

Regular School Board Meeting of ISD 857

Tuesday, August 12, 2025 6:00 PM

REMOTE MEETING via ZOOM, 100 County Road 25 , Lewiston, MN 55952

I. Call Meeting to Order

II. Pledge of Allegiance.

III. Quorum Call

David Baer
Sara Daley
Daniel Kreidermacher
Bree Maki
Luke Miller
Amber Pasche
Dave Pringle

IV. Approve the August 12, 2025 Meeting Agenda

V. Open Forum

Guideline: Three minutes per speaker; 15 minutes maximum. Complaints about personnel or individuals are prohibited. No Board action is taken during the Open Forum. This is the only time during the Board meeting that audience participation is allowed unless scheduled prior.

VI. Facilities Updates

VII. Consent Agenda

Approve July 14, 2025 Board Meeting Minutes.

Approve July 2025 Financial Reports

- A. Payments by Check
- B. Payments by Wire
- C. July 2025 Multi-Year Guideline

Approve Agreement with HVED to Reimburse for Student Membership for ALC Learning Year 25-26 (Targeted Services or Satellite) Programs.

Approve lane change for Matthew Wilmes from MA10 to MA 20.

Approve hire of 2025-2026 HS Activities Advisors and Coaches:

HS Knowledge Bowl: Zach Vix
FFA: Kaleb Stopplemoor
National Honor Society: Ethan Scheck
Yearbook: Kim Moe

High School Student Council: Matthew Wilmes
MS Student Council: Kayleen Scheck
Varsity Math League: Laura Nusbaum
JH Math League: Mari Jo Starks

2025 Football

Head Coach: Brent Olson
Assistant Coaches: Kaleb Stopplemoor, Joel
Ellinghuysen, Todd Stokke
Junior High Coaches: Jeff Mueller and Ben
Oevering
Volunteer: Cole Mundt

2025 Volleyball

Head Coach: Tanya LeJeune
JV Coach: Liza Kennedy
9th Grade Team Coach: Richard Streveler
Junior High Team Coaches: Amy Kelly and Keira
Knabel
Volunteer: Blair Dandeleit

2025 Cross Country

Head Coach: Matt Kingsbury
Assistant Coach: Sebastian Kingsbury

2025-2026 Boys Basketball

Head Coach: Michael VanderPlas
JV Coach: Patrick Oevering
9th Grade Coach: Brett Egland
JH Coach: Dustin Bunke

2025-2026 Girls Basketball

Head Coach: Sam Barnes
JV: Dylan Weninger
JH: Nia Hacker

2025-2026 Wrestling (cooperative with R-P)

Assistant/Girls Coach: Carter Jonsgaard
Assistant: Wyatt Laumb

2025-2026 Dance (Cooperative with R-P)

Assistant: Sarah Gruett

Accept resignation of Abby Schleper as JH Girls
Basketball Coach.

Thank you to the I-A Booster Club for donating
\$2600 to go towards the costs of the 2025
summer Strength and Conditioning program, and
\$15,000 to go towards the expenses of all
sports.

Thank you to the following businesses who have
generously contributed to be a sponsor of our
2025-2026 Athletics Programs. These funds go

towards Hudl (\$9200) and other program expenses.

Lewiston Auto \$5000
PlastiCert \$5000
Lewiston Senior Living \$1500
Riverside Integrated Solutions \$1000
Hoff Funeral Home \$500
Peoples State Bank \$500
Thrivent (Greg Bonow) \$500
Horihan Insurance \$250

VIII. Policies and Forms on Final Readings

516.5 Overdose Medication
534 School Meals
621 Literacy /READ Act

IX. Language Access Plan

X. Crisis Response Management Information and Plans

XI. 2025-2026 Employee Handbook

XII. 2025-2026 Elementary Parent Handbook

XIII. 2025-2026 High School Student Handbook

XIV. 2025-2026 Coaches Handbook

XV. PK-5 Principal's Report

XVI. L-A High School Principal's Report

XVII. Superintendent and Dashir Reports

XVIII. Board Committee Reports

XIX. Upcoming Meeting Dates

August 12th: EdMN/L-A Negotiations, 12:00pm
August 18th: Back To School Staff Breakfast (7:30am), Program (8:15am) and Lunch (TBD)
August 20th: Back to School Celebration, 5-7pm, Crossings Center
August 26: Finance Committee, 9:00am
September 8: Regular Board Meeting, 6:00pm
September 11: Health and Safety Committee, 7:15am (remote & HS Conf Room)
September 15: EC/CmEd Advisory, 3:30pm (Remote)
September 25: Policy Review Committee, 7:00am (remote)

XX. Motion to go into Closed Session for the purpose of discussing contract negotiations and

the possible sale of real estate property.

XXI. Adjourn



LEWISTON-ALTURA PUBLIC SCHOOLS ISD 857
SCHOOL BOARD REPORT
08.11.2025

Purpose: To provide monthly updates to the School Board regarding progress on facility construction and improvement projects.

Key updates from this month include:

HIGH SCHOOL

Significant improvements are underway at the High School. This fall, work includes:

- Roof repairs – a pre-construction meeting is scheduled for August 21. Contractors plan to mobilize in late August, with roofing work starting in early September.
- Bathroom renovations
- Tuckpointing of exterior walls – the tuckpointing team is currently onsite and has begun cutting mortar joints. Brick, mortar, and joint sealant colors were finalized last week.
- Upgrades to the C-Gym: Refinishing is scheduled for mid-to-late October, with new bleacher installation to follow (to be completed by November).

Career and Technical Education (CTE) Space Planning:

Design discussions are ongoing for upgraded CTE spaces, with focus areas including:

- Ag Education, Construction (expanded to include plumbing/electrical), Robotics, and Welding
- Removal of old equipment and materials over the summer has created more flexible space
- Prioritizing mobile, adaptable furniture and equipment to support a range of instructional activities
- A specific list of desired new and replacement equipment is being finalized, with input from Southeast Tech, MDE, and others
- Once pricing is confirmed, the district will pursue grant and donation opportunities to support acquisition

HIGH SCHOOL & ELEMENTARY

1. Traffic Flow and Safety Improvements:

Final designs have been developed for improved traffic circulation and safety at both schools. Key elements include:

- Redesigned bus and parent drop-off/pick-up zones at each building
- Updated bus loop layouts to enhance safety and efficiency

2. Secured Entrance Designs:

Design teams are finalizing plans for interior and exterior designs of the new secured entrances at both schools. Layouts for entry offices and access points have been reviewed to enhance building security while maintaining a welcoming environment.

3. Preliminary Interior Colors and Designs:

District staff and architectural partners have conducted multiple meetings to explore interior design features. Highlights include:

- Hands-on review of material samples to assess durability and function
- Evaluation of various flooring types (tile, carpet) for classrooms and hallways
- Development of basic color palettes for both schools, including wall and floor finishes



LEWISTON-ALTURA PUBLIC SCHOOLS ISD 857
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4. HVAC, Plumbing, and Electrical Upgrades:

Engineering teams are actively developing plans for necessary infrastructure improvements. Current status includes:

- Ongoing building walkthroughs with consultants/contractors
- Bid documents targeted for release this fall
- The Board will receive detailed bid package information prior to release
- Bid Packages will include optional alternates for Board consideration based on cost-benefit

NON-REFERENDUM FACILITIES UPDATES

In a parallel sustainability effort, solar panels have been installed:

- On the roof of the elementary school
- On the ground at the high school

These installations are not funded through the referendum but made possible through:

- 80% federal funding
- 20% district interest earnings

NEXT STEPS

- Continue refining and finalizing designs
- Prepare and review bid documents for fall distribution
- Provide further CTE equipment planning
- Monitor construction timelines and ensure timely communication with the Board

**MINUTES OF THE ISD #857 LEWISTON-ALTURA REGULAR SCHOOL BOARD MEETING
July 14, 2025**

A regular meeting of the School Board of Independent School District #857 was held July 14, 2025 at 6:00pm in the High School Library. Members present were Bree Maki, Daniel Kreidermacher, David Baer, Sara Daley, Luke Miller and Amber Pasche. Dave Pringle was absent.

Chair Maki called the meeting to order at 6:00pm. The Pledge of Allegiance was recited.

Motion by Miller and seconded by Kreidermacher to approve the meeting agenda. MCU.

Southeast Service Cooperative Executive Director Steve Sallee and Manager of Workforce Development Sarah Ness presented information about SSC and the programs and services it provides to member school districts.

Motion by Kreidermacher and seconded by Baer to approve the Consent Agenda. MCU.

Motion by Baer and seconded by Miller to approve the District's FY27 Long Term Facilities Maintenance 10-Year Plan as required by MDE. MCU.

Motion by Baer and seconded by Daley to approve a 2025-2026 Contract with Falcon View Academy for Chemistry and Physics classes. MCU.

Superintendent Carman provided updates on the 2023-2025 Strategic Plan and focuses for 2025-2026.

Motion by Baer and seconded by Miller to approve
(Updates quote directly from MN Laws, other legal sources or are clerical updates that do not affect the substance of the policy): 416 Drug, Alcohol and Cannabis Testing; 425 Staff Development and Mentoring; 606.5 Library Materials; 613 Graduation Requirements; 620 Credit for Learning; 624 Online Instruction.

Motion by Baer and seconded by Kreidermacher (Substantive updates arise from changes enacted by the 2025 MN Legislature): 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse; 418 Drug-Free Workplace/Drug-Free School; 501 School Weapons Policy; 516 Student Medication and Telehealth; 524 Internet, Technology and Cell Phone Acceptable Use and Safety (no changes-annual review); 602 Organization of School Calendar and School Day; 707 Transportation of Public School Students; 709 Student Transportation Safety Policy; 802 Disposition of Obsolete Equipment and Material; 806 Crisis Management Policy.

Motion by Baer and seconded by Miller on a 2nd Reading: 412 Expense Reimbursement, 517 Student Recruiting, 518 DNI-DNI Orders, 525 Violence Prevention, 526 Hazing Prohibition, 531 The Pledge of Allegiance, 606 Textbooks and Instructional Materials.

Superintendent Carman presented her report and a report from Dashir.

Motion by Kreidermacher and seconded by Baer to adjourn the meeting at 7:51pm. MCU.

