.k12.mn.us)

Lewiston-Altura High School Teaching Staff			
NAME	Job Assignment	DIRECT #	EMAIL
Anderson, Lori	7-12 Counselor	522-3233	<a href="mailto:landerso@lewalt.k12.mn.us">landerso@lewalt.k12.mn.us</a>
Brennan, Emily	7/8 Science	522-3299	<a href="mailto:ebrennan@lewalt.k12.mn.us">ebrennan@lewalt.k12.mn.us</a>
Centeno, Alberto	ELL	522-3311	<a href="mailto:acenteno@lewalt.k12.mn.us">acenteno@lewalt.k12.mn.us</a>
Clark, Bruce	10-12 Science	522-3285	<a href="mailto:bclark@lewalt.k12.mn.us">bclark@lewalt.k12.mn.us</a>
Czaplewski, Shannon	7-9 Special Education	522-3294	<a href="mailto:sczaplew@lewalt.k12.mn.us">sczaplew@lewalt.k12.mn.us</a>
Ellinghuysen, Joel	7-12 Tech Ed	522-3300	<a href="mailto:jellingh@lewalt.k12.mn.us">jellingh@lewalt.k12.mn.us</a>
Hamilton, Brian	7-12 Band	522-3292	<a href="mailto:bhamilton@lewalt.k12.mn.us">bhamilton@lewalt.k12.mn.us</a>
Hornberg, Kinsey	7-12 Special Education	522-3288	<a href="mailto:khornber@lewalt.k12.mn.us">khornber@lewalt.k12.mn.us</a>
Johanson, Anthony	8-12 Spanish	522-3289	<a href="mailto:ajohanson@lewalt.k12.mn.us">ajohanson@lewalt.k12.mn.us</a>
Justman, Joseph	10-12 Special Education	522-3235	<a href="mailto:jjustman@lewalt.k12.mn.us">jjustman@lewalt.k12.mn.us</a>
Kieselhorst, Brittnie	9-10 Special Education	522-3282	<a href="mailto:bkieselhorst@lewalt.k12.mn.us">bkieselhorst@lewalt.k12.mn.us</a>
Kuchta, Micah	7-12 PE/Health/Careers	522-3316	<a href="mailto:mkuchta@lewalt.k12.mn.us">mkuchta@lewalt.k12.mn.us</a>
Ledger, Ellie	4th qtr. Eng	522-3320	<a href="mailto:eledger@lewalt.k12.mn.us">eledger@lewalt.k12.mn.us</a>
Ledger, Jake	7-12 PE Health Careers	522-3293	<a href="mailto:jledger@lewalt.k12.mn.us">jledger@lewalt.k12.mn.us</a>
Manley, Sharon	7-12 Media	522-3291	<a href="mailto:smanley@lewalt.k12.mn.us">smanley@lewalt.k12.mn.us</a>
Moe, Kimberly	7-12 Art	522-3296	<a href="mailto:kmoe@lewalt.k12.mn.us">kmoe@lewalt.k12.mn.us</a>
Mullen, Amy	7/8 English	522-3305	<a href="mailto:amullen@lewalt.k12.mn.us">amullen@lewalt.k12.mn.us</a>
Noll, Laura	HS English	522-3298	<a href="mailto:lnoll@lewalt.k12.mn.us">lnoll@lewalt.k12.mn.us</a>
Nusbaum, Laura	9/12 Math	522-3286	<a href="mailto:lnusbaum@lewalt.k12.mn.us">lnusbaum@lewalt.k12.mn.us</a>
Ruppert, Maranda	Social Worker	522-	<a href="mailto:mruppert@lewalt.k12.mn.us">mruppert@lewalt.k12.mn.us</a>
Scheck, Ethan	9/10 Social Studies	522-3284	<a href="mailto:escheck@lewalt.k12.mn.us">escheck@lewalt.k12.mn.us</a>
Schultz, Trisha	7-12 Business	522-3283	<a href="mailto:tschultz@lewalt.k12.mn.us">tschultz@lewalt.k12.mn.us</a>
Sikkink, Connie	7/8 Math	522-3306	<a href="mailto:csikkink@lewalt.k12.mn.us">csikkink@lewalt.k12.mn.us</a>
Spencer, Erin	11/12 Social Studies	522-3307	<a href="mailto:espencer@lewalt.k12.mn.us">espencer@lewalt.k12.mn.us</a>
Stevenson, Steven	English / Intervention	522-3297	<a href="mailto:sstevenson@lewalt.k12.mn.us">sstevenson@lewalt.k12.mn.us</a>
Stoppelmoor, Kaleb	7-12 Ag	522-3308	<a href="mailto:kstoppelmoor@lewalt.k12.mn.us">kstoppelmoor@lewalt.k12.mn.us</a>
Thorson, Eric	10/11 Math	522-1794	<a href="mailto:ethorson@lewalt.k12.mn.us">ethorson@lewalt.k12.mn.us</a>
VanderPlas, Michael	7/8 Social Studies	522-3304	<a href="mailto:mvanderp@lewalt.k12.mn.us">mvanderp@lewalt.k12.mn.us</a>
Wilmes, Matthew	7-12 Choir	522-3310	<a href="mailto:mwilmes@lewalt.k12.mn.us">mwilmes@lewalt.k12.mn.us</a>
Zinck, Emily	9-12 Science	522-3287	<a href="mailto:ezinck@lewalt.k12.mn.us">ezinck@lewalt.k12.mn.us</a>

# I. Schedule and Academics

## DAILY SCHOOL SCHEDULE

LAHS runs two daily schedules, one to accommodate our Middle School Program for 7<sup>th</sup> and 8<sup>th</sup> grade students and the other to accommodate students in grades 9-12. Students will be notified of changes to schedules through homeroom and announcements for pep fests or upcoming events through email.

There are monthly late starts throughout the school year where students will begin classes at 10:00 instead of 8:00.

LEWISTON-ALTURA HIGH SCHOOL DAILY SCHEDULE						
7th and 8th Grade			9th through 12th Grade			
PERIOD	TIME	LENGTH	BLOCK	PERIOD	TIME	LENGTH
1	8:04-8:44	40 Minutes	Block 1	1	8:04-8:44	84 Minutes
2	8:48-9:28	40 Minutes		2	8:48-9:28	84 Minutes
3	9:32-10:12	40 Minutes	Block 2	3	9:32-10:12	84 Minutes
4	10:16-10:56	40 Minutes		4	10:16-10:56	84 Minutes
5 (HR/C29)	11:00-11:32	32 Minutes	5 (HR/C29)	5	11:00-11:32	32 Minutes
6	11:36-12:16	40 Minutes	9/10 Lunch and Block 3	Lunch	11:32-12:02	30 Minutes
				6	12:06-12:46	84 Minutes
Lunch	12:16-12:46	30 Minutes	11/12 Lunch and Block 3	6	11:36-12:16	84 Minutes
7	12:50-1:30	40 Minutes		7	12:20-1:00	84 Minutes
8	1:34-2:14	40 Minutes	Block 4	8	1:34-2:14	86 Minutes
9	2:18-3:00	42 Minutes		9	2:18-3:00	86 Minutes

LEWISTON-ALTURA HIGH SCHOOL LATE START SCHEDULE						
7th and 8th Grade			9th through 12th Grade			
PERIOD	TIME	LENGTH	BLOCK	PERIOD	TIME	LENGTH
1	10:04-10:34	30 Minutes	Block 1	1	10:04-10:34	63 Minutes
2	10:37-11:07	30 Minutes		2	10:37-11:07	63 Minutes
3	11:10-11:40	30 Minutes	Block 2	3	11:10-11:40	63 Minutes
Lunch	11:43-12:13	30 Minutes		4	11:43-12:13	63 Minutes
4	12:16-12:46	30 Minutes	9/10 Lunch and Block 3	Lunch	12:16-12:46	30 Minutes
6	12:49-1:19	30 Minutes		6	12:49-1:19	30 Minutes
			7	1:22-1:52	30 Minutes	
7	1:22-1:52	30 Minutes	11/12 Lunch and Block 3	6	12:16-12:46	30 Minutes
8	1:55-2:25	30 Minutes		Lunch	12:49-1:19	30 Minutes
9	2:28-3:00	32 Minutes	Block 4	7	1:22 - 1:52	30 Minutes
				8	1:55-2:25	65 Minutes
				9	2:28-3:00	65 Minutes

## School Calendar

LEWISTON-ALTURA ISD #857 2021-22 School Calendar Draft June 9 Option														
1st Quarter							January - 19 Days							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
				1	2	3	Aug. 30 - Sept. 1 Teacher Workshop							1
4	5	6	7	8	9	10	Aug. 31 LAHS Orientation 4:00-7:00	2	3	4	5	6	7	8
11	12	13	14	15	16	17	Sep. 5 Labor Day-No School	9	10	11	12	13	14	15
18	19	20	21	22	23	24	Sep. 7 1st Day School/Kid Orientation Sept 7-8	16	17	18	19	20	21	22
25	26	27	28	29	30	31	Sep. 20 2 Hour Late Start	23	24	25	26	27	28	29
							Oct. 11 2 Hour Late Start	30	31					
							Oct. 11 LAHS Open Conferences 4-7							
							Oct. 21/22 No School MEA Break							
August							February - 19 Days							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	Nov. 4 Last Day of Quarter 1			1	2	3	4	5
8	9	10	11	12	13	14	Nov. 5 No School Staff Development	6	7	8	9	10	11	12
15	16	17	18	19	20	21	41 Student Days	13	14	15	16	17	18	19
22	23	24	25	26	27	28	44.4 Elem. 44.8 Sec. Teacher Days	20	21	22	23	24	25	26
29	30	31					2nd Quarter	27	28					
							Nov. 15 2 Hour Late Start							
							Nov. 18 LAHS Scheduled Conferences 4-7							
September - 18 Days							March - 21 Days							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4	Nov. 18 Pre-K 6 Conferences 4-7			1	2	3	4	5
5	6	7	8	9	10	11	Nov. 22 Pre-K 6 Conferences 4-7	6	7	8	9	10	11	12
12	13	14	15	16	17	18	Nov. 24-25 No School Thanksgiving	13	14	15	16	17	18	19
19	20	21	22	23	24	25	Dec. 13 2 Hour Late Start	20	21	22	23	24	25	26
26	27	28	29	30			Dec. 23 - Jan. 2 No School Winter Break	27	28	29	30	31		
							Jan. 10 2 Hour Late Start							
							Jan. 17 No School MLK Day							
							Jan. 21 Last Day of Semester 1							
October - 19 Days							April - 18 Days							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
					1	2	Jan. 24 No School Staff Development							
3	4	5	6	7	8	9	44 Student Days							
10	11	12	13	14	15	16	48.8 Elem. 48.4 Teacher Days	3	4	5	6	7	8	9
17	18	19	20	21	22	23	3rd Quarter	10	11	12	13	14	15	16
24	25	26	27	28	29	30	Feb. 10 Pre-K 6 Conferences 4-7	17	18	19	20	21	22	23
							Feb. 14 2 Hour Late Start	24	25	26	27	28	29	30
							Feb. 14 Pre-K 6 Conferences 4-7							
							Feb. 14 LAHS Scheduled Conferences 4-7							
							Feb. 21 No School President's Day							
November - 19 Days							May - 21 Days							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
							March 11-14 No School - Spring Break							
7	8	9	10	11	12	13	March 21 2 Hour Late Start	1	2	3	4	5	6	7
14	15	16	17	18	19	20	March 31 Last Day of 3rd Quarter	8	9	10	11	12	13	14
21	22	23	24	25	26	27	April 1 No School Staff Development Day	15	16	17	18	19	20	21
28	29	30					45 Student Days	22	23	24	25	26	27	28
							48.8 Elem. 48.4 Secondary Teacher Days	29	30	31				
							4th Quarter							
							April 4 2 Hour Late Start							
							April 15-18 No School Easter Break							
December - 16 Days							June - 7 Days							
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	
			1	2	3	4	April 28 LAHS Registration and Scheduled Conferences 4-7							
5	6	7	8	9	10	11	May 9 2 Hour Late Start				1	2	3	4
12	13	14	15	16	17	18	May 30 No School - Memorial Day	5	6	7	8	9	10	11
19	20	21	22	23	24	25	June 9 Last Day of School	12	13	14	15	16	17	18
26	27	28	29	30	31		June 10 No School Staff Development	19	20	21	22	23	24	25
							June 10 LAHS Graduation 7 PM	26	27	28	29	30		
							46 Student Days							
							48 Elem. 48.4 Secondary Teacher Days							
							Total: 476 Student Days/185 Teacher Days							

KEY	<ul style="list-style-type: none"> <li>K-6 PT Conferences/Open House</li> <li>No School-Teacher Workshop</li> <li>Student Late Start 10:00 AM</li> <li>7-12 P/T Conferences/Open House</li> <li>No School for Students and/or Staff</li> <li>Last Day of Qtr./Last Student Day</li> <li>First Day of Qtr./First Student Day</li> <li>Graduation</li> </ul>	<ul style="list-style-type: none"> <li>3 Snow Days 1-3 will not be rescheduled</li> <li>Make-up Days for 8 Snow Days 4/5; March 11 and April 18</li> <li>7 Teacher Workshop Days</li> <li>4 Elementary Conferences and 1 Orientation Day</li> <li>4 High School Conferences and 1 Orientation Day</li> </ul>
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## Yearly Forms to Complete

### All Students

- Online Registration (JMC Updates)
  - Update Contacts
  - Parent and Student Handbook Signatures
  - Photo Release
  - Technology Use Permission
  - Email Correspondence
- \*Technology Insurance Form (New this year)
- Free and Reduced Lunch Application

### As Needed by Families:

- Release of Information (If needed for a non-custodial parent to have permission to access records or call students in to school as absent.)
- Permission to Carry Medication

### COVID-19 Protocols

Students in grades 7-12 are strongly encouraged to mask on a daily basis, as cases are high to avoid the need to quarantine. Masks are not required at this time, except for when students ride any form of district transportation. Transportation to and from school, for field trips, and for activities requiring masking for all riders.

We will be following the MDH guidelines for quarantining close contacts. Our goal is to keep as many students in school as possible, but close contacts and symptomatic students will receive quarantine information from the school nurse.

Teachers will communicate with students and families at the beginning of the quarantine to discuss a plan related to keeping quarantined students updated with class learning. Discussions will need to be ongoing, and students have to be comfortable reaching out to their teachers for help.

Classroom sizes are limited, so in some situations, students will only be three feet, not six feet apart. In order to provide the best possible education, we do not want to limit labs and other hands-on activities, so students will be in closer contact situations. At lunch, students will have the option, similar to last spring, of sitting with four students per table with one seat in between or spacing out in the gym. We will take seating charts of the cafeteria at lunch for the purposes of determining contacts, but not in the gym.

We will continue encouraging proper hand hygiene, sanitizing classrooms spaces daily, and maintaining space where possible.

If you have additional questions or concerns related to COVID-19, please reach out to Dr. Hanson, Mr. Menk, or Mrs. MacPherson.

### HOMEROOM

All students grades 7-12 are assigned a homeroom teacher. There will be a weekly homeroom rotation that will begin after homecoming. Each day has a different focus. Some days will focus on college and career readiness, some days will focus on organization, goal setting, or other skill lessons. Two days a week will be choice days for students that do not need homework support or intervention. One day a week will be a choice day for all students. Students will check-in daily to homeroom for announcements and information from advisors prior to attending C29 time. Students will be marked absent for this period if they do not check in. PSEO students need to let the office know if they will be in the building during homeroom time or they will also be marked absent. Homeroom advisors work with students to set academic and personal goals for the school year. Homeroom time will help students establish a sense of community in the school through the development of homeroom events and by providing opportunities for class and organization meetings, behavior education, and school assemblies.

### MIDDLE SCHOOL MODEL

LAHS uses a middle school structure to facilitate instruction for students in 7<sup>th</sup> and 8<sup>th</sup> grade. Our 7<sup>th</sup> and 8<sup>th</sup> grade program operates on an eight period day with regular class periods being 40 minutes long. A team of core teachers

collaborates on a regular basis to develop and map their curriculum to accommodate students, plan 7<sup>th</sup> and 8<sup>th</sup> grade homeroom activities, and to monitor student issues.

### SCHOOL CLOSING DUE TO WEATHER

The superintendent or the superintendent's designee will decide whether school will close because of weather. School patrons should listen to the following radio and television stations for closing and weather-related information:

<b>WCCO</b>	<b>KFIL</b>	<b>KAGE</b>	<b>KWEB</b>
<b>KWNO</b>	<b>KTTC-TV</b>	<b>KROC</b>	<b>KMSP (FOX 9)</b>

PLEASE DO NOT CALL AN ADMINISTRATOR, A TEACHER OR A BOARD MEMBER AT HOME, AS THIS MAY TIE UP PHONE LINES WHEN QUICK COMMUNICATION IS NEEDED.

The school district will also use Remind, an automated text/email service to send emergency closing notification to district families. Announcements will be placed on the district website and the Lewiston-Altura High School Facebook page.

### GRADUATION REQUIREMENTS

The following requirements must be met to earn a Lewiston-Altura High School diploma.

1. Meet state testing requirements.
2. Earn 30 course credits as follows: Students must take 2 credits of classes each quarter.

### Course Requirements

Students must take 8 credits of classes each year for 4 years for a total of 32 credits. Some of these classes are REQUIRED classes and some are ELECTIVE classes. Diploma credit requirements are 30 credits. Students are required to maintain fulltime status throughout their entire time at the high school.

### Required Classes (19 credits)

**English (4 credits)** Four credits of English classes including English 9, English 10, and English 11. The fourth English credit may be selected from English 12 or AP English.

**Social Studies (4 credits)** Four credits of social studies classes including American History I, American History II, World Geography, and Social Studies 12.

**Science (3 credits)** Three credits of science including Science 9 and Biology, and third science credit in chemistry, physics, or a career and technical education credit as part of the 3 credit requirement. (The CTE credit must meet the standards underlying the chemistry or physics credit.)

**Math (3 credits)** Three credits of math courses including Algebra I, Geometry, and one additional credit in Algebra II, Technical Math, Advanced Math, and AP Calculus.

**Fine Arts (1 credit)** One full credit required in Media Arts, Music, or Visual Arts. All courses offered in the Art and Music departments apply to this requirement. Other Media Arts offerings that can help fulfill this requirement include Broadcast Technology, Graphic Communications, and Yearbook.

**Physical Education and Health (2 credits)** One credit of physical education classes including P.E. 9 and P.E. 10, one half credit of Health 10, and one half elective credits in PE or Health.

**Business (1/2 credit)** One half credit of classes from the Business curriculum.

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

**Technology Education (1/2 Credit)** One half credit of classes from the Technology curriculum.

**Agriculture Education (1/2 Credit)** One half credit of classes from the Agriculture curriculum.

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

Please note that beginning with the class of 2023, students will not be required to have PE 10 but will have the choice of one credit of PE or Health courses to complete their 2 credits. Beginning with the class of 2024, students will only be required to earn credits in two of the following three areas: Business, Technology, and Agriculture Education. The total credit amount in these three areas remains 1.5 credits.

### CLASS SCHEDULE CHANGES

Schedules will be available at the open house in August or on the first day of school. All students are required to take four (4) credits of courses over the four blocks of the school day. Students may add a course to their schedules, if there is room after final registration. Students MAY DROP A COURSE from their schedules during the first 3 days of each semester only if they can replace that course with another appropriate course. Students may apply for a schedule change at the counseling office. Approvals for schedule changes will be given on the merit of each case individually and WILL NOT BE AUTOMATIC. The principal must approve schedule changes. Students who drop a semester class after the first quarter will receive an F for the class.

### GUIDANCE AND COUNSELING

Counseling services are available to all LAHS students. The counselor's office contains an excellent library of college catalogs and information about financial aid. The counselor is available to help students with post secondary applications, academic concerns, and personal or social problems. Drop in or make an appointment to speak with the counselor.

### COLLEGE IN THE SCHOOLS

Lewiston-Altura High School offers students multiple ways to potentially earn college credit while in high school. Concurrent enrollment courses are offered at the high school by high school teachers working in conjunction with college professors. Students earn college credit by earning a passing grade in the class. Students that complete a credit recovery contract for a concurrent enrollment course are not eligible for college credit. Advanced Placement (AP) and CLEP courses are available to students as well. In order to earn college credit, students must take an exam at the end of the school year in that subject. Articulated credit programs exist with universities where students are able to enter a college and receive college credit for a similar course; please see the course registration guide for additional details. Students also have the option of Post-Secondary Enrollment Options Program courses. A separate handbook for students interested in pursuing the Post-Secondary Options Program is available from the guidance counselor. Students attend online college courses through a local university or attend traditional on campus courses for credit at both the high school and the university. The deadline for applying for PSEO for anytime during the academic year is May 30<sup>th</sup> of the previous school year.

### GRADING

- Each quarter student work is graded using the following scale:

A	93-100	C-	70-72
A-	90-92	D+	67-69
B+	87-89	D	63-66
B	83-86	D-	60-62
B-	80-82	F	0-59
C+	77-79	Incomplete	
C	73-76	Pass	

- Course credits will be determined by the following formula:

#### Semester Courses .5 Credits

1st nine weeks...40-50%

2nd nine weeks...40-50%

\*semester assessment...0-20%

#### Quarter Courses (.5 Credits)

Nine weeks...80-100%

\*Quarter assessment...0-20%

- \*Assessments may be a paper, project, presentation or test as determined by the teacher to demonstrate mastery of academic standards.
- Mid-term Reports – At the end of each quarter a mid-term report is prepared for each student and his/her parents. These reports are sent out through JMC approximately one week after the end of each quarter. Conferences are not aligned with midterms, but staff are always willing to meet with parents and students. Also, students and parents are encouraged to contact teachers whenever concerns or questions develop.
  - Grades are also available through the JMC link on the school web site. Students and parents may access assessment scores and grades using the Internet with a username and password. Contact the high school office to activate this feature. JMC also allows parents to receive alerts based upon grades or missing assignments.