Dave Pringle, Clerk

Lewiston-Altura Public Schools Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P2601	69303		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	07/15/2025	5,376.47
001	P2601	69304		Wire	1	1054	FEDERAL TAXES		No	No	No	07/15/2025	33,937.51
001	P2601	69305		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT.		No	No	No	07/15/2025	25,775.08
001	P2601	69306		Wire	1	18610	Public Employers Retirement Association		No	No	No	07/15/2025	3,425.32
001	P2601	69307		Wire	1	4373	ING		No	No	No	07/15/2025	1,926.84
001	P2601	69308		Wire	1	6283	MinnWest Bank Group		No	No	No	07/15/2025	30.00
001	P2601	69309		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS		No	No	No	07/15/2025	6,213.30
001	P2601	69329		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	07/15/2025	141.93
001	P2601	69330		Wire	1	1054	FEDERAL TAXES		No	No	No	07/15/2025	1,139.97
001	P2601	69331		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT.		No	No	No	07/15/2025	271.98
001	P2601	69332		Wire	1	18610	Public Employers Retirement Association		No	No	No	07/15/2025	443.75
001	P2601	69336		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	07/15/2025	1,188.55
001	P2601	69337		Wire	1	1054	FEDERAL TAXES		No	No	No	07/15/2025	6,784.34
001	P2601	69338		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT.		No	No	No	07/15/2025	2,720.48
001	P2601	69339		Wire	1	18610	Public Employers Retirement Association		No	No	No	07/15/2025	1,880.46
001	P2601	69340		Wire	1	4373	ING		No	No	No	07/15/2025	100.00
001	P2601	69341		Wire	1	6283	MinnWest Bank Group		No	No	No	07/15/2025	196.00
001	P2601	69342		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS		No	No	No	07/15/2025	1,354.17
001	P2601	69356		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	07/18/2025	134.68
001	P2601	69357		Wire	1	1054	FEDERAL TAXES		No	No	No	07/18/2025	603.57
001	P2601	69358		Wire	1	18610	Public Employers Retirement Association		No	No	No	07/18/2025	513.18
001	P2602	69373		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	07/31/2025	5,376.47
001	P2602	69374		Wire	1	1054	FEDERAL TAXES		No	No	No	07/31/2025	33,937.35
001	P2602	69375		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT.		No	No	No	07/31/2025	25,775.08
001	P2602	69376		Wire	1	18610	Public Employers Retirement Association		No	No	No	07/31/2025	3,425.32
001	P2602	69377		Wire	1	4373	ING		No	No	No	07/31/2025	1,926.84
001	P2602	69378		Wire	1	6283	MinnWest Bank Group		No	No	No	07/31/2025	30.00
001	P2602	69379		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS		No	No	No	07/31/2025	6,213.30
001	P2602	69380		Wire	1	1053	MINNESOTA ELECTRONIC FUNDS		No	No	No	07/31/2025	1,339.25
001	P2602	69381		Wire	1	1054	FEDERAL TAXES		No	No	No	07/31/2025	7,897.01
001	P2602	69382		Wire	1	18600	MINNESOTA TEACHERS RETIREMENT.		No	No	No	07/31/2025	2,776.05
001	P2602	69383		Wire	1	18610	Public Employers Retirement Association		No	No	No	07/31/2025	2,414.26
001	P2602	69384		Wire	1	4373	ING		No	No	No	07/31/2025	100.00
001	P2602	69385		Wire	1	6283	MinnWest Bank Group		No	No	No	07/31/2025	196.00
001	P2602	69386		Wire	1	6496	EDUCATORS BENEFIT CONSULTANTS		No	No	No	07/31/2025	1,354.17
001	P2602	69387		Wire	1	5956	MIEnergy Cooperative		No	No	No	07/25/2025	13,090.18
001	MN601P	69388		Wire	1	3571	MINNESOTA ENERGY RESOURCES		No	No	No	07/25/2025	4,694.57
001	P601P	69389		Wire	1	5546	VISA		No	No	No	07/21/2025	2,344.94

Lewiston-Altura Public Schools
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P601AM	69446		Wire	1 3128	R1	Amazon Capital Services		No	No	No	07/31/2025	1,250.83
001	P601CK	69312	77684	Check	1 7343		A2Z SPORTS LLC		Yes	No	No	07/07/2025	1,800.00
001	P601CK	69310	77685	Check	1 2671	R1	CDW-Government		Yes	No	No	07/07/2025	5,141.32
001	P601CK	69311	77686	Check	1 7320		LRS of Minnesota		Yes	No	No	07/07/2025	897.64
001	P601CK	69320	77688	Check	1 6115		Associated Bank Green Bay, N.A.		Yes	No	No	07/08/2025	49,737.50
001	P601CK	69327	77689	Check	1 7091		Dalco Enterprises		Yes	No	No	07/08/2025	2,896.72
001	P601CK	69325	77690	Check	1 6465		Ehlers		Yes	No	No	07/08/2025	426,113.89
001	P601CK	69318	77691	Check	1 4085		IEA, INC		Yes	No	No	07/08/2025	966.93
001	P601CK	69319	77692	Check	1 5993		IXI Learning Inc		Yes	No	No	07/08/2025	7,787.50
001	P601CK	69322	77693	Check	1 6246		Kelly Printing & Signs, LLC		Yes	No	No	07/08/2025	139.59
001	P601CK	69317	77694	Check	1 3009		MASP		Yes	No	No	07/08/2025	50.00
001	P601CK	69315	77695	Check	1 12420		MASSP		Yes	No	No	07/08/2025	640.00
001	P601CK	69328	77696	Check	1 7344		McDowall Company		Yes	No	No	07/08/2025	33,250.00
001	P601CK	69323	77697	Check	1 6380		McGraw Hill		Yes	No	No	07/08/2025	3,958.53
001	P601CK	69314	77698	Check	1 12143		MINNESOTA ASSOCIATION OF SCHOOLS		Yes	No	No	07/08/2025	880.00
001	P601CK	69321	77699	Check	1 6222		PowerSchool Group LLC		Yes	No	No	07/08/2025	7,657.30
001	P601CK	69324	77700	Check	1 6411		Riverside Insights		Yes	No	No	07/08/2025	738.75
001	P601CK	69316	77701	Check	1 18397		SOUTHEAST SERVICE COOPERATIVE		Yes	No	No	07/08/2025	1,800.00
001	P601CK	69326	77702	Check	1 6958		Twig Education Inc		Yes	No	No	07/08/2025	7,226.52
001	P2601	69354	77703	Check	1 7128		Affinity Plus Credit Union		Yes	No	No	07/16/2025	75.00
001	P2601	69351	77704	Check	1 6265		ALERUS RETIREMENT BENEFITS ATTN		Yes	No	No	07/16/2025	150.00
001	P2601	69350	77705	Check	1 5594		ALTRA FEDERAL CREDIT UNION		Yes	No	No	07/16/2025	15.00
001	P2601	69352	77706	Check	1 6406		Ameritas Life Insurance Corp		Yes	No	No	07/16/2025	65.92
001	P2601	69348	77707	Check	1 4951		Bremer Bank		Yes	No	No	07/16/2025	395.00
001	P2601	69349	77708	Check	1 5100		DELTA DENTAL OF MINNESOTA		Yes	No	No	07/16/2025	1,232.83
001	P2601	69353	77709	Check	1 6461		ISD 857 - Flex Plan Checking		Yes	No	No	07/16/2025	862.54
001	P2601	69344	77710	Check	1 17090		MADISON NATIONAL LIFE		Yes	No	No	07/16/2025	456.66
001	P2601	69346	77711	Check	1 4786	R1	Merchants Bank		Yes	No	No	07/16/2025	470.00
001	P2601	69347	77712	Check	1 4877		MINNESOTA Public Employees Insurance		Yes	No	No	07/16/2025	13,327.29
001	P2601	69355	77713	Check	1 7203		WCF - CARDINAL FOUNDATION		Yes	No	No	07/16/2025	100.00
001	P2601	69345	77714	Check	1 3545		Winona National Bank		Yes	No	No	07/16/2025	130.00
001	P601CK	69372	77715	Check	1 7089		Dashir Management Services, Inc		Yes	No	No	07/21/2025	16,019.59
001	P601CK	69368	77716	Check	1 5691		EMC Insurance Companies		Yes	No	No	07/21/2025	28,588.77
001	P601CK	69366	77717	Check	1 5072	R1	FRONTLINE TECHNOLOGIES GROUP L		Yes	No	No	07/21/2025	4,390.27
001	P601CK	69364	77718	Check	1 3210		HBC		Yes	No	No	07/21/2025	1,598.68
001	P601CK	69360	77719	Check	1 07141		HIGH PLAINS COOPERATIVE		Yes	No	No	07/21/2025	1,986.87
001	P601CK	69371	77720	Check	1 7063		InGensa, Inc		Yes	No	No	07/21/2025	96,612.23
001	P601CK	69369	77721	Check	1 5865	R1	Loffler Companies -- 131511		Yes	No	No	07/21/2025	69.61

Lewiston-Altura Public Schools
Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
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001	P601CK	69361	77723	Check	1	12540	MISSISSIPPI WELDERS SUPPLY COMP,		Yes	No	No	07/21/2025	172.80
001	P601CK	69362	77724	Check	1	1292	PLUNKETTS		Yes	No	No	07/21/2025	1,546.78
001	P601CK	69363	77725	Check	1	17077	REGION V COMPUTER SERVICES		Yes	No	No	07/21/2025	3,278.00
001	P601CK	69370	77726	Check	1	6815	Robertson Ryan & Associates, Inc.		Yes	No	No	07/21/2025	3,547.67
001	P601CK	69365	77727	Check	1	4448	VERIZON WIRELESS		Yes	No	No	07/21/2025	19.88
001	P601CK	69405	77728	Check	1	6395	Ability Built Computers		Yes	No	No	07/28/2025	690.00
001	P601CK	69395	77729	Check	1	2671	CDW-Government		Yes	No	No	07/28/2025	31,181.28
001	P601CK	69410	77730	Check	1	7190	Chromebookparts.com		Yes	No	No	07/28/2025	601.04
001	P601CK	69396	77731	Check	1	2707	City of Lewiston		Yes	No	No	07/28/2025	1,019.63
001	P601CK	69413	77732	Check	1	7345	CONFLUENCE CONSULTING		Yes	No	No	07/28/2025	1,696.25
001	P601CK	69391	77733	Check	1	1366	CUSTOM ALARM		Yes	No	No	07/28/2025	634.50
001	P601CK	69408	77734	Check	1	7089	Dashir Management Services, Inc		Yes	No	No	07/28/2025	15,708.49
001	P601CK	69390	77735	Check	1	12630	FACTORY MOTOR PARTS		Yes	No	No	07/28/2025	395.50
001	P601CK	69402	77736	Check	1	5090	HUDL		Yes	No	No	07/28/2025	1,250.00
001	P601CK	69404	77737	Check	1	6246	Kelly Printing & Signs, LLC		Yes	No	No	07/28/2025	344.47
001	P601CK	69411	77738	Check	1	7298	Kittelson, Grace		Yes	No	No	07/28/2025	200.00
001	P601CK	69407	77739	Check	1	6892	L-A Diggers		Yes	No	No	07/28/2025	70.00
001	P601CK	69409	77740	Check	1	7166	Metropolitan Mechanical Contractors, INC		Yes	No	No	07/28/2025	4,942.35
001	P601CK	69401	77741	Check	1	4952	MID-AMERICAN RESEARCH CHEMICAL		Yes	No	No	07/28/2025	1,792.45
001	P601CK	69400	77742	Check	1	4712	MINNESOTA UNEMPLOYMENT INSURA		Yes	No	No	07/28/2025	7,606.01
001	P601CK	69412	77743	Check	1	7339	Performance Office Papers Inc		Yes	No	No	07/28/2025	8,068.20
001	P601CK	69397	77744	Check	1	2910	PIONEER ATHLETICS		Yes	No	No	07/28/2025	3,346.59
001	P601CK	69393	77745	Check	1	1930	PROJECT FINE		Yes	No	No	07/28/2025	55.00
001	P601CK	69406	77746	Check	1	6511	Quadient Leasing USA, Inc.		Yes	No	No	07/28/2025	111.00
001	P601CK	69414	77747	Check	1	7346	ROBERT W. BAIRD & CO		Yes	No	No	07/28/2025	4,050.00
001	P601CK	69394	77748	Check	1	2363	SHERWIN WILLIAMS		Yes	No	No	07/28/2025	391.20
001	P601CK	69398	77749	Check	1	3996	SOPRIS WEST		Yes	No	No	07/28/2025	303.60
001	P601CK	69403	77750	Check	1	5587	Stoos Electric Inc.		Yes	No	No	07/28/2025	478.62
001	P601CK	69392	77751	Check	1	19210	TRI STATE BUSINESS MACHINES		Yes	No	No	07/28/2025	90.37
001	P601CK	69399	77752	Check	1	4448	VERIZON WIRELESS		Yes	No	No	07/28/2025	96.10
001	P2602	69425	77753	Check	1	7128	Affinity Plus Credit Union		Yes	No	No	07/31/2025	75.00
001	P2602	69422	77754	Check	1	6265	ALERUS RETIREMENT BENEFITS ATTN		Yes	No	No	07/31/2025	150.00
001	P2602	69421	77755	Check	1	5594	ALTRA FEDERAL CREDIT UNION		Yes	No	No	07/31/2025	15.00
001	P2602	69423	77756	Check	1	6406	Ameritas Life Insurance Corp		Yes	No	No	07/31/2025	65.92
001	P2602	69419	77757	Check	1	4951	Bremer Bank		Yes	No	No	07/31/2025	395.00
001	P2602	69420	77758	Check	1	5100	DELTA DENTAL OF MINNESOTA		Yes	No	No	07/31/2025	1,232.83
001	P2602	69424	77759	Check	1	6461	ISD 857 - Flex Plan Checking		Yes	No	No	07/31/2025	862.54