- If a student receives a grade of I for any quarter, the I signifies that their work for the class is incomplete, and that the student has an opportunity to make up course requirements to obtain a passing grade. **Students will be allowed a maximum of two (2) weeks after the end of a quarter to make up work unless the teacher grants an extension with the approval of the Principal.**

- Credit Recovery Program** – Students who earn a grade that is close to passing from a quarter or semester course have an opportunity to earn a passing score for the course by agreeing to a credit recovery contract with the teacher. Contracts are usually discussed with about two weeks left in the course. Teachers individually assign contracts to students based upon their need to demonstrate proficiency on specific standards or tasks. Credit recovery is held after school two days per week. Students that are enrolled in credit recovery contracts are required to attend. Credit recovery is available during the school year and during a two-week summer session. Credit recovery is a privilege for students, but may be taken away due to disciplinary concerns or non-completion of work. Credit recovery contracts will have a completion timeline with them, not to extend beyond one calendar year.

Additional opportunities are being explored at this time for students to complete work if they are behind more than two credits which would lead to that student not graduation on time. Students must fail a course in order to qualify for earning a full credit back in the new models.

- Passing Requirements for Middle School Students** - All 7<sup>th</sup> and 8<sup>th</sup> grade students are required to earn passing grades in math, social studies, science, and English to advance to the next grade. Students who do not meet this requirement may have to attend summer school or retake the classes during the next school year.

### ACADEMIC AWARDS

#### Honor Rolls

Honor Rolls will be published after each quarter. To be eligible for the honor roll, a student must be enrolled fulltime. Students may qualify for one of three separate levels of honor status. Students enrolled in PSEO coursework will only be eligible for honor roll at the end of each semester after they have submitted their college transcripts to the counseling office.

**Straight (A)** -3.66 average, no grade lower than A-

**High Honor Roll** - 3.50 average, no grade lower than B.

**Honor Roll** - 3.00 average, no grade lower than C-

These standards are based on a 4 point scale with:

A = 4.0                      A- =3.667

B+ = 3.333                      B = 3.0

B- = 2.667                      C+ = 2.333

C = 2.0                              C- = 1.667

D+ = 1.333                      D = 1.0

D- = .667                              F = 0.

#### Academic Letters

The purpose of this award is to recognize outstanding academic achievement by students in grades 9-12 during the entire school year. Students who qualify will be awarded a school letter for the first time and a bar pin for each additional time. The following criteria must be met to earn an Academic Letter

- Grades for all classes will be used to determine eligibility.
- Abide by school activity rules. Students will become ineligible for an academic letter on the 2<sup>nd</sup> violation from 7-12 grade of any school activity rule.
- Students must earn a 3.0 GPA with no grade lower than a C- each quarter for the entire school year.
- Students in grades 10-12 will be awarded letters at the beginning of the school year based on grades earned in the previous year.
- Students in grade 12 will also be awarded letters before graduation based on grades earned during quarters 1-3 of the current school year.

### **Gold Card Recognition Program**

Lewiston-Altura High School participates with area schools in an academic recognition program called the gold card program. Students who have quarter grades of either an A or an A- in every course during either the first semester or the second semester qualify for a Gold Card for the next school year. Gold Cards are awarded to Lewiston-Altura students in grades 8-12 at the beginning of the school year based on grades earned at from the previous year while enrolled at Lewiston-Altura. Students that were enrolled in a different school during the previous school year are not eligible for the recognition. Gold Cards allow students free admission to sports events at participating schools for the entire school year.

### **Graduation Honor Students**

Students who earn a cumulative high school grade point average of 3.50 will be recognized as graduating with honors at the Honors and Awards Ceremony and in the graduation program.

### **NATIONAL HONOR SOCIETY**

#### **Eligibility Requirements**

Students in grades 10–12 who meet the requirements for membership of Eligibility Requirements

Students in grades 10–12 who meet the requirements for membership outlined by their school's chapter are eligible to be invited for membership.

Each chapter is required to publish its qualifications for membership, which is based on the four pillars of NHS:

- **Scholarship**  
Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence. (Each school chapter is allowed to require a higher cumulative GPA.)
- **Service**  
This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership**  
Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character**  
The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

### **LUNCH PROGRAM**

**We encourage every family to complete the Free and Reduced Lunch application regardless of income. This application dictates multiple school funding formulas, so we need as much data submitted to the state as possible. Even though meals are free for the 2021-22 school year, we still need forms completed or we will lose necessary funding. Forms are available to apply for free or reduced lunches from any school office and on the district website. If your child is new to the district and has a food allergy, please contact the high school office, so you can speak to the nurse and food service.**

#### **2021-22 High School Lunch Prices:**

Breakfast	Free
Adult Breakfast	\$1.80
7-12 Regular Lunch	Free
Adult Lunch	\$3.75

The school operated lunch program is open to serve students meals at a reasonable price. Students may bring a sack lunch. All students will be provided a school lunch regardless of their account balance. However, students with a negative account balance will not be able to purchase items from a la carte.

To keep our lunchroom and school attractive, clean and orderly the following procedures are used:

1. Students will line up based upon their grade level with the oldest grade lining up first.
2. Leave the tables and floor in a neat condition.

3. Return the dishes, glasses, and silverware to the proper place. Please recycle those items that are able to be recycled, keep food scraps on your tray, and put non-recyclables in the garbage.
4. **Do not take food or drink out of the lunchroom.**

Students finishing lunch are to remain out of those areas of the building where classes are in session unless you have administrative approval. No one should be past the main entrance doors or other restricted areas during their lunch period. Gyms will be open on most days after lunch, but students may not go to gym without a supervisor.

### **Leaving the School Grounds at Noon**

Students are not to leave the school grounds during the lunch period unless they have permission from the school office.

No one is to be in a car, on a car, drive a car, or ride in a car during the noon hour or any other time during regular school hours without permission from the school administration or their designee.

### **LOST AND/OR MISSING ITEMS**

From time to time, students report lost, missing, or stolen items to the office. **The high school is not responsible for any lost, missing or stolen items.** It is recommended that students leave items of value at home, and if they are required, they need to be left in their school or gym locker with a lock. Student backpacks need to remain in their lockers, so students should keep their lockers locked at all times.

It is recommended that students check the Lost and Found for missing items.

### **DAMAGED OR LOST TEXTS**

Fines are assessed to students who damage a book based upon the full replacement cost of the book.  
New...full value    Good...3/4 value    Fair...1/2 value    Poor...1/4 value

### **DAMAGED OR LOST TECHNOLOGY**

Lewiston-Altura Public School District provides high school (grade 7-12) students devices to use in our digital learning environment. Similar to textbooks, daily use of devices will cause wear and tear and there will be expected needs for occasional repairs. Students are expected to take care of the device and practice appropriate computer procedures. Intentional damage to devices is not acceptable. Students need to complete a tech ticket upon noticing any technology issue, so that we can prevent minor damage from becoming a major problem.

Students/families are required to pay full repair or replacement costs for **intentional damage to a school device. The student will not be issued a new device for home use until the charge is paid; students will receive a device on loan for use in school.** Intentional damage includes thrown devices, keys removed from the keyboard, cameras poked out, intentional water damage, etc. The insurance plan does not apply to devices that have been lost, stolen, or intentionally damaged or vandalized. Gopher Mods and our tech department will determine the difference between computer failure, accidental damage, and intentional damage. Parents will receive a copy of technology use form / insurance option. Insurance does not begin until after fees have been received.

# II. General School Procedures

## ANNOUNCEMENTS

Announcements will be made over the public address system during homeroom and at the end of each day. Announcements must be endorsed by an employee of the school system. Parents needing to leave messages with the office need to have the message to the office by 10:55 or 2:50 in order for the messages to reach the student.

## TELEPHONE MESSAGES FOR STUDENTS

Students will be called to the telephone by the office only in an extreme emergency. The school phones are for school business. Only in cases of EMERGENCY should it be used by parents to get messages to children. Parents should feel free to call and leave a message for their student at any time, and it will be delivered or students will be called down to receive the message.

## ARRIVAL AT AND DEPARTURE FROM THE BUILDINGS

Student activity at arrival and departure should conform to the following:

1. Once students are on or near the school grounds, their conduct is subject to faculty supervision and the rules and regulations of the Lewiston-Altura School.
2. Doors will be opened at 7:15 a.m. and students will not be allowed in school until that time unless specific arrangements are made to be with a teacher, adviser, or coach.
3. Upon arrival at school, students are not allowed to leave school grounds before school without permission from the high school office.
4. Doors will be locked from 8:04 a.m. to 3:00 p.m. Any student or visitors arriving during the school day will need to be identified and buzzed in by the front office.
5. If a student needs to be excused early from school, a written notice or phone call from a parent or guardian must be received by the office.
6. Students are not to be in the building after 3:15 p.m. unless attending school activities arranged and supervised by teachers or coaches. Anyone else will be asked to leave the building.

## Procedures for Leaving and Returning During the School Day

Students are not to leave the school grounds during school hours without the approval of the administration/office. No one is to be in the parking lot during school time without permission from the administration. Students driving to school MUST park in the east school parking lot unless they receive permission from the administration.

If a student must leave the building during the school day, he/she must:

- a. Obtain permission from the office and sign out.
- b. Upon returning to the building sign in at the office.
- c. If your request to leave is for a medical appointment documentation of the appointment should be provided upon return, so the absence can be marked as excused.
- d. Check out with the office even if school has not started when you leave.

If a student has to go home for anything during the day, he or she will be permitted to do so, if deemed necessary by an administrator or designee. In case of sickness, the parents will be called before the student will be released.

PSEO students need to sign-in at the office upon entering the building each day and upon return. PSEO students who stay at the school during a college course block will be supervised in the media center. PSEO students may not stay in a teacher's classroom or in the hallways.

## LEAVING AND RETURNING TO CLASS

Students may sign out of a class to use a restroom with the approval of a supervising teacher. **Only one person may be signed out at a time. Sign outs for a drink or to a locker are limited to special circumstances.** Passes may be granted to students wishing to see a specific teacher or for the office. Every pass must be filled out as to destination, date, time and signed by both teachers. No student should be in the hall, other than passing time, without a pass and having signed out.

## VISITORS

All visitors to the school need to report to the office upon arrival, and those coming during the school day will need to be identified and state their reason for visiting before being buzzed in by office staff. Visitors will be required to wear an identification badge. Visitors who want to meet with staff members or students need to have administrative permission prior to the visit. Permission may be granted based on the urgency of the need and the effect on the educational operation of the school.

Due to COVID-19, all visitors during the school day will need to present evidence of vaccination status or remained masked; this includes but is not limited to recruiters, contractors, parents, and guests.

## PARKING LOT SAFETY

Students who drive to school may use the east parking lot. The west parking lot is off limits to students unless special permission is granted by the high school principal. Students are expected to drive slowly and cautiously to help provide a safe environment. Students are expected to park only within spaces marked by the yellow/white lines. Students are strongly encouraged to lock their vehicle. For safety and security reasons students are not to be in the student parking lot during the school day without permission from the high school office. The school's Parking Lot and Student Vehicles Policy is included in the policy section of this handbook. Students that do not follow the rules may be restricted from parking on school grounds.

## BULLETIN BOARD USE AND POSTING INFORMATION

No material of any type may be posted without prior approval of the administration; a signature from an administrator needs to be present on the posting in order for it to remain up.

## SECURITY CAMERAS

The school uses video cameras to help provide for the safety of students, staff, and property. Video cameras may be used to monitor school entrances, hallways, parking lots, and school outdoor areas. The school may use videotape information as evidence in any disciplinary action brought against any student, arising out of the student's behavior.

## INTERNET AND TECHNOLOGY USE/MEDIA DEVICES

Electronic media devices such as Cell Phones, Tablets, Laptops, I-Pods, MP3 Players, cameras, personal video game systems, etc., when used properly may be useful tools to improve on instruction. Because of this student are allowed to bring these devices to school to be used for instructional use only. **If students choose to bring these items to school, they do so at their own risk and the school accepts no responsibility for any lost or stolen items. Keep valuables in secure locations.**

Students may use cell phones and other electronic media devices before, after school, and during lunch. Each teacher will determine acceptable use in their classroom based on the instructional plans. Students must follow the guidelines of each teacher when in their classrooms. Additionally, students shall not record other people (staff, students, etc.) without their knowledge and consent, i.e. – Angel Sense, during the school day or during any school sponsored activity. This includes during online courses that are live streamed to students.

Teachers will address and resolve issues as they arise within the classroom. Students referred to the office for violating the Internet & Technology Acceptable Use Policy may be assigned consequences for insubordination according to the school's discipline policy, may have their cell phone and/or electronic device confiscated, and may result in loss of the students' privilege to bring electronic media devices to school.

## Cell Phone Violations Policy

1. Teacher confiscates the device and returns at the end of the class period.
2. Teacher confiscates the device and turns into the office. Students need to speak to the Dean or Principal in order to get their device returned at the end of the school day.
3. Teacher confiscates the device and turns it into the office. Parents or Guardians are notified and must come pick the device up or make arrangements for another adult to pick up.
4. Teacher confiscates the device and turns it into the office. Parents or Guardians are contacted and must come pick the device up. Plans are made for student to not bring the device to school any longer.

## **FIRE AND SEVERE WEATHER DRILL PROCEDURES**

### **Fire Drill**

1. Close the door after leaving the room.
2. Move quickly, but do not run.
3. Follow instructions provided for each room.

### **Tornado Drill**

1. Move quickly, but do not run, to the designated area.
2. Those outside should return to building.
3. Stay away from doors, windows, and 30 feet from entryways.

## **FUND RAISING**

All school sponsored fund raising projects must have prior approval of the administration. Request forms are available at the high school office. Fund raising requests should be approved at the beginning of the school year as much as possible.

## **LIBRARY**

The library is open for students use from 7:30 a.m. to 11:30 a.m. or when accompanied with an adult. Any materials taken from the library must be properly checked out at the circulation desk. All books may be checked out for two weeks. Books placed on reserve for overnight use must be returned before the first class the following school day. Bound periodicals and single issues may be checked out overnight. Students assume responsibility for materials checked out in their name. Do not lend them to others.

## **SCHOOL SPONSORED DANCES**

Students not enrolled at Lewiston-Altura school may attend if they are signed up in the office by an LAHS student prior to the event. One guest per LAHS student is permitted, and the sponsoring student is held responsible. If any student or guest must be asked to leave for drinking, smoking or other unacceptable behavior, they will not be allowed entry to any school dance for the remainder of the year. A minimum of two teachers and two parents are required as chaperones before any dance will be approved by the administration. High School dances (9, 10, 11, and 12) will run from 8-12:00 p.m. and Junior High (7, 8) dances will run from 7-10:00. **An "In you are In, Out you are Out" policy will be enforced. There is no re-entry after leaving the dance.**

# III. District Policies

Lewiston-Altura High School operates under the direction of Federal Laws, Minnesota State Statute and ISD 857 School Board Policies, as well as Minnesota State High School League recommendations. Administrators and teachers utilize the policies as a guide for making educational decisions related to attendance, curriculum, discipline, etc. The policies cannot govern every situation, and in the event of a situation arising that is not covered under one of these sources of information, the school administration has the ability to make a decision in the best interest the district, school, and student. A complete list of policies can be found on the school district webpage at [lewalt.k12.mn.us](http://lewalt.k12.mn.us) under the District Office Button and then by selecting District Policies. Policies are reviewed by the district Policy Review committee and approved by the school board. Policies do change throughout the school year. The following is a list of student-related policies for reference. Additional information will be provided after the list of policies.

[501 School Weapons Policy](#)

[502 Search of Student Lockers](#)

[503 Student Attendance](#)

[504 Student Dress and Appearance](#)

[505 Distribution of Nonschool Material](#)

[506 Student Discipline](#)

[506F Notice of Suspension](#)

[507 Corporal Punishment](#)

[508 Extended School Year for Certain Students with Individual Education Plans](#)

[509 Enrollment of Nonresident Students](#)

[509F Enrollment of Nonresident Students Form](#)

[510 School Activities](#)

[511 Student Fundraising](#)

[511F Student Fundraising Form](#)

[512 School Sponsored Student Publications](#)

[513 Student Promotion](#)

[514 Bullying Prohibition Policy](#)

[515 Protection & Privacy of Pupil Records & Public Notice & Juvenile Systems Request for Information](#)

[515F Public Notice](#)

[516 Student Medication](#)

[517 Student Recruiting](#)

[518 DNR-DNI Orders](#)

[519 Interviews of Students by Outside Agencies](#)

[520 Students Surveys](#)

[520F Students Surveys Public Notice](#)

[521 Student Disability Nondiscrimination](#)

[521F Report Form](#)

[522 Student Sex Nondiscrimination](#)

[522F Report Form](#)

[523 Policies Incorporated by Reference](#)

[524 Internet & Technology Acceptable Use Policy](#)

[525 Violence Prevention applicable to Students and Staff](#)

[526 Hazing Prohibition](#)

[527 Student Use and Parking of Motor Vehicles](#)

[528 Student Parental, Family and Marital](#)

[529 Staff Notification of Violent Behavior by Students](#)

[529F Staff Notification Form](#)

[530 Immunization Requirements](#)

[531 The Pledge of Allegiance](#)

[532 Use of Peace Officers & Crisis Teams to Remove Students with IEPs from School Grounds](#)

[533 Wellness](#)

[533A Wellness](#)

[534 Unpaid Meal Charges](#)

[535 Gift Solicitation from Civic Organizations Policy](#)

[536 Student File Retention Schedule](#)

[596 Video Movie Usage](#)

[597 Kindergarten Admission Policy](#)

[601 School District Curriculum and Instruction Goals](#)

[602 Organization of School Calendar](#)

[603 Curriculum Development](#)

[604 Instructional Curriculum](#)

[606 Textbooks and Instructional Materials](#)

[606F Textbooks and Instructional Materials Complaint Form](#)

[608 Instructional Services-Special Education](#)

[610 Field Trips](#)

[612.1 Development of Parent and Family Engagement Policies for Title I Programs](#)

[615 Basic Standards Testing, Accommodations, Modifications and Exemptions for IEP, Section 504 Accommodation, and LEP Students](#)

[616 School District System Accountability](#)

[616A Appendix A State Curriculum Review Cycle](#)

[616B Appendix B Assessment Plan](#)

[620 Credit for Learning](#)

[621 Sp Ed Record Retention and Destruction](#)

[621.1 Attachment 1 Permission to Shred Form](#)

[621.2 Attachment 2 Notice of Record Retention Policy](#)

[624 On-Line Learning Options](#)

[640 Technology Use Agreement](#)

[707 Transportation of Public School Students](#)

[707.1 Transportation Pick-up](#)

[709 Students Transportation Safety Policy](#)

[710 Extracurricular Transportation](#)

[711 Videotaping on School Buses](#)

[712 Video Surveillance Other Than on Buses](#)

[803 Warning Systems and Emergency Plans](#)

[804 Bomb Threats](#)

[806 Crisis Management Policy](#)

[806F1 Resources](#)

[806F2 Resources and Psychological Factors](#)

[807 Health and Safety Policy](#)

[901 Community Education](#)

[902 Use of School District Facilities and Equipment](#)

[902.1 School Forest](#)

[902F Application for Use of School Facilities](#)

[903 Visitors to School District Buildings and Sites](#)

## **A. ATTENDANCE**

In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

### **Attendance Procedures**

All absences require that the parent/guardian contact the school. They should call the school before 9:00 a.m. on the morning of the absence. They need to inform the office of the student's absence, give their permission for the absence, and state the reason for the absence. In special circumstances where the parent/guardian is not able to call the school, the school must receive an explanation of the absence from the parent/guardian within 48 hours of the absence. If an explanation of the absence is not received, it will be considered to be an excusable absence. Due to COVID-19, parents are required to provide reasons for illness; please do not leave a message that a child is sick without providing current symptoms. If no reason is provided, it will also be considered unexcused. If the reason provided does not match one of the reasons for excusing absences provided on the next page, the absence will be considered unexcused.

The school reserves the right to request verification information of any absences. All absences after four per quarter will require verification unless previous documentation has been provided.

### **Responsibilities**

#### Student Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

#### Student Make-up Work

When absences are known about in advance, the student is expected to make arrangements to complete make-up work prior to being absent.

It is the student's responsibility to check with the teachers regarding make-up work.

For excused absences, students will be given the number of days absent plus one to turn in all make-up work and take tests or quizzes after returning from the absence. Work or tests announced prior to a pre-approved absence will be taken on time if the teacher feels it is appropriate. Example: A test was assigned for Friday and the student was pre-approved to miss class on Thursday. The student will take the test if the teacher believes the student is ready.

This may be extended only for extenuating circumstances and with the approval of the teacher and/or Principal.

**Students will only be allowed a maximum of two (2) weeks after the end of a quarter to make up work unless the teacher grants an extension with the approval of the Principal.**

#### Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

#### Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

#### Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, to inform the student's parent or guardian of the student's attendance, and to work cooperatively with students and their parents/guardians to solve attendance problems.