Lewiston-Altura Public Schools
 Payment Reg by Bank and Check

Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Tax Class	Print	Recon	Void	Pay/Void Date	Amount
001	P2602	69415	77760	Check	1 17090		MADISON NATIONAL LIFE		Yes	No	No	07/31/2025	456.66
001	P2602	69417	77761	Check	1 4786	R1	Merchants Bank		Yes	No	No	07/31/2025	470.00
001	P2602	69418	77762	Check	1 4877		MINNESOTA Public Employees Insurance		Yes	No	No	07/31/2025	13,327.29
001	P2602	69426	77763	Check	1 7203		WCF - CARDINAL FOUNDATION		Yes	No	No	07/31/2025	100.00
001	P2602	69416	77764	Check	1 3545		Winona National Bank		Yes	No	No	07/31/2025	130.00
Bank Total:												\$1,037,993.23	
Report Total:												\$1,037,993.23	

Lewiston-Altura Public Schools
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
P601CK	001	69312	77684	Check	1 7343		AZZ SPORTS LLC	Yes	No	No	07/07/2025	1,800.00
		69310	77685	Check	1 2671	R1	CDW-Government	Yes	No	No	07/07/2025	5,141.32
		69311	77686	Check	1 7320		LRS of Minnesota	Yes	No	No	07/07/2025	897.64
		69320	77688	Check	1 6115		Associated Bank Green Bay, N.A.	Yes	No	No	07/08/2025	49,737.50
		69327	77689	Check	1 7091		Dalco Enterprises	Yes	No	No	07/08/2025	2,896.72
		69325	77690	Check	1 6465		Ehlers	Yes	No	No	07/08/2025	426,113.89
		69318	77691	Check	1 4085		IEA, INC	Yes	No	No	07/08/2025	966.93
		69319	77692	Check	1 5693		IXI Learning Inc	Yes	No	No	07/08/2025	7,787.50
		69322	77693	Check	1 6246		Kelly Printing & Signs, LLC	Yes	No	No	07/08/2025	139.59
		69317	77694	Check	1 3009		MASP	Yes	No	No	07/08/2025	50.00
		69315	77695	Check	1 12420		MASSP	Yes	No	No	07/08/2025	640.00
		69328	77696	Check	1 7344		McDowall Company	Yes	No	No	07/08/2025	33,250.00
		69323	77697	Check	1 6380		McGraw Hill	Yes	No	No	07/08/2025	3,958.53
		69314	77698	Check	1 12143		MINNESOTA ASSOCIATION OF SCHO	Yes	No	No	07/08/2025	880.00
		69321	77699	Check	1 6222		PowerSchool Group LLC	Yes	No	No	07/08/2025	7,657.30
		69324	77700	Check	1 6411		Riverside Insights	Yes	No	No	07/08/2025	738.75
		69316	77701	Check	1 18397		SOUTHEAST SERVICE COOPERATIV	Yes	No	No	07/08/2025	1,800.00
		69326	77702	Check	1 6958		Twig Education Inc	Yes	No	No	07/08/2025	7,226.52
P2601	001	69354	77703	Check	1 7128		Affinity Plus Credit Union	Yes	No	No	07/16/2025	75.00
		69351	77704	Check	1 6265		ALERUS RETIREMENT BENEFITS AT	Yes	No	No	07/16/2025	150.00
		69350	77705	Check	1 5594		ALTRA FEDERAL CREDIT UNION	Yes	No	No	07/16/2025	15.00
		69352	77706	Check	1 6406		Ameritas Life Insurance Corp	Yes	No	No	07/16/2025	65.92
		69348	77707	Check	1 4951		Bremer Bank	Yes	No	No	07/16/2025	395.00
		69349	77708	Check	1 5100		DELTA DENTAL OF MINNESOTA	Yes	No	No	07/16/2025	1,232.83
		69353	77709	Check	1 6461		ISD 857 - Flex Plan Checking	Yes	No	No	07/16/2025	862.54
		69344	77710	Check	1 17090		MADISON NATIONAL LIFE	Yes	No	No	07/16/2025	456.66
		69346	77711	Check	1 4786	R1	Merchants Bank	Yes	No	No	07/16/2025	470.00
		69347	77712	Check	1 4877		MINNESOTA Public Employees Insuranc	Yes	No	No	07/16/2025	13,327.29
		69355	77713	Check	1 7203		WCF - CARDINAL FOUNDATION	Yes	No	No	07/16/2025	100.00
		69345	77714	Check	1 3545		Winona National Bank	Yes	No	No	07/16/2025	130.00
		69372	77715	Check	1 7089		Dashir Management Services, Inc	Yes	No	No	07/21/2025	16,019.59
P601CK	001	69368	77716	Check	1 5691		EMC Insurance Companies	Yes	No	No	07/21/2025	28,588.77
		69366	77717	Check	1 5072	R1	FRONTLINE TECHNOLOGIES GROUF	Yes	No	No	07/21/2025	4,390.27
		69364	77718	Check	1 3210		HBC	Yes	No	No	07/21/2025	1,598.68
		69360	77719	Check	1 07141		HIGH PLAINS COOPERATIVE	Yes	No	No	07/21/2025	1,986.87
		69371	77720	Check	1 7063		InGensa, Inc	Yes	No	No	07/21/2025	96,612.23
		69369	77721	Check	1 5865	R1	Loffler Companies -- 131511	Yes	No	No	07/21/2025	69.61
		69367	77722	Check	1 5125		Mackin	Yes	No	No	07/21/2025	497.56
		69361	77723	Check	1 12540		MISSISSIPPI WELDERS SUPPLY COM	Yes	No	No	07/21/2025	172.80

Lewiston-Altura Public Schools
Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
P601CK	001	69362	77724	Check	1	1292	PLUNKETTS	Yes	No	No	07/21/2025	1,546.78
		69363	77725	Check	1	17077	REGION V COMPUTER SERVICES	Yes	No	No	07/21/2025	3,278.00
		69370	77726	Check	1	6815	Robertson Ryan & Associates, Inc.	Yes	No	No	07/21/2025	3,547.67
		69365	77727	Check	1	4448	VERIZON WIRELESS	Yes	No	No	07/21/2025	19.88
		69405	77728	Check	1	6395	Ability Built Computers	Yes	No	No	07/28/2025	690.00
		69395	77729	Check	1	2671	CDW-Government	Yes	No	No	07/28/2025	31,181.28
		69410	77730	Check	1	7190	Chromebookparts.com	Yes	No	No	07/28/2025	601.04
		69396	77731	Check	1	2707	City of Lewiston	Yes	No	No	07/28/2025	1,019.63
		69413	77732	Check	1	7345	CONFLUENCE CONSULTING	Yes	No	No	07/28/2025	1,696.25
		69391	77733	Check	1	1366	CUSTOM ALARM	Yes	No	No	07/28/2025	634.50
		69408	77734	Check	1	7089	Dashir Management Services, Inc	Yes	No	No	07/28/2025	15,708.49
		69390	77735	Check	1	12630	FACTORY MOTOR PARTS	Yes	No	No	07/28/2025	395.50
		69402	77736	Check	1	5090	HUDL	Yes	No	No	07/28/2025	1,250.00
		69404	77737	Check	1	6246	Kelly Printing & Signs, LLC	Yes	No	No	07/28/2025	344.47
		69411	77738	Check	1	7298	Kittelson, Grace	Yes	No	No	07/28/2025	200.00
		69407	77739	Check	1	6892	L-A Diggers	Yes	No	No	07/28/2025	70.00
		69409	77740	Check	1	7166	Metropolitan Mechanical Contractors, INC	Yes	No	No	07/28/2025	4,942.35
		69401	77741	Check	1	4952	MID-AMERICAN RESEARCH CHEMIC,	Yes	No	No	07/28/2025	1,792.45
		69400	77742	Check	1	4712	MINNESOTA UNEMPLOYMENT INSUF	Yes	No	No	07/28/2025	7,606.01
		69412	77743	Check	1	7339	Performance Office Papers Inc	Yes	No	No	07/28/2025	8,068.20
		69397	77744	Check	1	2910	PIONEER ATHLETICS	Yes	No	No	07/28/2025	3,346.59
		69393	77745	Check	1	1930	PROJECT FINE	Yes	No	No	07/28/2025	55.00
		69406	77746	Check	1	6511	Quadient Leasing USA, Inc.	Yes	No	No	07/28/2025	111.00
		69414	77747	Check	1	7346	ROBERT W. BAIRD & CO	Yes	No	No	07/28/2025	4,050.00
		69394	77748	Check	1	2363	SHERWIN WILLIAMS	Yes	No	No	07/28/2025	391.20
		69398	77749	Check	1	3996	SOPRIS WEST	Yes	No	No	07/28/2025	303.60
		69403	77750	Check	1	5587	Stoos Electric Inc.	Yes	No	No	07/28/2025	478.62
		69392	77751	Check	1	19210	TRI STATE BUSINESS MACHINES	Yes	No	No	07/28/2025	90.37
		69399	77752	Check	1	4448	VERIZON WIRELESS	Yes	No	No	07/28/2025	96.10
		69425	77753	Check	1	7128	Affinity Plus Credit Union	Yes	No	No	07/31/2025	75.00
		69422	77754	Check	1	6265	ALERUS RETIREMENT BENEFITS AT	Yes	No	No	07/31/2025	150.00
		69421	77755	Check	1	5594	ALTRA FEDERAL CREDIT UNION	Yes	No	No	07/31/2025	15.00
		69423	77756	Check	1	6406	Ameritas Life Insurance Corp	Yes	No	No	07/31/2025	65.92
		69419	77757	Check	1	4951	Bremer Bank	Yes	No	No	07/31/2025	395.00
		69420	77758	Check	1	5100	DELTA DENTAL OF MINNESOTA	Yes	No	No	07/31/2025	1,232.83
		69424	77759	Check	1	6461	ISD 857 - Flex Plan Checking	Yes	No	No	07/31/2025	862.54
		69415	77760	Check	1	17090	MADISON NATIONAL LIFE	Yes	No	No	07/31/2025	456.66
		69417	77761	Check	1	4786	Merchants Bank	Yes	No	No	07/31/2025	470.00
		69418	77762	Check	1	4877	MINNESOTA Public Employees Insuranc	Yes	No	No	07/31/2025	13,327.29

Lewiston-Altura Public Schools
 Check Register by Bank and Check

Check Number: 0-2147483647 Payment Date: 7/1/2025-7/31/2025 Period: 0-999999999

Batch	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Pmt/Void Date	Amount
P2602	001	69426	77763	Check	1	7203		WCF - CARDINAL FOUNDATION	Yes	No	No	07/31/2025	100.00
		69416	77764	Check	1	3545		Winona National Bank	Yes	No	No	07/31/2025	130.00
Bank Total: 001													\$829,694.03
Report Total:													\$829,694.03

Lewiston-Altura Public Schools Exp Multi Year Guideline

Sequence: Fd, Org, Pro, Crs, Fin, O/S

		202401		202501		202601	
L	Fd Org Pro Crs Fin O/S	Budget 2REV	Year to Date	Budget 25REV2	Year to Date	Budget 26ADP	Year to Date
	Description		%		%		%
01	General						
01	General	8,874,568.00	443,464.70	8,815,884.00	325,883.35	8,821,091.00	277,792.09
			5%		4%		3%
02	Food Service	611,178.00	4,288.62	632,584.00	6,532.93	682,634.00	5,453.45
			1%		1%		1%
04	Community Education						
04	Community Education	430,824.00	13,385.59	284,885.00	13,511.09	290,054.00	12,039.84
			3%		5%		4%
06	Bldg Construction						
06	Bldg Construction	0.00	0.00	1,271,952.00	390.00	9,184,511.00	129,862.23
			0%		0%		1%
07	Debt						
07	Debt	507,425.00	68,287.50	546,325.00	59,325.00	2,024,764.00	475,851.39
			13%		11%		24%
30	Student Activity						
30	Student Activity	134,750.00	26,163.67	150,850.00	12,956.47	150,850.00	4,450.21
			19%		9%		3%
Report Totals:		10,558,745.00	555,590.08	11,702,480.00	418,598.84	21,153,904.00	905,449.21
			5%		4%		4%

AGREEMENT TO REIMBURSE FOR STUDENT MEMBERSHIP
for ALC Learning Year 25-26 (Targeted Services or Satellite) Programs with

Lewiston-Altura
District Name

0857-01
ISD No.