### **Excused Absences K-12**

**The following reasons shall be sufficient to constitute excused absences**

1. Student illness
2. Serious illness or death in the student's immediate family
3. Medical or dental treatment
4. Required court appearances
5. Emergency conditions such as fire, storm, flood, etc.
6. Urgent family business
7. Religious holiday/instruction
8. Pre-approved family vacation
9. Pre-approved unique situations

#### **\*\*\*\*Excessive Excused Absences (Please note that this is a policy change)**

1. When patterns of excessive excused absences are detrimental to the success of a student, district personnel will implement interventions.
2. **A parent/guardian may clear four days per quarter that school is in session. Subsequent clearances for illnesses require verification by a doctor or other valid health care professional, unless otherwise approved by the building principal.**
3. Parents providing documentation of an absence from a healthcare provider or by using the vacation pre-approval process will not have those days included in the four excused days per quarter.
4. All absences over four without verification or without vacation pre-approvals will be counted as unexcused after the fourth absence.

#### **Consequence for Unexcused Absences**

An unexcused absence is an absence for a reason that is not acceptable by this policy. An unexcused absence is defined as the absence of over half of any class period during the day. An unexcused absence from school may result in consequences including, but not limited to: detention, In School Suspension, or Out of School Suspension. Three unexcused absences will mean that the student will be identified as a continuing truant and the parent/guardian will be contacted by school officials regarding the students' absences. Seven unexcused absences will mean that the student will be identified as a habitual truant and school officials will file educational neglect or truancy charges against the parent/guardian and juvenile through Winona County.

#### **Habitual Truancy – K-12**

A habitual truant is a student who is absent from attendance at school without lawful excuse for seven school days; if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or high school. A student who becomes a habitual truant according to Minnesota Statute 260C.007 Subd. 19, may be reported to legal authorities to assure compliance to Minnesota Compulsory Instruction laws using the form included as Appendix B.

### **Pre-approval Procedures for Family Vacations and Unique Situations – K-12**

Vacations and unique/unusual situations may be excused. Students and parents must notify the office of a planned vacation one week prior to the trip. Students will be directed to complete a vacation form that will be signed and by each teacher and filed with the office. Students that complete the process will not have these days counted towards their excessive excused absence total.

For unexcused absences, students have a right to obtain the information they have missed from their teacher due to any absence. However, if the absence is unexcused it is the teacher's discretion whether or not to award full credit for work missed during that absence.

### **Tardiness**

Tardies- "A little late is too late!" If you arrive to school late, you are to report to the office for a pass. You must have a parental note indicating the reason you are late in arriving to school. Consequences will be assigned for unexcused tardies.

If you are going to be late to your next class because of a previous class or teacher having detained you, get a pass from the teacher responsible and take it with you.

Teachers are encouraged to address student tardies in their classrooms. Students that have issues with excessive tardies may be referred to administration for assistance. Students referred to the office for excessive tardies in the classroom may be assigned detention or other consequences. Three tardies within a quarter will equal one hour of detention. For each additional tardy per quarter, the student will serve an additional hour. For definitions of attendance refer to policy 503 Student Attendance.

Students are expected to remain in class for the entire class period. If a student needs to leave, they need to let the teacher know and if they are leaving the building, they need to check out at the office. If a student receives a pass to go to a specific destination in the building, they need to return to class before the end of the period. Any students not in class at the end of the class period will be referred to the office for consequences if they have not followed the checkout process.

## **B. Student Responsibilities**

### **Student Rights**

All students have the right to an education and the right to learn.

### **Lewiston-Altura Public Schools Behavior Management System**

Administration, parents, students and faculty of LAPS have designed a school-wide expectation plan.

**District Expectation:** For all people to treat each other and each other's property with respect, dignity, common sense, and courtesy.

### **Basic Guidelines of Behavior:**

#### **Lewiston-Altura Cardinals Are:**

- **Respectful**
- **Responsible**
- **Resourceful**

### **Student Responsibilities**

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;

- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

### **Code of Student Conduct**

This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

### **STUDENT DRESS AND APPEARANCE**

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

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e., physical education or the classroom).

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

1. Clothing must be neat and clean, promote the safety and health of the individual and it must not be a distraction to the school environment. Extremes in dress or grooming which jeopardize safety or health, or which disrupt the school will not be allowed. Clothing which promotes alcohol, tobacco, and vulgarities or has a sexual or violent connotation is unacceptable. Bandanas and hats of any kind will not be allowed during the school day unless worn as a part of a school activity. Footwear must be worn at all times. Students will be asked to change, remove or otherwise refrain from unacceptable attire.
2. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing, jewelry, or body communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
3. Any apparel or footwear that would damage school property.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.

"Gang," as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the

criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

### **STUDENT DISCIPLINE**

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. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

### **Discipline Policies Explanations**

The school-wide discipline plan involves a range of interventions that may or may not be used to address student behavior issues including, but not limited to: conferencing, with the student and/or the student's parents, detention, restitution, learning opportunities, In School Suspension (ISS), and Out of School Suspension (OSS), the involvement of law enforcement and possible expulsion from the school district. The goals of all consequences will be to fit the offense and help the student learn from their mistake. Consequences will vary based on the severity of the behavior and will be progressive based on the history of the student's behavior involved. Consequences for inappropriate behavior will be determined by the principal.

All violations and offenders come under different circumstances. Because of this the principal has the authority to impose the proper consequences per the violation and violator. Consequences for students who commit prohibited acts may range from positive behavioral interventions up to and including referral to law enforcement, suspension and/or expulsion.

### **In School Suspension & Out of School Suspension**

If a student has ISS/OSS, he/she will not participate in any extra-curricular activities on the day it is served. If a student violates ISS rules and does not cooperate they will be assigned OSS. He/she is out of extra-curricular activities until after the re-entry conference and the student is reinstated in school. Band and choir activities are excluded for curriculum related activities such as concerts and pep band. MSHSL activities such as competitions, Honor Band, and Honor Choir are included.

### **Detention Notification**

Students will be given one-day advance notice of detention, and they are expected to notify their parents. The parents will receive a written notification of the offense, including the name of staff or teacher involved and the date detention was assigned. A student will not be excused from detention because of practice, game, work, lack of ride, etc. Students absent from school the day of their assigned detention will serve their time on the first day they return. Prior appointments (doctor, dental, or court), or funerals may be excused, but it must be pre-approved by the principal, who will work with the student and parents to determine when an alternate time will be scheduled.

Students who do not show up for detention, or do not follow the detention room rules and are asked to leave, may have additional hours added on to their time. Detention will be held after school, before school, during lunch, or on Saturday depending on the situation.

### **Reasonable Force**

A teacher, school administrator, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

### **HARASSMENT AND VIOLENCE**

The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence, based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel who is found to have violated this policy.

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

## Reporting Procedures

Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

In Each School Building. The building principal is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building principal immediately. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building principal immediately. School district personnel who fail to inform the building principal of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

In the District. The School Board hereby designates the Superintendent as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and teledevicenumbers. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment. Use of formal reporting forms is not mandatory. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited. False accusations or reports of violence or harassment against another person are prohibited. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits,

condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## Investigation

By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

## School District Action

Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and applicable school district policies and regulations.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

## Retaliation or Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

### **Right to Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

### **SEARCH OF STUDENT LOCKERS, PERSONAL POSSESSIONS AND STUDENT'S PERSON**

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities 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 must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

The personal possessions of students 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.

It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

"Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

"Personal possessions" includes but is not limited to purses, backpacks, bookbags, packages, and clothing.

"Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

"Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.

School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

### **BULLYING PROHIBITION**

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

An act of bullying, by either an individual student, a group of students, is expressly prohibited on school premises, on school district property or at school functions or activities, or on school transportation. This policy applies not only to students and employees who directly engage in an act of bullying but also to students and employees who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying. Apparent permission or consent by a student or employee being bullied does not lessen or negate the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited. False accusations or reports of bullying against another student are prohibited.

A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors: 1. The developmental ages and maturity levels of the parties involved; 2. The levels of harm, surrounding circumstances, and nature of the behavior; 3. Past incidences or past or continuing patterns of behavior; 4. The relationship between the parties involved; and 5. The context in which the alleged incidents occurred.

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

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

#### **Reporting Procedure**

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

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

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

#### **School District Action**

Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students, or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

#### **Retaliation or Reprisal**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

#### **Training and Education**

The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive 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.

The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following: 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct; 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct; 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school; 4. The incidence and nature of cyberbullying; and 5. Internet safety and cyberbullying.

The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

#### **TRANSPORTATION SAFETY POLICY (BUS CONDUCT)**

**Due to the current Federal mandate, all riders on school buses must be masked including during and outside of school hours. Parents/Guardians and Students will be updated if this regulation changes.**

#### **Conduct on School Buses and Consequences for Misbehavior**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for students on school buses.

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

School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

#### Rules at the Bus Stop

- Get to your 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 your 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.

#### Rules on the Bus

- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs and belongings to yourself.
- No fighting, harassment, intimidation or horseplay.
- Do not throw any object.
- No eating, drinking or use of alcohol, tobacco or drugs.
- On activities and field trips snacks may be allowed by the supervising staff responsible for enforcing the clean up and assuring that no trash will be left behind.
- On activity trips students are allowed to call home for rides but not to play games and do text messaging throughout the trip because of the reflections caused in the windows and mirrors.

- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.
- Do not sit in the last four seats of the bus unless assigned by the bus driver.

#### Consequences

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

Consequences for breaking bus and or bus stop rules include:

Verbal warning and reminder of rules by the bus driver and possible detention.

School Bus Incident Report to Parents written by the bus driver. This report outlines the behaviors of the students and the interventions taken by the drivers. The report is given to the school principal and then forwarded to the parents.

Suspension from riding the bus may be imposed if problems persist and or the severity of the student's conduct warrants a suspension. Students may be suspended for longer periods of time, including the remainder of the school year.

#### **STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES**

##### **Student Use of Motor Vehicles in School District Locations**

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus during the school day only under the following conditions:

1. There is an emergency and permission has been granted to the student by School Administration to use a motor vehicle.
2. The student is driving to or from a Post Secondary class.
3. The student is involved in an off campus construction class and has permission to drive.
4. The student is involved in a Services class and has permission to drive.
5. The student is involved in a work experience class and has permission to drive.
6. The student has a medical appointment and has permission to drive.
7. Students are not allowed to drive other non-familial students during the school day.

##### **Student Parking of Motor Vehicles in School District Locations**

Parking in a school district location is a privilege not a right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in parking lots designated for use only by staff or by the general public. Students may lose their right to park on school grounds if they are acting in an unsafe manner.

All student vehicles must be registered each year in JMC. When there are unauthorized vehicles parked on school district property, school officials may:

1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
2. If unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school district property.

##### **Patrols, Inspections, and Searches**

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

### **STUDENT MEDICATION**

It is generally recognized that some students may require medication for chronic or short-term illness or health conditions during school hours. This medication enables students to remain in school and participate in their education. Although the school believes that medication should be given outside of school hours whenever possible; the district will provide administration of medication for any student if the parent/legal guardian is willing to comply with requests for authorization and provision of information. The school district's licensed school nurse or other trained school employee will administer all medications in accordance with law and school district procedures. Self-administration of medication may be allowed if certain conditions are met.

The administration of prescription, complementary, and holistic medication or drugs at school requires a completed signed request from the student's parent and the student's physician or licensed prescriber before the medication will be given. 1. Licensed prescribers include; physicians, advanced practice nurses (CNS, NP, CRNA, nurse midwives), Physician's Assistant under the direction of a physician, Dentist, Podiatrist, Osteopath, Psychiatrist.

The administration of over-the-counter medication requires a completed signed request from the student's parent. This form is required to be completed at the beginning of each school year. If the dosing requested by the parent exceeds package recommendations, then a signed request is also required from the student's physician or licensed prescriber.

A "Medication Authorization" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs, this includes discontinuation of a prescription medication.

Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. Parents or guardians are responsible for their child's supply of medication.

Over the counter medications must be presented in their original container, with student's name written on it. Baggies or other containers will not be accepted. The school district does not provide any medication for student or staff use.

The school nurse may request to receive further information about the medication, if needed, prior to administration of the substance.

All student medications, prescription and non-prescription, are to be kept and administered with-in the office unless self-administered by the student, assigned to other district staff for administration, subject to exceptions listed in paragraph N 1-5, medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan). All medications, with the exception of approved Self-administered, will be stored securely in the Health Office of each building.

The school must be notified immediately by the parent in writing of any change in the student's prescription medication administration. A new medical authorization and container label with new pharmacy instructions shall be required immediately as well. I. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP. J. The licensed school nurse, or other designated person, shall be responsible for the filing of the "Medication Authorization" form. The licensed school nurse, or other designated person, shall be responsible for providing a copy of such form or information to the principal and to other personnel designated to administer the medication.

Planning for students with conditions that require medication on field trips during the school day will be done prior to the day of the field trip. It is the teacher's and parent/guardian's responsibility to inform the office in advance of a

field trip. The teacher or trained school employee may carry and administer the medication on the field trip as necessary, following district procedure.

The Health Office will record and review any identified medication error. The review of a medication error will be used to identify corrective steps that may need to be implemented to ensure medication safety for students.

Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization (if appropriately contracted by the school district under Minn. Stat. § 123.35, subd. 17(2) or (3)).

Delegation of Medication administration may only be done by the LSN/RN/PHN. Delegation is a nursing function that is "transferring to a competent individual the authority to perform a selected nursing task in a selected situation. The nurse retains accountability for the delegation." (According to the National Council of State Boards of Nursing (1997).

Specific Exceptions: 1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine. 2. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy. 3. Drugs or medicines that are prescription asthma or reactive airway disease medications or emergency non-syringe epinephrine auto-injector pens can be self-administered by a student if: a. the Health Office has received a written authorization (completed Medication Authorization for Self-Administration form) from the student's parent and physician permitting the student to self-administer the medication; b. the medication is properly labeled for that student; and c. the parent has not requested school personnel to administer the medication to the student, except in emergency situations when the student is unable to self-administer. d. the student completes and signs the Self-Administration Contract. e. the licensed school nurse has met with the student and assessed their knowledge and skills to safely possess and use an asthma inhaler or Epi-pen in a school setting and completes and signs the Self Administration.

The parent must submit written authorization for the student to self-administer the medication each school year. The parent or guardian is responsible for maintaining the supply of asthma or reactive airway or Epi-pen medications. The school district does not provide any medications. The school district may revoke a student's privilege to possess and self-administer these medications if the school district determines that the student is abusing the privilege.

Nonprescription Medication-secondary student. A secondary student (grades 7-12) may possess and use nonprescription non-steroidal pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

Medications: a) that are used off school grounds; b) that are used in connection with athletics or extracurricular activities; or c) that are used in connection with activities that occur before or after the regular school day are not governed by this policy.

## C. STUDENT ACTIVITIES

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

- Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. It shall be the responsibility of those employees who conduct MSHSL activities to familiarize students and parents with all applicable rules, penalties, and opportunities.

### MSHSL Student Code of Responsibilities

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

A student ejected from a contest shall be ineligible for the next regularly scheduled game or meet at that level of competition and all other games or meets in the interim at any level of competition, for the first ejection. All subsequent ejections shall result in ineligibility for four (4) games or meets.

### CODE OF RESPONSIBILITIES AND CONSEQUENCES

In order to be eligible for regular season and MSHSL tournament competition, a student must be fully enrolled as defined by the Minnesota Department of Education and a bona fide member of his or her high school in good standing. A student who is under penalty of exclusion, expulsion or suspension, whose character or conduct violates the Student Code of Responsibilities and is not in good standing, shall be ineligible for a period of time as determined by the principal.

Students agree to uphold the MSHSL code of responsibilities when signing up to participate in activities including sports and fine arts competitions.

### Extra-Curricular Activity and Minnesota State High School League Academic Eligibility

Lewiston-Altura High School sets high expectations for student academic achievement. We offer a large array of Minnesota State High School League (MSHSL) activities and Non-MSHSL opportunities for students to participate in beginning in grade 7 and going through grade 12 to support continued development of our students. All participants involved in activities are students first and activity participants second. Below is a list of current activity offerings that complement our educational course offerings. Students interested in an opportunity not listed on the charts below need to speak to the Activities Director about possibility of adding new activities.

Class I MSHSL Activities

Fall	Winter	Spring
Boys Soccer	Girls Nordic Skiing	Baseball
Girls Soccer	Boys Basketball	Boys Golf
Boys Cross Country	Girls Basketball	Girls Golf
Girls Cross Country	Dance (Jazz and High Kick)	Speech (If attending competitions)
Football	Wrestling	Softball
Girls Volleyball	One Act Play	Boys Track
		Girls Track

Class II MSHSL Activities

Fall	Winter	Spring
		Large Group Band
		Large Group Choir
		Small Group Band
		Small Group Choir

Non-MSHSL Activities

Fall	Winter	Spring
Fall Play	Junior High Play	Musical
Math League	Knowledge Bowl	Supermileage
Year round Activities: NHS, FFA, Student Council, HOSA, and Trap League		

### MSHSL and LAHS Definitions of Eligibility

The Minnesota State High School League requires schools to demonstrate that as activity participants, "Students must be on track to meet the school's graduation requirements in six years (12 consecutive semesters) beginning with the first day of attendance in the 7th grade." (Bylaw 103.00) As a school, we believe it is important for all activity participants to be meeting academic criteria, not just those involved in MSHSL activities. Lewiston-Altura High School will define on track to graduate for all MSHSL and Non-MSHSL activities in two ways: initial eligibility and continuing eligibility.

**Initial Eligibility for all MSHSL and Non-MSHSL Activities (9<sup>th</sup> - 12<sup>th</sup> only) - (Since the policy will be new for the 2021-22 school year, the first period of ineligibility will occur at the end of 1<sup>st</sup> semester of the 2021-22 school year.)** For 9<sup>th</sup> - 12<sup>th</sup> grade students to meet initial eligibility criteria, students must obtain minimum credit requirements to be on track to graduate. Graduation requirements will be reviewed prior to the start of each school year (all 9<sup>th</sup> grade students will be eligible for fall participation) and at the end of first semester. The chart below provides a summary of initial eligibility criteria for activity participation based upon the board approved graduation requirement of 30 credits.

	Credits to Begin the Year	Credits after First Semester
9th	0	2
10th	6	10
11th	14	18
12th	22	26

Students that fall below the credit requirements are not eligible to participate in an activity until they obtain the minimum credit requirement. Students who are not meeting eligibility criteria can become eligible through completion of credit recovery contracts by attending after school, during school or summer school credit recovery opportunities. Students that are behind on credits will not be allowed to practice, attend games, or participate in an activity in any capacity until they have reached the required number of credits for their grade and grading period.

\*Note- MSHSL requires students to be enrolled no later than the 4<sup>th</sup> Monday of the start of the activity to be eligible to play in the post-season.

\*Note – Students that do not meet minimum credit requirements will not be eligible to hold royalty positions for Homecoming, SnoBall, and/or Prom.

**Continuing Eligibility- Class I MSHSL and Non-MSHSL Activities** (Since the policy will be new for the 2021-22 school year, the first period of suspension will occur at the end of the 1<sup>st</sup> quarter of the 2021-22 school year.)

**Grades 9-12:** Students in grades 9-12 that fail one or more classes at the quarter mark will serve a suspension from all activities. One week of suspension will occur for each F on the quarter report card related to a period class or two weeks for a block course. No suspension will exceed two weeks. Students are required to attend all practices and games for activities they are registered for during the suspension or attend credit recovery with their advisor's permission, but are not allowed to practice or participate in competitions with the activity during the suspension. Suspensions from all Class I and Non-MSHSL will begin the first day of the new quarter and run for seven consecutive calendar days per F, not to exceed 14 days of suspension. Students and advisors will be notified of suspensions on the first day of the new quarter after all grades have been posted.

Quarter 1 grades may affect participation in fall postseason participation and/or initial participation in winter sports.

Quarter 2 grades may affect winter activity participation.

Quarter 3 grades may affect winter activity participation and/or initial spring activity participation.

Quarter 4 grades may affect spring activity postseason participation and/or fall activity participation the next school year.

**Grades 7 and 8:** Students in grade 7 or 8 that fail one or more classes at the quarter mark will serve an on- week suspension from all activities. Students are required to attend all practices and games for activities they are registered for during the suspension, but are not allowed to practice or participate in competitions with the activity during the suspension. Suspensions from all Class I and Non-MSHSL will begin the first day of the new quarter and run for 7 days consecutive calendar days. Students and advisors will be notified of suspensions on the first day of the new quarter after all grades have been posted.

Quarter 1 grades will affect participation in winter activities.

Quarter 2 grades will affect participation in winter activities.

Quarter 3 grades will affect participation in spring activities.

Quarter 4 grades will affect participation in fall activities for students going into 8<sup>th</sup> grade.

\*Note – Homeschool, parochial, PSEO and online students will need to verify their initial and continual eligibility with the activities director at the appropriate intervals. PSEO students will need to provide current course grades for Quarter 1 and 3.

\*Note – Students that submit completed credit recovery contracts from summer school will be eligible for activities through submission of contracts that would help them reach the required minimum credits. If the student does not earn a passing score on the contract, then they will become ineligible for participation.

\*Note – Student transfer credits will need to be received and approved by the counselor or building administrator prior to determining eligibility.

\*Note – Suspensions will only be applied as listed above. Students will not serve suspensions for previous quarter at a later date than identified above.

#### **CHEMICAL USE and ELIGIBILITY**

Lewiston-Altura School District 857 recognizes chemical dependency as a treatable illness. This policy and any subsequent programs are designed to provide early identification, motivation and support. For the purpose of this

policy, the District is concerned about harmful chemical involvement, which may be affecting the student's attendance, scholastic performances or personal health.

Voluntary utilization of appropriate counseling and treatment is encouraged. Implementation of this policy will be in such a manner that no student with chemical dependency problems will have his school status or scholastic opportunities affected by the diagnosis itself or by the student's request for treatment except as outlined by other governing agencies such as the Minnesota State High School League. All records shall be handled in the same confidential manner, as would other medical records.