This Agreement is entered into this 11th day of August, 2025, by and between the Independent School District (*insert Name, ISD No., City,*) Minnesota, hereinafter referred to as the "Member School District," and the Hiawatha Valley Education District, hereinafter referred to as "HVED." The Member School District and HVED are hereinafter collectively referred to as the "parties" and individually as a "party."

WHEREAS, HVED provides the Total Learning Year Programming for HVED member districts. This programming is inclusive of and dependent on approval of staffing, curriculum, interventions, progress monitoring, and completion of individual student continuous learning plans; and

WHEREAS, HVED does not provide staffing for Targeted Services and ALC Satellite Programs (the "Programs") offered at schools located within its individual member districts; and

WHEREAS, the Member School District is a member of HVED and wishes HVED to offer the Programs within one or more of its schools

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the payment of certain monetary sums, and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Member parties agree as follows:

Section 1. Purpose:

The purpose of the Agreement is to provide for licensed and non-licensed staff to provide educational services at the Targeted Services and ALC Satellite Programs offered by HVED in one or more school buildings located within the Member School District.

Section 2. Student Membership Agreement:

Subsection 1. Educational Services: The Member School District will provide one or more teachers, if warranted, and one or more paraprofessionals, if warranted, to provide educational services to students participating in the Targeted Services (grades K-8) and ALC Satellites (grades 9-12 through age 21) who meet the requirements for participation in the program, as determined by HVED at its sole discretion. The total number of Member School District employees providing services in the Programs and the total number of service hours provided by such employees will be determined by the parties, based on student enrollment in the Programs. The parties agree that the total number of Member School District staff providing services in the Programs shall be consistent with any staffing ratios prescribed by law. To maintain staffing ratios, the Licensed Program Administrator should monitor student membership on a daily basis. An increase or decrease in student membership may require a budget amendment. HVED will respond to this budget amendment request within ten (10) calendar days.

Subsection 2. Employment of Qualified Staff: The Member School District warrants and agrees that the individual(s) assigned to provide services in the Programs hold(s) all licenses required to provide such services, including, but not limited to, any license required by the Minnesota Department of Education and Professional Educator Licensing Standards Board. If no license is required to provide the services,

the Member School District warrants and agrees that each individual assigned to provide services in the Programs is otherwise qualified to provide those services. The Member School District shall provide HVED with a copy of the each such individual's current license(s) or, for non-licensed positions, other proof of qualifications before he or she begins to provide services in the Programs. The Member School District shall provide HVED with additional copies of the licensure or other proof of qualification upon request. A current criminal background check pursuant to the Member School District's policies and procedures for each employee assigned to perform the services is required to be on file with the Member School District and available to HVED upon request. This expense is not covered by HVED.

Subsection 3. Program Location: The Member School District is solely responsible for providing an appropriate space for the Programs within the Member School District at no cost to HVED. The Member School District will ensure that the services are provided to students in a classroom in the school district in which the student attends, or else in a room that is essentially equivalent to the regular education classroom. The Member School District will ensure that the atmosphere in which the services are provided is conducive to learning and meets the students' special physical, sensory, and emotional needs.

Subsection 4. Administrative Support: Pursuant to the ALC Learning Year Program Guidebook, HVED will provide administrative support for the Programs. The parties agree that educational records created, collected, and maintained pursuant to this Agreement (i.e. attendance and academic records, signed Continuous Learning Plan (CLP)) will be entered per the current ALC Learning Year Program Guidebook for Member District ALC Satellites on site and ALC Targeted Services on site by the Member District and maintained subject to Subsection 6 of this Paragraph and applicable laws. The Member District is solely responsible for retaining all attendance records. This information will be required in the event of an audit. HVED further agrees to complete necessary state reports and provide programming updates at HVED Superintendents' or Principals' Advisory Council meetings.

Subsection 5. Programming: The Member School District will provide and utilize approved curriculum, programming, and other instructional materials for the Programs in cooperation with, and under the supervision of, HVED. The Member School District agrees that the services provided by its employees shall be provided in conformity with students' Individualized Education Program ("IEP")s, Section 504 Plans, Individual Family Service Plan ("IFSP")s, Individual Interagency Intervention Plan ("IIIP")s, and other educational plans and programs.

Subsection 6. Data Privacy. All data collected, created, received, maintained, or disseminated in any form, for any purposes by the activities of the Member District because of this Agreement are governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (as amended) ("MGDPA"), the Minnesota Rules promulgated pursuant to the MGDPA, the United States Family Educational Rights and Privacy Act (as amended) ("FERPA") and its implementing regulations, and/or other applicable State and Federal laws. The parties agree that such data must be maintained and released only in accordance with the provisions of those laws.

Section 3. Reimbursement for Student Membership: HVED will reimburse the Member School District for the services provided by its employees based on ninety percent (90%) of student membership minus ten percent (10%) for program administration.

Subsection 1. Invoice for Membership.

For June summer programming: All membership must be reported to HVED by June 30, 2025. HVED will enter and process membership reports to calculate payments by July 31, 2025. Payments to the member district would be made by August 31, 2025, or the latter of when MDE finalizes membership hours for payment.

For July and August summer programming: All membership must be reported to HVED by September 30, 2025. HVED will enter and process membership reports to calculate payments by October 31, 2025.

Payment to the member district would be made by November 30, 2025, or the latter of when MDE finalizes membership hours for payment.

For school year programming: All membership must be reported to HVED by May 31, 2026. HVED will enter and process membership reports to calculate payments by June 30, 2026. Payment to the member district would be made by July 31, 2026, or the latter of when MDE finalizes membership hours for payment.

The Member School District will submit an invoice for grades K-8 to TargetedServices@hved.org. For grades 9-12 the Member School District will submit an invoice to SatelliteServices@hved.org at HVED for the cost of all services provided during the submission period. All final invoices for any HVED Learning Year Program must be received by HVED no later than June 15 of the school year in which the services were provided.

Subsection 2. Payment of Invoice. HVED will pay Member Districts for services provided based on ninety percent (90%) of student membership minus ten percent (10%) for program administration. HVED may ask member districts to issue an adjusted invoice to reflect maximum reimbursement generated by student membership for the current billing cycle. Except in the event of a good faith dispute, HVED shall pay the Member School District the amount invoiced pursuant to this Paragraph within forty-five (45) days of its receipt of the invoice. Except as may be provided in any court order, HVED shall not be required to pay any interest, fee, penalty, or surcharge for any untimely payment.

Subsection 3. Employment of Staff. The Member School District is solely responsible for payment of all wages and other compensation to the employees it assigns to perform services pursuant to this Agreement. No withholding or deduction for State or federal income taxes, FICA, FUTA, or other State or federal employment taxes, will be made by HVED from the payments due to the Member School District. It is the Member School District's sole obligation to comply with all federal and State tax laws.

Subsection 4. Adjustment of Cost. HVED will receive General Education Revenue to cover the costs of any student enrolled in an HVED Learning Year Program. Any adjustments will be determined by the HVED Executive Director. Any excess revenue within the HVED Learning Year Program will be retained by HVED for use within the Learning Year Programs and communicated to the HVED Superintendents' and Principals' Advisory Councils.

Subsection 5. Effect of Termination. Upon expiration or termination of this Agreement, HVED shall only be obligated to pay the Member School District for the services actually provided before the expiration or termination of the Agreement.

Section 4. Duty to Cooperate: The parties agree to cooperate to maximize the effectiveness of the Programs and ensure that appropriate educational services are provided to students participating in the Programs. The HVED Superintendents' and Principals' Advisory Councils will meet regularly to review the programming. The parties agree that HVED will have the final decision with respect to programming, services, and other components of the Programs.

Section 5. Duration and Termination of Agreement:

Subsection 1. Duration: This Agreement will be effective from June 1, 2025, through May 31, 2026.

Subsection 2. Mutual Termination: This Agreement may be terminated by the mutual consent of the parties with the written approval of the HVED Board of Directors and the Member School District's School Board, as evidenced by the passage of an appropriate resolution in accordance with any and all state statutes that govern Education Districts in the state of Minnesota.

Subsection 3. Renewal. This Agreement shall automatically renew for subsequent one-year terms, if no updates are required, commencing on June 1 of the year following the expiration of the Agreement and any such subsequent one-year term, on the same terms described herein. Upon annual review, the Agreement will be reauthorized with appropriate updates. HVED requires written notice from the Member District by the preceding March 1 that the Member School District wishes to discontinue this Agreement.

Subsection 4. Early Termination. Either party may terminate this Agreement at any time, with or without cause, by providing the other party sixty (60) calendar days written notice.

Section 6. Amendments: No amendments shall be made to this Agreement except in writing signed by the Chair of the HVED Board of Directors, Executive Director of HVED, and the Member School District's School Board Chair and Superintendent, and approved by the respective Boards.

Section 7. Relationship of the Parties: Nothing contained in this Agreement is intended to create, or should be construed as creating, the relationship of, employee, co-partners, or joint ventures between or with HVED. Neither the Member School District nor any of its employees, owners, agents, or representatives shall be considered an officer, employee, or agent of HVED by virtue of this Agreement. It is the intent of the parties that the relationship created between the parties by virtue of this Agreement is that of an independent contractor.

The Member School District shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide the services, subject to applicable professional standards, HVED's policies and program guidelines, the terms of any IEP or 504 plan, and all applicable state, federal, and local laws, rules, regulations, and ordinances.

Section 8. Miscellaneous:

Subsection 1. Equal Drafting. This Agreement must be construed to have been drafted equally by the parties.

Subsection 2. Responsibility for Costs. Except as expressly provided in this Agreement, each party shall be responsible for its own costs, expenses, and attorney's fees associated with this Agreement or any related matters, including enforcement of this Agreement.

Subsection 3. Enforcement. Failure to insist on compliance with any term, covenant, or condition contained in this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed a waiver or relinquishment of any right or power at any other time.

Subsection 4. Nondiscrimination. While this Agreement is in effect, the Member School District agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, creed, national origin, or other characteristic protected by state or federal law prohibiting discrimination be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws

against discrimination.

Subsection 5. Third Parties. This Agreement does not create any rights, claims or benefits to any person that is not a party hereto nor create or establish any third-party beneficiary.

Subsection 6. Voluntary Agreement. All parties have voluntarily signed this Agreement. No party has been threatened, coerced, intimidated, or otherwise forced to sign this Agreement by any other party, any officer, employee, director, agent, representative, or attorney of any other party, or any other person or entity acting on behalf of any other party.