#### **BEHAVIORAL and CHEMICAL USAGE PENALTIES**

**Interscholastic Activities (Athletics):** Includes all Lewiston-Altura activities that are classified as Category I Activities by the Minnesota State High School League.

Any student athlete of Lewiston-Altura Public Schools found to be in possession of or having consumed alcohol, illegal drugs or tobacco at any time during the year shall lose eligibility according to the following schedule:

**1st Offense:** 3 contests/events or 3 weeks, whichever is greater.

**2nd Offense:** 6 contests/events or 6 weeks, whichever is greater.

**3rd Offense:** After confirmation of the third and subsequent violations, the student shall lose eligibility in that sport for 1 calendar year. The principal may modify the period of ineligibility for students who become a participant in a treatment program.

**Consecutive Penalties: Penalties shall be consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.**

**Non-Athletic and Fine Arts Activities:** Includes activities sponsored by the Lewiston-Altura Schools which are not classified as "athletic" or Category I Activities, but are governed by the Minnesota High School League.

Any student of Lewiston-Altura Public Schools found to be **in possession or having consumed** alcohol, illegal drugs, or tobacco at any time during the year shall lose eligibility according to the following schedule:

**1st Offense:** 1 performance/interscholastic activity or 3 weeks (whichever is greater)

**2nd Offense:** 2 performances/interscholastic activities or 6 weeks (whichever is greater)

**3rd Offense:** After confirmation of the third or subsequent violations, the student shall lose eligibility for 3 performances/interscholastic activities or 1 year (whichever is greater) the principal may modify the duration of the consequence for students who enter a treatment program.

An event will consist of a public performance or any activity that involves student participation with another school.

**Consecutive Penalties: Penalties shall be consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.**

#### **Students Engaged in Athletic and Non-Athletic Activities**

Students who have fulfilled the athletic penalty will also have fulfilled the non-athletic penalty. Students who fulfill the non-athletic penalty must also fulfill the appropriate loss of events as indicated in the athletic policy.

#### **EXTRACURRICULAR TRANSPORTATION**

Students participating in a school-sponsored event must ride to and from that activity in a school owned vehicle. The coach/advisor, activities director, principal, or the superintendent may grant exceptions for students wishing to ride home with a parent. A signed note from the parent is necessary for permission to be granted, and the parent must see the coach/advisor to notify the coach/advisor that the parent is present to take the student.

At least one coach or supervisor is required to travel to and from all athletic contests with the team. Exceptional situations must have the approval from the AD or Principal.

Regarding students driving to practice or transporting other students to practice:

1. Parents and participants are to be notified that the school provides transportation to and from practice and events.

2. Students driving to practice/event must have signed parent permission slips indicating the parents are accepting liability for any mishaps. The form will indicate the reason behind the need to drive as well permission will not extend beyond that season.

3. Students are only allowed to drive family members, within the scope of their license, to a practice with parent permission approved by the office prior to the travel. The school will request a copy of the student license along with the signed form from a parent indicating which family members the student will be transporting.

4. Students needing to ride home from a practice or event with another family (adult) needs to have preapproval from the AD or Principal to do so. Students will not be allowed to ride home at the time of the event if pre-approval was not granted. Only the adult given the preapproval will be allowed to sign the student out from the event.

5. Students leaving from an event must be signed out by an adult. Whenever possible, preapproval is preferred, so that coaches know who will be riding to and from events.

6. PSEO students attending off campus classes or with a class schedule conflict will be allowed to drive to practice or an event with parent permission. Preapproval is necessary for these events. Online courses that do not meet at set times will not be acceptable for reasons to drive to practice or events.

#### Student Guidelines for Extracurricular Transportation

1. Passengers are allowed to eat snacks or light meals, provided they limit distractions to others, agree to clean up any excess mess, and properly dispose of any trash when they exit the vehicle. A single violation can result in revocation of this privilege.

2. Use of mobile phones is allowed for the purpose of contacting family, adults, guardians who need to be informed about bus arrival and location issues before departing for home.

3. The bus driver has the authority to request a passenger discontinue the use of mobile phones and other devices, if and when the driver feels inappropriate use is being made, or it causes potentially hazardous safety issue for the driver. A single violation can result in revocation of this privilege

#### FEES FOR ACTIVITIES PARTICIPATION

\$75 per activity--grades 7 through 12

\$250 maximum for a family per year

These fees are for all athletic activities--not for band, choir, FFA, HOSA, junior high play, senior high play, musical, Knowledge Bowl, National Honor Society, One Act Play, yearbook, speech, and student council. Fee Waiver Applications are available to families who qualify for free/reduced lunches. Applications are available at the high school office and on line.

#### PARTICIPATION IN ACTIVITIES WHEN ILL

Students are not allowed to practice or compete/perform in school activities if they are absent from any part of the student day due to illness. Exceptions may be made for unusual situations by the principal. Students are allowed to participate if they are absent for other excusable reasons. Students with unexcused absences are not allowed to participate in practices or events on the day of the absence.

#### WEDNESDAY PROCEDURES FOR ACTIVITIES

1. No student activities are to be held after 6:00 p.m. on Wednesdays. An exception to this is the dress rehearsal for each of the school plays. This is held only on the Wednesday preceding the public performance.

2. This District schedules no other events involving students after 6:00 p.m. on Wednesday unless necessitated by weather. The Minnesota High School League schedules some events on Wednesdays.

3. Students are allowed to miss Wednesday afternoon practices, without jeopardy to their position on the team, to attend religion classes that meet during the practice time.

#### EVENT FEES FOR SPECTATORS

New this school year, all LAHS students with a school ID will be eligible to attend sporting events for free. Students earning a gold card as mentioned previously can get into all conference events for free. Students that are new to the high school or have lost their student ID, need to speak with the high school office so that they can receive a pass to get into sporting events.

## LAHS Updates to Student/Parent Handbook

All Pages – Removed information related to COVID-19 learning models

Page 1 – Added Mr. Menk to greeting and started with academics and then follow with activities.

Page 2 – New: Yearly Forms to Complete, Summary of COVID protocols, Update to the staff list

Page 3 – Updated Calendar

Page 4 – no updates

Page 5 – Added grading scale, updated course grades to course credits, updates to credit recovery

Page 6 – Updates to Lunch rates, updates to lost /stolen items and use of lockers, updates to damages to technology

Page 7 – Updates to Visitors (COVID guidance)

Page 8 – None

Page 9 – Updates to attendance procedures

Page 10 – No updates

Page 11- No updates

Page 12 – No updates

Page 13 –No updates

Page 14 – No updates

Page 15 – Masking on Transportation and Update to students parking (Unsafe actions)

Page 16 –Student Medication Form

Page 17 – Academic Eligibility as approved by the board on 8/9/21

Page 18 – None

Page 19 – Event fees for spectators added.

# **LEWISTON-ALTURA SCHOOL DISTRICT**

## **Support Staff Wages and Benefits Handbook**

**School Office Staff**

**Paraprofessionals**

**Custodians**

**Food Service**

**Cardinal Club Staff**



**July 1, 2021 – June 30, 2022**

**Approved by ISD #857 School Board August 23, 2021**

**I. Job Classifications:**

- A. Full Time/12 Month Employee: A Full Time employee is employed 8 hours per day for 260 days—2,080 hours, all year.
- B. Full Time/Extended School Year Employee: A Full Time/Part time employee is employed 8 hours per day for more than 185 days and less than 260 days—at least 1,480 hours.
- C. School Year Employee: A School Year Employee is employed a minimum of 4 hours per day for a minimum of 170 days—and/or at least 680 hours.
- D. Supplemental Employee: A Supplemental Employee is a hourly employee who is strictly paid by a timesheet.

The work schedule hours are determined by the supervisor. Hourly rates and scheduled number of hours and days per year, is noted on the employee's Wage Statement available online on SmartEr.

**II. Benefits:**

A. Holidays:

1. Full Time/12-Month Employees:

Full Time/12-Month employees receive 9.5 paid holidays. The holidays are July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Day after Thanksgiving, ½ day Christmas Eve, Christmas Day, ½ day New Year's Eve, New Year's Day, ½ day Good Friday, Memorial Day, and 1 floating\* holiday.

2. Full Time/Extended School Year Employee:

Full Time/Part Time employees receive 6.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, ½ day Good Friday, Memorial Day, and 1 floating\* holiday. A Floating Holiday must be taken on a weekday that school is not in session, with prior approval from the Supervisor.

3. School Year Employee:

School Year employees receive 3.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, ½ day Good Friday, Memorial Day.

4. Supplemental Employee:

Part-time Supplemental employees do not receive paid holidays.

**40-hours/week/12 month Supplemental Employees who have worked at least 6-months in the district receive 3.5 paid holidays. The holidays are Labor Day, Thanksgiving Day, ½ day Good Friday, Memorial Day. If Cardinal Club is closed on one of these holidays, the 40-hour per week employee will be receive Holiday Pay.**

B. Vacation (Full Time/12-Month employees only):

Vacation days can be earned at a rate of 1 day per month—up to 12 days may be earned during the first year of employment. After the first year, an additional 1 day of vacation will be earned per year of service up to a maximum of 18 days of vacation per year. Vacation time can be accumulated to a maximum of 36 days. There is no carryover of vacation time beyond 36 days.

Employees should submit all requests to use a vacation day to their Direct Supervisor a minimum of two weeks prior to the date of the requested leave.

C. Tax-Sheltered Annuity Matching Program (403b):

2. Full-time/12 Month employees are eligible for a \$100 annual match contribution from the District toward a Tax Sheltered 403b Annuity if this amount is matched or exceeded by a contribution from the individual employee. The District's contribution will be paid to the employee's account, divided equally over 24 pay periods. This equates to \$4.17/paycheck.
3. Full-time/Extended School Year and School Year employees are eligible for a \$100 annual match contribution from the District toward a Tax Sheltered 403b Annuity if this amount is matched or exceeded by a contribution from the individual employee. The District contribution will be paid to the employee's account on June 30th.

D. Health Insurance:

1. The district's only obligation is to provide a group insurance plan for employees. The employee, as a result of a denial of insurance benefits by an insurance carrier, shall make no claim against the school district.
2. These policies concerning insurance are subject to change annually at the discretion of the School Board.
3. Full-Time/12-Month employees (as defined in this handbook) who choose to participate in the District's group health and hospitalization plan will be eligible for a contribution of up to \$600 per month for single coverage and \$850 per month for family coverage toward the premium of the insurance option they have selected through the District's plan. Any additional premium or cost shall be borne by the employee and paid by payroll deduction.
4. Full-Time/Extended School Year and School Year employees who work a minimum of 4 hours per day and who qualify as "full-time" per the Affordable Care Act of 2010 that qualify to participate in the District's group health and hospitalization plan and that choose to participate in the District's group health and hospitalization plan will be eligible for a contribution of up to \$600 per month toward the premium of the insurance option they have selected through the District's plan. Any additional premium or cost shall be borne by the employee and paid by payroll deduction.