By signing below, each party specifically acknowledges that it has read this Agreement, that it has had an opportunity to review this Agreement with legal counsel, that it understands this Agreement, and that it agrees to be legally bound by all terms of this Agreement.

THEREFORE, this Agreement was entered into on the date indicated above.

HIAWATHA VALLEY EDUCATION DISTRICT

Chairperson

Executive Director

INDEPENDENT SCHOOL DISTRICT Name _____ ISD No. _____

Chairperson

Superintendent

621 LITERACY AND THE READ ACT

[NOTE: By the 2026-2027 school year, the school district must provide evidence-based reading instruction through a focus on student mastery of the foundational reading skills of phonemic awareness, phonics, and fluency, as well as the development of oral language, vocabulary, and reading comprehension skills. Students must receive evidence-based instruction that is proven to effectively teach children to read, consistent with Minnesota Statutes, sections 120B.118 to 120B.124.]

[NOTE: The 2024 Minnesota legislature renumbered the Read Act statutes to 120B.118 and 120B.119.]

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

- A. "Evidence-based" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.

- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.
- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through an MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.
- G. "Oral language," also called "spoken-expressive language," or "receptive language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension. This approach is consistent with the principles identified in the science of reading and is designed to ensure all students develop strong foundational literacy skills.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a

method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.

- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

- A. The school district must administer an approved ~~evidence-based~~ reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, by February 15 each year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by MDE.
- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, ~~at least biannually~~ after administering each screener, must follow the language access plan under Minnesota Statutes, section 123B.32 and must give the parent of each student who is not reading at or above grade level ~~timely~~ information from the screener about:
 - 1. the student's reading proficiency as measured by a screener approved by MDE;
 - 2. reading-related services currently being provided to the student and the student's progress; and
 - 3. strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. For students enrolled in dual language immersion programs, the school district must measure the student's reading proficiency in English or in the program's partner language, if available, according to Article V below. Following its language access plan under Minnesota Statutes, section 123B.32, the school district must notify families with timely information about students' reading proficiency, including how the student's reading proficiency is assessed, any reading-related services or supports provided to the student and the student's progress, and strategies for families to use at home in helping students succeed in becoming grade-level proficient in reading in English or the partner language. The dual language immersion program may provide information about national research on reading proficiency for students in dual language immersion programs in the parent notification.
- E. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, and students enrolled in dual language immersion programs, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool

approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and ~~oral-expressive or receptive language mastery~~. The screening tool used must be a valid and reliable universal screener that is highly correlated with foundational reading skills. For students reading at grade level, beginning in the winter of grade 2, the oral reading fluency screener may be used to assess reading difficulties, including characteristics of dyslexia, without requiring a separate screening of each subcomponent of foundational reading skills.

B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.

C. For students enrolled in dual language immersion programs:

1. if students are screened in the partner language, they must be screened at the same interval as the screenings in English under paragraph A above;

2. if the program provides instruction in foundational reading skills in English, the students receiving that instruction must be screened in English;

3. if the program provides instruction in foundational reading skills in the partner language, the students receiving that instruction must be screened in the partner language;

4. if no screener is available in the partner language, the school district must identify how students' reading proficiency is assessed and how the school district determines and provides targeted reading instruction in the partner language and supports to students identified as needing additional support in developing mastery of foundational reading skills; and

5. the partner language screening tool must be approved by the school district for kindergarten through grade 3 students.

D. Students in grades 4 and above, including multilingual learners and students receiving special education services, who ~~do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, are not reading at grade level~~ must be screened for reading difficulties, including characteristics of dyslexia, using a screening tool approved by MDE ~~for characteristics of dyslexia~~ and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.

E. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner ("Commissioner") by June 15 in the form and manner determined by the Commissioner.

- F. The school district must include in its local literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
1. a summary of the school district's efforts to screen for characteristics of reading difficulties, including dyslexia;
 2. the number of students universally screened for that reporting year;
 3. the number of students demonstrating characteristics of dyslexia for that year; and
 4. an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide aligned and targeted reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.119, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.119.

[NOTE: Starting in the 2026-2027 school year, a school district must use only evidence-based literary interventions. The 2025 Minnesota legislature amended Minnesota Statutes, section 120B.12, subdivision 3, to delay the 2025-26 requirement for one school year.]

- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide aligned and targeted reading intervention as defined by the MTSS framework until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that

strengthen students' cultural connections.

- F. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner by June 15 each year. The plan must be consistent with the Read Act, and include the following:
1. a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
 2. a process to notify and involve parents;
 3. a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
 4. evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
 5. identification of staff development needs, including a plan to meet those needs;
 6. the curricula used by school site and grade level and, if applicable, the district plan and timeline for adopting evidence-based curricula and materials starting in the 2025-2026 school year;
 7. a statement of whether the school district has adopted an MTSS framework;
 8. student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
 - a. students in kindergarten through grade 3;

- b. students who demonstrate characteristics of dyslexia; and
- c. students in grades 4 to 12 who are identified as not reading at grade level;~~;~~ ~~and~~

9. the number of teachers and other staff that have completed training approved by the department;

10. the number of teachers and other staff proposed for training in structured literacy;

11. how the district used funding provided under the Read Act to implement the requirements of the Read Act;

12. beginning as soon as practicable after the end of fiscal year 2026, how the district used literacy aid funding received under Minnesota Statutes, section 124D.98; and

13. beginning on December 31, 2025, for a district with a dual language immersion program:

a. the program's partner language;

b. grade levels included in the program;

c. the language used to screen students' foundational reading skills;

d. the percentage of grade 3 students taking the Minnesota Comprehensive Assessments; and

e. the number of students in the program in grades 4 to 12 who are identified as not reading at grade level.

B. Annually by June 15, the school district must post its literacy plan on the official school district website and submit it to the Commissioner using the template developed by the Commissioner~~beginning June 15, 2024.~~

C. The school district must use a streamlined template developed by the Commissioner for local literacy plans that meets the requirements of Minnesota Statutes, section 120B.12, subdivision 4a, and requires all reading instruction and teacher training in reading instruction to be evidence-based.

VIII. STAFF TRAINING

A. ~~Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5. The district must provide training from a menu of approved evidence-based training programs to the following teachers and staff by July 1, 2026: to:~~

1. reading intervention teachers working with students in kindergarten through grade 12;

2. all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;

3. kindergarten through grade 12 special education teachers responsible for foundational reading instruction;
 4. curriculum directors;
 5. instructional support staff, contractors, and volunteers who assist in providing reading interventions under the oversight and monitoring of a trained licensed teacher; who provide reading instruction; and
 6. employees who select literacy instructional materials for a district; and
 7. teachers holding English as a second language teaching licenses.
- B. The school district must provide training from a menu of approved evidence-based training programs to the following teachers by July 1, 2027:
1. teachers who provide foundational reading instruction to students in grades 4 to 12;
 2. teachers who provide instruction to students in a state-approved alternative program; and
 3. teachers who provide instruction to students in dual language immersion programs.
- ~~all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner may grant a school district an extension to these deadlines.~~
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.
- D. Training provided by the following may satisfy the professional development requirements under this Article:
1. a certified trained facilitator; or
 2. a training program that MDE has determined meets the professional development requirements under the Read Act.

IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness,

phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.

- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
1. elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.119 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
 2. elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
 3. licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
 4. licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
 5. licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to ~~support implementation of evidence-based reading instruction meet the requirements and goals adopted in the school district's local literacy plan.~~ The following are eligible uses of literacy incentive aid:

1. ~~training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;~~
2. ~~evidence-based training using a training program approved by MDE;~~
3. ~~employing or contracting with a literacy lead, as defined in Minnesota Statutes, section _____ 120B.119;~~

4. ~~materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.~~

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 124D.98 to enact these changes.]

Legal References: Minn. Stat. § 120B.119 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

Cross References: None

Adopted: _____

MSBA/MASA Model Policy 516.5
Orig. 2023

Revised:

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~~2023~~

516.5 OVERDOSE MEDICATION

[NOTE: The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists. School districts and their employees are legally permitted to purchase, store, and administer Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of medication. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools.]

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan), and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone, to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: (1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; (2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and (3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **"Drug-related overdose"** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **"Naloxone Coordinator"** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district's Naloxone Coordinator is [insert title of staff person appointed as coordinator].
- C. **"Opiate"** means any dangerous substance having an addiction forming or addiction

sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.

- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1. Administration type
 - 2. Dosage
 - 3. Date of issuance
 - 4. Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists at each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site.

[NOTE: The Minnesota Department of Education offered guidance regarding the meaning of “school site.” If a school site includes multiple buildings, the two-dose requirement applies to buildings used for instruction. It does not apply to administrative buildings, facility buildings, ice arenas, and similar buildings not used for instruction.]

- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1. The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.

2. The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
3. The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.
4. The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

1. In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
2. The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

G. The school district allows a student in grades 9 through 12 to possess and administer an opiate antagonist to another high school student. The protections of Minnesota Statutes, section 604A.04 apply to the possession and administration of opiate antagonists according to Minnesota Statutes, section 121A.224.

[NOTE: The 2025 Minnesota legislature enacted paragraph G. This provision is optional: school districts are not required to adopt paragraph G.]

V. NALOXONE STORAGE

A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds (i.e., transportation services, field trips, etc.).

[NOTE: School districts may decide that Naloxone will not be sent on field trips, transportation or activities that occur outside of the typical school day or off school property and may modify this statement accordingly. If Naloxone is provided during these auxiliary activities, schools should ensure that it is only provided if there is an available trained staff member to administer it and that the medication can be safely and legally stored and transported.]

B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.

C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

- Legal References:**
- Minn. Stat. § 13.32 (Educational Data)
 - Minn. Stat. § 13.43 (Personnel Data)
 - Minn. Stat. § 13.37 (General Nonpublic Data)
 - Minn. Stat. § 121A.21 (School Health Services)
 - Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
 - Minn. Stat. § 121A.224 (Opiate Antagonists)
 - Minn. Stat. § 144.344 (Emergency Treatment)
 - Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
 - Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
 - Minn. Stat. § 152.01 (Definitions)
 - Minn. Stat. § 152.02 (Schedules of Controlled Substances)

Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
~~[Minnesota Department of Health Toolkit on the Administration of Naloxone](#)~~

Resources: [Minnesota Department of Health, School Toolkit on Naloxone Administration in School Settings](#)

¹ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

Adopted: _____

MSBA/MASA Model Policy 534

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534 SCHOOL MEALS POLICY

[NOTE: In 2021, the Minnesota legislature amended Minnesota Statutes, section 124D.111, to require that Minnesota school districts that participate in the national school lunch program adopt a school meals policy. In 2023, the Minnesota legislature amended the statute to create the free school meals program].

[NOTE: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.]

[NOTE: School districts must follow appropriate debt collection practices when attempting to recover unpaid a la carte item or second meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte items or second meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

[NOTE: Payment systems and procedures will likely vary from school district to school district. The school district should select one of the following options and delete the remaining options.]

A. ~~[OPTION 1: All a la carte items or second meal purchases are to be prepaid before meal service begins. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).] A student who does not have sufficient funds will not be allowed to charge a la carte items or a second meal until additional money is deposited in the student's account.]~~

~~[OPTION 2: Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$[insert amount]-5.00 or [insert number of meals]one meal. to this account]. When an account reaches this limit, a student shall not be allowed to charge second meals or a la carte items until the negative account balance is paid. [Insert description for how families may add money to students' accounts (e.g., electronic payment options, pay at the school office, etc.).]Parents may add funds to their child's account by cash or check at the school office. Payments may be made online. Contact Vickie Speltz, Food Service Director, to set up an online account.~~

~~[OPTION 3: Insert a school district-specific process for payment of a la carte items or second meals.]~~

B. Free School Meals Program

1. The free school meals program is created within the Minnesota Department of Education
2. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.
3. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
4. Each school that participates in the free school meals program must:
 - a. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
 - b. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
 - c. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.

[NOTE: While subparagraph 3. above is inherent given subparagraph 2., MSBA recommends that school boards consider including subparagraph 3., which is stated in Minnesota Statutes, section 124D.111.]

- D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.
- G. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.
- H. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

[NOTE: New paragraphs G and H apply if a school district receives school breakfast aid under Minnesota Statutes, section 124D.111 or school lunch aid under Minnesota Statutes, section 124D.111 respectively.]

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches ~~\$[insert amount]-5.00 or [insert number of meals].~~ Families will be notified by text and email. ~~[insert the method used to notify families (e.g., automated calling system, email, letters sent home)].~~
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than ~~\$[insert amount]5.00,~~ not paid prior at the to [enter time period (e.g., end of the month, end of the semester, end of the school year)], will may be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

[NOTE: School districts that use a collection agency to collect unpaid school meals debt must address this in this policy. A new paragraph F. can be added to address the use of a collection agency.]

F. In cases of unpaid debt that exceeds \$100.00 at the end of the school year and multiple notices have not resulted in an agreed up payment plan, the district may use a collection agency.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
1. all households at or before the start of each school year;
 2. students and families who transfer into the school district, at the time of enrollment; and
 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 124D.111 (School Meals Policies; Lunch Aid; Food Service Accounting)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)
USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)
USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)
USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None

Language Access Plan to Ensure Effective Communication with Multilingual Students and Families

Section 1: Policy Directives

This section sets forth the laws, standards, and operating principles that will govern the implementation of ISD 857's language access plan.

Policy Foundation

Federal

- Title VI of the Civil Rights Act of 1964 was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.
- Equal Educational Opportunity Act (EEOA) requires states and school districts to provide equal educational opportunity to students learning English by taking appropriate actions to overcome language barriers.
- Individuals with Disabilities Education Act (IDEA) upholds language access rights for bilingual families by requiring that students be tested in their home language and Individual Educational Plans (IEP) be written in the appropriate home language. IEP meetings must be conducted in the family's home language using a highly trained and qualified interpreter.

State

Minnesota Statutes, section 123B.32 states:

- Subd. 1. Language access plan required. Starting in the 2025-2026 school year, during a regularly scheduled public board hearing, a school board must adopt a language access plan that specifies the district's process and procedures to render effective language assistance to students and adults who communicate in a language other than English. The language access plan must be available to the public and included in the school's handbook.
- Subd. 2. Plan requirements. The language access plan must include how the district and its schools will use trained or certified spoken language interpreters for communication related to academic outcomes, progress, determinations, and placement of students in specialized programs and services; and how families and communities will be notified of their rights under this plan.
- Subd. 3. Regular review. The board must review the plan every two years and update the plan as appropriate.
- Minnesota Learning for English Academic Proficiency (LEAPS) Act of 2014, Chapter 272, H.F. No. 2397, Article 1. The law has three principal goals for all English Learner (EL) students: 1) academic English proficiency; 2) grade-level content knowledge; and 3) multilingual skills development.

Definitions

American Sign Language (ASL) – A visually perceived language based on a naturally evolved system of articulated hand gestures and their placement relative to the body, along with non-manual markers such as facial expressions, head movements, shoulder raises, mouth morphemes, and movements of the body.

Relay – Telephone accessibility services to people who are deaf, deafblind, hard of hearing, or speech disabled.

Screen Reader – Software programs that allow blind or visually impaired users to read the text that is displayed on the computer screen with a speech synthesizer or braille display.

Interpretation – The act of listening to a communication in one language (source language) and orally converting it to another language (target language). Interpreter must retain the same meaning as the original message without omitting information, summarizing or otherwise altering the message and without adding the interpreter's own thoughts or opinions.

Interpreter – A person who provides interpreting services.

Simultaneous Interpretation Equipment – Equipment that allow a group of people to listen through headsets to information interpreted into their primary language. This method is most appropriate for large group settings and meetings where multiple languages are being interpreted simultaneously.

Language Assistance Services – Oral, expressive, written, and technological supportive services that help students and families communicate effectively with school staff. These services ensure students and families can participate fully in school services, activities, and programs.

Limited English Proficient (LEP) – Individuals whose primary language is not English and who have limited ability to communicate effectively in English, including writing, reading, speaking, and listening comprehension. Federal law uses this term to refer to the intended beneficiaries of language access services.

Emergent Multilingual Speakers – Individuals whose primary language is not English and who have limited ability to communicate effectively in English but are in the process of developing their English language proficiency. Language access industry leaders and advocates prefer the use of this term when referring to the intended beneficiaries of language access services.

English Learner (EL) – A status assigned to students whose primary language is not English, who lacks the necessary skills to understand, speak, read, and write in English but are receiving English language development instructions in a public school or charter setting.

Home Language – The language that is most commonly used in the home by members of a family, or the language that parents use when speaking with their children.

Primary Language – An individual's native tongue or the language in which an individual most effectively communicates.

Sight Translation – The oral interpretation of a written document. This occurs when an interpreter reads a document and then provides a complete oral interpretation of the information that it contains.

Remote Interpreting – Interpreting that is provided via telephone or video call.

Translator – A person who provides translation services.

Translation – The restating of written text from one language (source language) into an equivalent written text in another language (target language).

Vital Document – Materials deemed vital to ensuring access to educational services, programs, and activities, or contain information required by law to translate or provide in audio format.

Code of Ethics and Standards of Practice

ISD 857 will utilize the Minnesota Department of Education’s (MDE) Codes of Ethics and Standards of Practice for Educational Interpreters of Spoken Language available at [English Learner Disability Resources](#) webpage. This guide is only available in English because it was intended for language access practitioners.

Section 2: The Plan

Overview

ISD 857’s language access plan provides a blueprint for bringing the district or charter into compliance with state and federal language access requirements, including how the district will increase its capacity to address language service and resource needs identified in its self-assessment.

This plan is also a roadmap that will help staff navigate the process of setting deadlines, priorities, and identifying responsible personnel for policy and procedures development; hire, contract, assess, and ensure quality control of language assistance services; provide notice of services; provide training of staff; and conduct ongoing monitoring and evaluation.

Language Access Plan

Description of Services

ISD 857 offers written translation, in person interpretation, TransAct, and audio translation using electronics.

Elementary – Elementary parents in need of interpreter services are contacted by elementary staff to set a time for conferences. At this set time a translator will be utilized for communications.

High School - Parents are encouraged to call or email ahead if they will need interpreter services. Interpreter services are available at conferences on a first come first serve basis.

Elementary = 504-522-3210 hmathew@lewalt.k12.mn.us

High School = 507-523-2191 Option 2, springle@lewalt.k12.mn.us

Implementation

The ISD 857 superintendent will be responsible for oversight of the Language Access Plan. Administration, administrative assistants, interpreters, EL staff and teachers will report to the superintendent.

Identification and Assessment of Language Assistance Needs

ISD 857 will utilize its school enrollment form with the Minnesota Language survey to determine access needs. Additionally, we encourage parents to reach out regarding any other specific interpretation needs. Students on IEP's and/or in the EL program will have additional information gathered by the corresponding program staff.

Spanish – Written and Verbal Translation (Onsite staff, purchased services, and Project FINE)

Cebuano – Written Translation (Family support as we have not been able to access any MN resources for this language)

Braille – Typed translation (HVED Support)

Timeline

August: Board Approval

September – May: Implementation and Review

June – August: Revision

Funding and Procurement

During budgeting, monies are allocated for interpreter services for conferences as needed based upon current student population. Additional funds are added during budget revisions if needed due to change in enrollment needs of students and families.

Interpreters are arranged for conferences once the dates of conferences for the upcoming years are set. At the time of IEP or additional meetings, services are requested on an as needed basis.

Notice of Services

- Plan is available in the parent and student handbook for elementary and high school.
- Parents are reminded of interpreter services prior to conference night. Parents are encouraged to set a time, so that they do not have to wait for interpreter availability.
- IEP meeting needs are identified at the time of scheduling and parents are asked about interpreter needs.

Training for Staff

ISD 857 has created a training document for all interpreters. All interpreters will be asked to sign a training acknowledgement yearly.

Plan Maintenance

The plan will be reviewed yearly as noted above. Plans will be updated and approved as part of the parent/student handbooks by the school board yearly.

Community Engagement and Partnership

The district will continue partnerships with Hiawatha Valley Education District and Project FINE in order to meet school community needs.

Emergency Communication Protocol

When district emergency messages are communicated messages are sent in Spanish and English.

Artificial Intelligence (AI) Translation Services

Online translation services are used and when available, persons in the district that are literate in Spanish are asked to peruse documents when time is available in non-emergency communications.

Section 3: Procedures

- **Overview**

This section sets forth guidelines and steps for staff to coordinate, gather data, and deliver uniform services to students, families, and community members.

Procedures

- The school district will work with Hiawatha Valley Education District with language assistance needs, including the needs of those who are deaf, deafblind, hard of hearing, or speech disabled.
- Language preference for EL are documented in a spreadsheet yearly to determine communication preferences. JMC is used to document language preferences related to home and school communications as well.
- Staff will utilize technology or on-site staff, when available, to provide information to parents regarding language assistance services.
- Language needs are identified at the time of enrollment and documented in JMC.
- Staff will respond in preferred format whenever possible.
- Staff will reach out to internal contacts when language assistance is needed. If additional services are needed, staff will reach out to community and state organizations.
- The school district will work with Hiawatha Valley Education District to access telephone and video interpretation services.
- The district requests that parents having concerns regarding interpretation/translation of communications reach out to the school office or office of the superintendent to note concerns.
- Language access complaints can be addressed to the Superintendent via email or phone.
- [Describe what specific educational programs and services (i.e. English Learner programs and Individual Education Plan) should the use of a professional interpreter be required or strongly encouraged.]

- Bilingual staff may be asked to support in the circumstance of emergency communications, drop in visits, and or pre-scheduled meetings where other interpreters are unavailable. Bilingual staff will not serve in both translation and teacher capacities other than if they conduct their own conferences in a language other than English.
- District bilingual staff will be asked to complete the yearly training similar to other interpreters and sign a state of completion.

Contact Information

Gwen Carman

Superintendent

507-523-2191 extension 4

gcarman@lewalt.k12.mn.us

Lewiston-Altura Crisis Response Management Information and Plans



August 2025

Crisis Response Team

The Crisis Response Team are L-A staff with the responsibility to plan, coordinate and facilitate a response action plan to support the communication, physical, social and emotional needs of students, staff and the community in times of an acute, often unplanned, crisis. *NOTE: Additional staff may be contacted to meet with the Crisis Response Team, depending on the specific circumstances of the crisis.*

Name/Position	Elementary	High School	Work Extension
Gwen Carman Superintendent	X	X	3401
Dan Buege Facilities Manager	X	X	3404
Michelle Macpherson School Nurse	X	X	3259 (Elem) 3290 (HS)
Randi Ruppert Social Worker		X	3233
Tori Todd Elementary Counselor	X		3277
Melissa Papenfuss School Psychologist	X	X	3279 (Elem) 3301(HS)
Dave Riebel Elementary Principal	X	X	3213
Cory Hanson High School Principal	X	X	3232
Ryan Eppen Activities Director/ Dean of Students		X	3295
Nancy West Elementary Secretary	X		3211
Shelly Pringle HS Secretary		X	3231

Medical Response Teams

The Medical Response Teams are specific staff in each building that are trained in basic first aid and CPR. These team members have volunteered to respond to a medical emergency in our buildings, until local first responders can arrive (if necessary).