Support staff that do not meet the definition of Full Time employee per the Affordable Care Act of 2010 that qualify to participate in the District's group health and hospitalization plan may choose to participate at their own expense.

5. If two members of a family are employed by the district, the district will only make one family contribution.

6. If the provisions in this Handbook cause for penalties, fees, or fines to be assessed against the School District per the Affordable Health Care Act of 2010 prior to the handbook's expiration date, the School District will reopen the handbook for review and make adjustments to the handbook that do not cause, or that result in reduced penalties, fees, or fines.

E. Dental and/or Vision Insurance:

All support staff employees may choose to participate in the district's group dental plan at the employee's expense.

F. Sick Leave:

1. Sick leave is an absence from work that is the result of a personal or family illness.
  - a) Full Time/12-Month Employees:  
Sick leave will be accrued at the rate of one day per month, up to 12 days per year.
  - b) Full Time/Extended School Year Employees:  
Sick leave will be accrued at the rate of one day per month, up to 11 days per year.
  - c) School Year Employees:  
Sick leave will be accrued at the rate of one day per month, up to 9 days per year.
  - d) Supplemental Employees:  
Supplemental employees will earn two hours of sick leave for every eighty (80) hours of work.
2. Sick leave accrued each month will be credited to an individual employee's sick leave bank at the start of the following month.
3. A sick leave day is the same as the employee's normal working day, except for in the case of supplemental employees. Supplemental employees earn hours of sick leave based on the number of hours that they work.
4. Employees may accumulate an unlimited amount of sick leave.
5. Sick leave may be taken in increments of no less than ¼ day.
6. Sick leave days may be used for personal or family illnesses.
7. Two sick leave days may be used each year for personal business that cannot be taken care of outside the normal workday, with prior approval by the Supervisor.
8. The School District may require verification from a doctor for the use of sick leave.

G. Emergency Leave:

An emergency is a situation, often dangerous, which arises suddenly and calls for prompt action. An immediate need cannot be planned out days in advance. Employees may be granted a leave of no more than two (2) days per year for situations that require an employee's immediate personal attention, and which cannot be addressed outside of the employee's workday. The days will be deducted from the employee's sick leave. An emergency leave is granted by the immediate supervisor, subject to review by the Superintendent. The

Superintendent reserves the right to make the final decision to grant or deny the request for emergency leave. If denied, pay for that time will be deducted at the next pay period.

H. Bereavement/Funeral Leave:

1. An employee may be granted up to three (3) days to attend a funeral or someone in the employee's or spouse's family. The superintendent may grant up to three additional days in the case of the death of someone in the employee's or employee's spouse's immediate family. These days shall be deducted from sick leave.
2. An employee may be granted up to one day, taken in ¼ day increments, to attend the funeral of someone outside of the employee's family. This time shall be deducted from sick leave.

I. Unpaid Leave:

Employees are hired to work specific schedules as designated by the superintendent. The superintendent reserves the right to grant or deny any request for unpaid leave. Unpaid leave deductions may include pro-rated deductions in the district's contribution to health care benefits.

J. Severance Compensation:

1. Full Time Employees, Full Time/Extended School Year Employees, and School Year Employees may be eligible for severance compensation based upon the following criteria:
  - a) Any employee, upon reaching age 55 and after 15 years of continuous service to ISD 857, will be entitled to severance pay based on the number of accumulated sick leave days. The reimbursement rate will be \$30 per day of accumulated sick leave.
  - b) If the employee dies before severance is paid out, it shall be paid to the employee's beneficiary, if any, otherwise to the employee's estate.
  - c) Employees will not be eligible for severance compensation if they are terminated from employment due to poor performance, not meeting expectations, misconduct, or for any other reason per District Policy 403 Discipline, Suspension, and Dismissal of School District Employees.

K. Retirement:

1. Employees, upon reaching age 55 and after 15 years of continuous service to ISD 857, and who elect to begin to receive PERA retirement benefits, may be entitled to a health premium contribution based on the number of accumulated sick leave days. This benefit is contingent upon the approval and acceptance by the insurance carrier.

2. An employee who retires before the age of eligibility for Medicare shall be eligible to remain in the existing group health and hospitalization insurance program until reaching the age of eligibility for Medicare.

3. For employees employed prior to July 1, 1993:

- a. The annual district contribution will be specified as the maximum amount found in the health and hospitalization section of this agreement.
- b. The maximum contribution will be paid by accumulated sick leave at a rate of 200

hours of sick leave for each year (One year's base contribution for each 25 days of accumulated sick leave.) of extended health and hospitalization coverage.

4. For employees employed on or after July 1, 1993:
  - a. The annual district contribution will be specified as the maximum amount for single coverage as found in the health and hospitalization section of this agreement.
  - b. The maximum contribution, of \$300 per month, will be paid by accumulated sick leave at a rate of 200 hours of sick leave for each year (25 full time (8 hour) days) of extended health and hospitalization coverage.
5. Employees will be responsible for any additional premium expenses if an insufficient amount of sick leave has been accrued.
6. The eligible coverage (family or single) shall be the same as was in effect at the time of retirement.
7. Benefits under this provision shall cease upon the death of the employee except when both husband and wife have been employed by ISD 857 until retirement (and both have been eligible to receive insurance coverage) in which case the survivor will be eligible for continued coverage.
8. Food Service and Custodial staff shall be provided a school shirt to be worn when on duty. This is a benefit of employment.

II. Pay Periods:

1. Employees (not including Supplemental Employees) will have their compensation divided into 24 pay periods. Paydays will be the 15<sup>th</sup> and the last business day of the month unless payday falls on a weekend or holiday. Payday will then be the last business day prior to the scheduled payday. Staff who receive annualized pay and work additional hours than what is annualized will only be paid on the 15<sup>th</sup> of the month for the prior month's hours.
2. Supplemental Employees will be paid twice per month (15<sup>th</sup> and last business day of the month, see L1). Timesheets (approved by direct supervisors) must be in the business/ payroll office by the 6<sup>th</sup> and 20<sup>th</sup> of each month.
3. Exceptions to the prescribed paydays will be at the discretion of the Superintendent.

M. Additional Compensation:

1. Overtime:

As a general rule, overtime is not allowed. The supervisor, prior to the work, must grant approval for overtime. In the case of an emergency, and the supervisor cannot be contacted, the overtime necessary to clear the emergency will be allowed. Overtime will be paid at a rate, which is one, and one-half times the employee's regular hourly rate. In the event an emergency occurs on one of the following holidays: July 4<sup>th</sup>, Labor Day, Thanksgiving Day, after 12:00 PM on Christmas Eve, Christmas Day, after 12:00 PM on New Year's Eve, New Year's Day, after 12:00 PM on Good Friday, Easter Sunday, or Memorial Day, the employee will be paid two times the employee's regular hourly rate. Payment for overtime may be denied if not pre-approved and deemed non-emergency.

2. **Compensatory Time:**  
Compensatory Time may be accrued for hours worked beyond the scheduled work day for extra-ordinary circumstances that require additional time. Accumulation and use of compensatory time must be approved in advance by the Direct Supervisor and usage shall not, in any case, exceed three consecutive working days.

N. Other:

1. **Injury Reports:**  
Any and all injuries, regardless of their severity, shall be reported to the employee's supervisor as soon after the injury occurs as possible. In order for a claim to Workmen's Compensation to be considered valid, a "First Report of Injury" must be filed within 24 hours of the incident.
2. **Emergency Closing:**
  - a. All Full Time, and Full Time/Extended School Year Employees are be expected to work when school is not in session due to an emergency closing. Employees should communicate with Supervisor if arrival will be delayed due to road conditions or other factors. Employees, unable to report to work, may request the use of vacation, compensatory time, or may use up to two sick (personal) days to avoid a pay deduct (via a yellow Absence Request Form). Building secretaries may make-up the lost workday at the end of school year with prior approval.
  - b. School Year and Supplemental Employees will report to work only if school/program is in session, unless directed otherwise by Supervisor. School Year and Supplemental Employees will not be paid for full days that the schools close due to an emergency. However, in the event that the school day starts late or begins, but is subsequently canceled, School Year Employees will be paid for the full workday. School Year and Supplemental Employees may elect to use up to four sick leave days to avoid a pay deduction in the event schools close due to an emergency. This desire should be communicated by the employee with an Absence Request Form that is submitted to their supervisor.
3. Full Time/Twelve month employees have the option of working four day weeks/10-hours days in the summer. The summer work schedule must be set up before the end of May.
4. **Breaks:** Employees who work four consecutive hours will be provided with a paid break, not to exceed 15 minutes.
5. **Expense Reimbursement:**  
All employees will be reimbursed for pre-approved expenses incurred when traveling outside the district on school business at the district-established rate per District Policy 412.

## Hourly Rates

New hires' starting wages are determined by Superintendent with input from Supervisor based on employee's prior experience.

Starting Hourly Wage Minimum:

- Food Service: 12.50
- Assistant Secretary: \$13.50
- Paraprofessional: \$13.50
- Lead Secretary: \$15.50
- Custodian: \$15.00
- Cardinal Club Aides: \$12.00
- High School Student: \$11.50

Number of Years Completed in the L-A District	Pay Increase
1	\$0.25
2	\$0.25
3	\$0.25
4	\$0.30
5	\$0.30
6	\$0.30
7	\$0.30
8	\$0.30
9	\$0.30
10	\$0.30
11	\$0.30
12	\$0.30
11	\$0.30
14	\$0.30
15	\$0.50
20	\$0.50
25	\$0.50
30	\$0.50

## **Additional Compensation**

### Custodians

1. **Building Surveillance:**  
Custodians will be credited with up to one and a half-hours overtime (30 minutes per building) each day for checking buildings on weekends.
2. **Boiler Licenses:**
  - a) A Special Class Engineer boiler license must be obtained by each Custodian during their first year of employment. Upon receiving a Special Class Engineer boiler license, the custodian will receive an additional forty cents per hour of compensation added to their base compensation.
  - b) Custodians receiving a Second Class Engineer boiler license will receive an additional thirty cents per hour compensation added to their base salary.
  - c) Custodians receiving a First Class Engineer boiler license will receive an additional thirty cents per hour compensation added to their base salary.
3. Evening custodians receive \$1.60 per hour extra added to their base rate. If the custodian transitions to a school year day schedule, the Evening Custodian extra pay will be removed.

### Food Service

A Head Cook with supervision of other food service staff and with responsibility to assist/back-up Food Service Director receive an additional \$2.25 per hour compensation added to their base compensation.

A Head Cook with supervision of other food service staff receive an additional \$1.00 per hour compensation added to their base compensation.

A Head Cook without supervision of other food service staff receive an additional \$0.50 per hour compensation added to their base compensation.

Assistant Head Cooks with extra responsibilities for the food service program receive an additional \$0.40 per hour added to their base compensation.

### Paraprofessionals

Paraprofessionals who hold a valid MN teaching license earn an extra \$0.50 an hour.