Elementary

Michelle Macpherson, School Nurse	3259 (Elem) 3290 (HS)
Mike Buringa	3243
Tori Todd	3277
Kayli Zezulka	3272
Scott Schmalz	3271
Courtney Fricke	3250
Ginny Reszka	3269

High School

Name/Position	Work Extension
Michelle Macpherson, School Nurse	3259 (elem) 3290 (HS)
Shelly Pringle	3231
Amy Kelly	3293
Amanda Koelln	3230
Luke Acord	3300
Ethan Scheck	3284
Kayleen Scheck	3283
Sarah Berndt	3244
Vickie Speltz	3403

AED Locations

Elementary: By the Office

High School:

- C-Wing by Weight Room
- C-Wing by Choir Room
- By Football Bleachers (outside)
- Portable AED in AD Office (taken on offsite sporting events)

Behavioral Crisis Response Team

These are staff members who are trained to support and respond when a student has escalated for a significant amount of time and is displaying significant emotional behaviors which may result in injury to him/herself or others.

Elementary

Dave Riebel	3213
Torie Todd	3277
Dylan Weninger	3260
Scott Schmalz	3271
Valerie Hettenbach	3242
Stephanie Kendall	3264

High School

Name/Position	Work Extension
Cory Hanson	3232
Ryan Eppen	3295
Randi Ruppert	3233
Kinsey Hornberg	3288
Zach Vix	3235
Theresa Starks	3278
Shannon Czaplewski	3294

Interagency Emergency Contact Phone Numbers

Agency	Phone Number
Immediate Fire, Ambulance or Police	911
Winona County Dispatch (request assistance but not an urgent emergency – the Sheriff’s office has immediate contact with Lewiston Police.)	507-457-6492
City of Lewiston Water/Sewer	507-523-2257
Hazardous Materials Information Center	1-800-467-4922
MN Suicide & Crisis Lifeline	988
Winona County Public Health & Human Services	507-457-6500 dhs@winonacounty.gov

Standard Response Protocol Notes

General Response Priorities

- Be observant.
- Report concerns to administration/office staff or another staff member as soon as practical.
- Always have a set of current attendance rosters in paper format ready to take with you. Keep on a clipboard with a pencil.
- Account for all students in your class.
- Stay calm, prioritize safety of students and staff.
- Listen on intercom or other means for communications that may impact needs to hold, secure, lockdown or evacuate.
- Refer media to the superintendent.
- Get personal support if needed.

Fire Drills: Students and staff exit the building through the nearest exit. Each classroom has an individual map posted, and a relocation campus station for individual classrooms to gather. Teachers will take attendance and report any missing students to office personnel.

Storm Shelter Locations Elementary students and staff go the elementary school basement. High school classrooms have assigned storm shelter locations available in the Handbook.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

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

Adults and staff are trained to:

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



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

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



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

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



EVACUATE

"To a Location"

Students are trained to:

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

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

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

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.





STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

“Get Inside. Lock outside doors”



Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.



WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

“Locks, Lights, Out of Sight”



A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the “Muscle Memory” associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.



Reunification Procedures at Evacuation Sites

General Protocols

- Be calm.
- Be flexible – follow directions.
- All staff remain onsite until directed to leave by Lead Site Supervisor. This may be past the end of the typical school day.
- Assigned responsibilities of staff members will vary depending on personnel available and needs.
- Teachers stay with students – have roster/take attendance; report any missing students. Focus on keeping students calm and assure them their parents have been contacted and will be picking them up. Continue to monitor your assigned group of students to assure all are accounted for.

Additional Response Protocols

Suicide Threat

QPR is similar to CPR. Just as widespread CPR training enables trained citizen action to save lives from heart attacks, QPR relies on trained citizen action to save lives from suicide. Research shows that the majority of those who attempt suicide give some warning signs – verbal, written or behavioral. QPR is designed to interrupt this terrible journey. For a complete free training on QPR go to www.summitstone.org.

Clues and warning signs come in several forms. One clue or warning sign may not mean a great deal, but any warning sign suggesting acute distress, despair or hopelessness about the future, or desire to ‘end it all’ is worth asking about.

1. Question: Asking about suicide may seem awkward or difficult. Try to find a private setting. Many people who’ve been asked if they’re thinking of suicide will have a great need to talk. Acknowledge the person’s distress. Asking the suicide question, does not increase risk.
2. Persuade: Your role is to listen first. Give your full attention. Do not interrupt. Do not rush to judgement or condemnation. Tame your own fear so you can focus on the other person. The goal of persuasion is for the person to agree to get some help. For example, “Will you go with me to see a counselor (or other professional)?” The person may resist the idea of getting help, even though they recognize that they need it. It is often a good idea to ask the person to agree to go on living and make a recommitment to life. For example, “I want you to live. Won’t you please stay alive until we can get you some help? A promise not to hurt or kill oneself and to go on living until help is gotten is most frequently met with relief and an agreement to stay alive.

IF the person refuses to get help, remember that it is better to have an angry friend or loved one, than a dead one. Respectfully accept the reality of the person’s pain, but offer alternatives and hope.

Refer: The last step in QPR is making a referral – or connecting the person with a competent, local mental health professional. MN has a suicide crisis line of 988. The best referrals are when you personally make an appointment and take the person to the appointment. Some suicidal people will prefer to

talk to someone they already know, e.g., a pastor, a counselor, a school nurse.

Weapon Seen or Reported

1. Immediately report the information to the principal or office staff.
2. If it is suspected that a weapon is in the classroom, stay in the classroom and confidentially ask another staff member to report the information to the principal or office staff.

Hazardous Materials

1. Determine name of the chemical, location on whether/how it is spreading.
2. Evacuate the room and close the door.
3. Pull a fire alarm and/or alert the office if there is a need for the entire building to evacuate.

Bomb Threat

1. Written Message:
 - a. Preserve the note by touching it as little as possible and place it in a document protector or plastic bag if possible.
 - b. Take the note to the principal as quickly as possible.
2. Threat by Telephone
 - a. Record exactly what the caller says.
 - b. Remain calm, be firm, keep the caller talking.
 - c. Notify the office.
 - d. Visually inspect your surroundings. Never attempt to touch, move, dismantle, or carry any object that is suspicious.
 - e. If directed, follow evacuation procedures.



LEWISTON – ALTURA
SCHOOL DISTRICT
EMPLOYEE HANDBOOK
2025-2026

Lewiston - Altura Schools:

**Educating A Caring, Adaptable, Respectful, Determined, Successful
Community of Learners**

Approved by the Lewiston – Altura School Board

DRAFT August 11, 2025

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GENERAL INFORMATION

INTRODUCTION

Welcome to Lewiston - Altura School District! We are excited to have you as a part of our team. Our schools equip students with an education that provides “learning for life”. All employees in our school district play an important role in ensuring this goal is achieved.

The purpose of this handbook is to provide you with general information and guidelines about your employment. It is not intended to be comprehensive, and it does not confer any contractual rights, either expressed or implied. It is your responsibility to read this handbook and understand its contents. Any questions should be addressed to the District Office. All district policies can be accessed on [Lewiston-Altura Public Schools Public View - BoardBook Premier](https://meetings.boardbook.org/Public/Organization/2341) <https://meetings.boardbook.org/Public/Organization/2341>

Although every effort will be made to update the handbook on a timely basis, ISD 857’s Board of Education reserves the right, and has the discretion, to change any policies, procedures, benefits, and terms of employment without notice, consultation, or publication, except as may be required by contractual agreements and law. The District reserves the right, and has the discretion, to modify or change any portion of this handbook at any time.

STATEMENT OF NON-DISCRIMINATION

It is the policy of our school district to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible.

TEAMWORK

Providing a quality education for students and a quality work experience for you involves teamwork between you and your colleagues. Teamwork is demonstrated by showing respect, cooperation and professionalism at all times. Serving as an effective member of your team is key to accomplishing the school district’s mission.

CODE OF ETHICS

When attending staff meetings, committee meetings, in individual staff conversations or other district sponsored meetings, we:

1. Strive for a positive attitude.
2. Strive for respectful communication.
3. Always honor the confidentiality of student, family and staff information.
4. The success of every student is paramount to our purpose and responsibility.
5. Be honest, open and focus on problem solving.
6. Respect each other’s differences (Listen objectively).
7. Support the consensus arrived by the group or the decisions of administration or school board and move forward together.
8. Strive to do our fair share of what needs to be done for school and student success.
9. Support regular evaluation and reflection of our performance.

PLEDGE OF ALLEGIANCE

Minnesota Statutes 121A.11 mandates the Pledge of Allegiance be recited at least once a week in public schools. “Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students and staff must respect another person’s right to make that choice.

EMPLOYEE EXPECTATIONS

BUILDING KEYS

Key fobs and keys will be issued as appropriate and necessary for your assigned duties. You will be required to sign out your keys and FOB. Should your employment with the district end, you are required to return all keys and FOB to the District Office.

CLASSROOM AND OFFICE ORGANIZATION AND FIRE MARSHALL REQUIREMENTS

All spaces need to be neat, orderly, and professional and have an ease of access.

- Clearance from the ceilings should be 18-24 inches
- All places of employment, passageways, storerooms, and service rooms shall be kept clean and orderly and in sanitary conditions.
- Electrical panels should be locked.
- Artwork and teaching material shall be permitted to be attached directly to walls, but shall not exceed 20 percent of the wall area.
- Objects cannot be hung from ceilings.
- Staff members must have supervisor approval before doing any classroom alterations, i.e., painting, installing new light fixtures or installing anything on the walls or ceilings.
- Any plants (no more than one/classroom) or small animal pets in a classroom require principal approval.
- Space heaters are not allowed.
- Microwaves, coffee pots, refrigerators, etc. are not permitted in classrooms. Three prong appliances are allowed in kitchens, designated break rooms and staff work rooms.
- Hazardous chemicals that are in secondary containers need proper labeling. The identity of hazardous chemicals, the appropriate hazard warning and the chemical manufacturer, along with other forms of warning, material safety data sheets, and employee information and trainings must be provided.

EMERGENCY CLOSINGS

Information concerning school closings and emergencies will be announced through the automated messenger system, on local radio and news channels. Refer to your contract, individual work agreement or Handbook for expectations for work and compensation on these days.

If the school calendar is modified and student days are added to the calendar, all staff are expected to work those days. Please refer to the 2024-2025 Board Approved School Calendar so you are aware of those potential additional student days of work.

DRESS CODE

Employees are expected to project a professional image that sets positive dress and grooming examples for students. Employees must adhere to standards of dress and appearance that are compatible with an effective and professional learning environment and job duties. The building administrator may designate days when reasonable modifications to this policy may be made such as spirit days.

The following attire is prohibited:

- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, signs, words, objects or pictures on clothing communicating a message that is racist, sexist or otherwise derogatory.

DOOR SECURITY

Doors to enter the school facilities are generally locked during the school day. Teachers with exterior doors in their classrooms must keep those doors locked and closed also. Staff may be given access FOBs that enables them to enter through doors with FOB sensors. If the access doors are locked, visitors and students must request entrance to the building by utilizing the video/speaker system at the designated doors. It is extremely important that staff and students NOT open or prop doors for visitors or students. Office staff need to know who has entered the building. Staff should model and enforce this expectation with students. Staff who lose or damaged a keys FOBs will be charged a replacement fee. (Not when due to normal wear and use.)

EMERGENCY PLANS/PROCEDURES

All staff must be familiar with the Crisis Management Plan and actively adhere to all procedures in drills or in the case of an actual incident. If there are any questions about Emergency Plans/Procedures, talk to your supervisor.

EMAIL COMMUNICATION, PERSONAL SOCIAL MEDIA AND INTERNET USE

Employees of the school district are assigned a school email address and access to the school network at the time of their hire. Employees are expected to check their school email at appropriate times during the workday to obtain communications from their supervisors or other district employees. If an email includes a specific question or concern, employees are expected to respond within 24 hours. Teachers and administration must respond to a parent/guardian question or concern addressed to them in an email within 24 hours.

School emails and an employee's use of the internet via the school network or any district owned device are not private and may be accessed by supervisors if there is a concern of inappropriate email or internet use.

Staff are strongly encouraged to be thoughtful if posting on personal social media sites any comments or information regarding the school district, staff, students, policies, events, your work or practices. Judgmental or critical comments from a school district employee may reflect negatively on colleagues, students, parents, administration and/or the entire district. If a staff member has a concern or question about a school district staff member, a student, a district policy or procedure, a past or future event or similar items, the employee should speak directly with his/her supervisor and/or the superintendent.

EMPLOYEE ATTENDANCE

Employees are expected to report to their assigned work location on time each scheduled workday. Regular attendance is an essential duty of all positions. If you are unable to come to work, you must notify your supervisor as soon as possible.

If you want to request an absence from your position, you must fill out an Advanced Leave Request form or post in Frontline (teachers). These forms should be turned into the school offices or with your supervisor. Each employee is responsible for knowing if s/he has the relevant leave (e.g., medical, personal, etc.) available when requesting a leave from work. This information is available on the Employee Self Service system. Absences within the past 4 weeks may not yet be inputted into SmartER. If there are any questions about leave availability, contact the District Office. If an employee is absent from work and does not have the necessary leave available, there will be a payroll deduction.

Advanced Leave Request forms are necessary as well for professional leaves such as attending out of district workshops on student contact days, full day field trips or extra or co-curricular activities.

Requests for unpaid leave will not be considered unless the employee has exhausted all other applicable paid leave and the reason for the request is extremely important (as determined by the superintendent). Family Medical Leave Act may apply in some cases of a serious health condition. Sick leave may be used for reasons as allowed by MN Statute 181.9447.

In situations where an absence was not pre-planned and an advance request form was not completed, the employee must still appropriately complete the form and submit it to his/her supervisor on the day the employee returns to work to assure all absences are appropriately documented and leave deductions are made.

EMPLOYEE GROUPS AND WORK AGREEMENTS

All school district staff have a collectively bargained Agreement, a Wage and Benefit Handbook or an individual contract. All staff are expected to follow work agreements, district policies, procedures, federal and state laws.

FOOD ACCOUNTS FOR EMPLOYEES

Employees are allowed to have a food service account through the food service program. Charges should not exceed a \$5.00 deficit. Charges must be paid in full by the end of the school year or the school district may withhold the balance against compensation.

GRANTS

Employees are encouraged to pursue grant funding to support programming and activities not funded by the District. Grant applications must be pre-approved by the building principal or superintendent.

LICENSURE / CERTIFICATION

Each employee who works in a position that requires licensure or certification must maintain a current license or certificate with the District Office. Employees are responsible for maintaining their license (s) and ensuring validity at all times.

PARKING

All employees must park in the parking area as designated by the administration.

PHONE USAGE

Staff should model appropriate cell phone use and only use phones for personal use during designated break times.

Personal long distance calls made over the school lines should be charged to your home number or made from your personal cell phone.

PHOTO IDENTIFICATION BADGE

All employees will be issued a photo identification badge. Employee identification badges are an important part of providing a secure environment for our students and employees. Badges should be worn at all times while on District property and should be worn in a visible spot on your body. Should your employment with the District end, you are required to return your photo identification badge to your supervisor

PURCHASE REQUESTS USING DISTRICT FUNDS

Staff may request the use of school funds to purchase materials to support the education of students or to support the work the employee is required to perform. To make this request, the employee must complete a School Requisition Form through SMARTer. It is important to provide complete ordering information on the Form. Funding approval will be dependent upon need and budget availability.

It is important to allow at least a one-week lead time for the purchasing approval and ordering process to be completed. Delivery time will vary depending on the vendor. This one week lead time also applies to written checks that may be needed for field trips, band contests, athletic events, etc.

Any requisitions for general classroom or curriculum materials for the current school year must be forwarded to the principal by **April 15th**. Current year budgets are intended to be used in the current school year. Exceptions to this (e.g., year end needs) must be discussed with the Principal prior to April 15th. If you have questions about the availability of funds consult with your principal or the Business Manager.

PURCHASING / REIMBURSEMENT

Items that need to be purchased with school funds need to be **pre-approved** by your supervisor. Employee requests for reimbursement of purchases made by the employee are not guaranteed. Purchases made outside of the district's requisition process through SMARTer or a paper PO for local purchases, should be avoided if at all possible. Please plan ahead as reimbursement is time consuming for the business office. The district cannot (by law) reimburse for any sales taxes that were paid at the time of purchase.

[Nursing Mothers, Lactating Employees, and Pregnancy Accommodations](#)
[Minnesota's Nursing Mothers, Lactating Employees and Pregnancy Accommodations](#) [las \(Minnesota Statutes 181.939\)](#) [gives pregnant and lactating employees certain legal rights. Pregnant employees have the right to request and receive reasonable accommodations , which may include, but are not limited to seating, limits to](#)

heavy lifting. Lewiston-Altura Public Schools and the employee shall engage in an interactive process with respect to the employee's requests for a reasonable accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is usually not paid, such as a meal break. Lewiston – Altura Public Schools makes reasonable efforts to provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk. For more information about this law, visit dli.mn.gov/newparents.

SCHOOL/WORK RELATED TRAVEL

Requests to attend out of district workshops or work related trainings or meetings must be approved by the Staff Development committee, principal or superintendent. Approval of a Staff Development Request does not automatically ensure registrations and hotel reservations are in place. All anticipated expenses should be put on a requisition form with the Staff Development approval form attached. The staff member must also complete an Advanced Leave Request form or post on Frontline. The district office will place approved registrations that are required and place hotel reservations if needed. Allow a minimum of two weeks for this process to be completed.

Requests for reimbursement for meals and mileage need to be submitted within 1 week of return. Receipts must be detailed, showing items purchased and not just credit card receipts. The forms for reimbursement are in the school offices and on the website. The district does not reimburse for alcohol, taxes paid or tips.

STAFF ATTENDANCE AT EXTRACURRICULAR ACTIVITIES

All staff are strongly encouraged to attend as many extra-curricular activities and events (athletic events, band concerts, theater performances, etc.) as possible to support our students and schools. Staff presence at these events is very important to students, parents/guardians and the community. If a home event has an admission fee (not including tournaments), staff members and spouses can get in free IF you are wearing your school ID badge. You are representing the school district at these events and excellent sportsmanship is expected. Please also be available if game supervisors or administration need assistance in responding to a major situation at the event- e.g, serious injury, significant student or adult conflicts, building evacuation if the fire alarm goes off, etc.

YEAR END RESPONSIBILITIES

Teachers and office staff are expected to complete all clean up and organization as part of the end of year procedures. This includes, but not limited to, putting all materials on shelves in boxes. There should not be any loose materials on desks. Teachers are expected to continue to work full days until all check out procedures are completed and approved by the principal.

In the case of a resignation or retirement at any point during the school year, all electronic documents and related files created during the period of employment and related to the employee's work, must be kept on the computer and/or in the assigned shared drive. These files may be duplicated for the employee's future use, but the district retains ownership as they were developed during the employee's time in the district.

PAYROLL

EMPLOYEE SELF SERVICE SYSTEM

Employees can access their personal account information through the Employee Self Service (ESS) system. You can access your account through the website at:

<https://www.regionv.k12.mn.us/smarter/Login.aspx?ReturnUrl=%2fsmarter%3fdn%3d0865&dn=0857>

This direct link is available on the school district webpage under Staff Resources. If you don't know your login information, contact the District Office for full instructions and access information.

It is important that accurate, up-to-date information is kept on file for you in the District Office. If you have an address change, you can change it directly through our SmartER system. Please inform the district office and your primary school office if you have a change in your personal phone number.

If you change your name, you must provide a copy of your new social security card to the District Office. Name changes will not be made in the district's payroll system until that process has been completed.

PAY DATES

Employees are paid on the fifteenth day and the last day of each month. If the fifteenth or the last day of the month occurs on a Saturday, Sunday or a holiday, the payday will be the preceding work day. Individual time sheets must be in the Business Office by the 6th or the 20th for the subsequent pay date.

Employees wishing to change their withholding allowances or marital status should provide a completed W-4 form to the District Office. W-4 forms are available on the district's website and in the District Office.

DIRECT DEPOSIT

Direct deposit is required for all employees. Your paycheck is directly deposited into an account of your choosing on payday. Account changes can be made by contacting the District Office. Consult the district office if you have any questions about your pay deposit or other relevant information.

TEACHERS RETIREMENT ASSOCIATION (TRA) / PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA)

When you begin your employment with Lewiston - Altura School District, you also begin contributing to your future retirement as a member of either the Teachers Retirement Association (TRA) or the Public Employees Retirement Association (PERA). Each pay period your contribution to TRA or PERA is deducted from your paycheck. The District, as your employer, also contributes to TRA or PERA on your behalf. Both employee and employer contributions are mandated by Minnesota law.

If you are interested in obtaining more information about your retirement account, then please use the following contact information:

Teacher Retirement Association

651.269.2409

800.657.3669

Fax:651.297.5999

www.minnesotatra.org

60 Empire Drive, Suite 400

Saint Paul, MN 55103

Public Employees Retirement Association

651.296.7460

800.652.9026

Fax: 651.297.2547

www.mnpera.org

60 Empire Drive, Suite 200

St. Paul, MN 55103-2088

EMPLOYEE BENEFITS

BENEFITS INTRODUCTION

Eligibility and the school district's contribution toward these benefit plans are determined based on your specific employee group. The Lewiston - Altura School District provides an array of healthcare benefits to eligible

employees including health, dental, life and long-term disability insurance, and medical and flexible spending accounts. If you have any questions, please contact the District Office.

Early Childhood Education and Before/After School Cardinal Care Programs

Lewiston – Altura school staff members that utilize the district’s early childhood education and before/after school care programs for children/youth living in their home on a full time basis receive a 50% reduction in tuition rates. This ~~does not apply~~ also applies to summer programming if you are working for the district while utilizing Cardinal Club.

For information on rates, programming, policies, schedules, registration or more, contact Early Childhood Coordinator Kayli Zezulka- kzezulka@lewalt.k12.mn.us OR Cardinal Club Coordinator Linda Liebfried - lliebfried@lewalt.k12.mn.us.

FLEXIBLE SPENDING ACCOUNTS (MEDICAL AND DEPENDENT CARE)

The school district currently offers both medical and dependent care flexible spending accounts to eligible employees. Eligible employees can elect to participate in these plans by setting aside money from their paychecks on a pre-tax basis to pay for certain eligible health care and dependent care expenses.

403 (b) PLAN/TAX SHELTERED (TSA) PLAN

A 403 (b) plan allows an employee to make pre-tax contributions from his/her paycheck into an account. You do not pay income tax on allowable contributions until you begin making withdrawals from the plan, which usually occurs when you retire. Penalties for early withdrawal do occur if funds are withdrawn prior to the time allowed by the IRS.

Employees have the opportunity to enroll in the Lewiston - Altura School District 403 (b) Plan if stated in their current work agreement. Matching contributions are available for some employees based on position and years of service. Match contribution details can be found in the applicable employee work agreement. Information about the school district’s approved vendors and financial advisors is available in the District Office.

FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act of 1993 (FMLA) requires the District to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family or medical reasons. Employees are eligible if they have worked for the District for at least 12 months and have worked a minimum of 1,250 hours during the 12 months

CONTINUATION OF BENEFITS: COBRA RIGHTS

The Consolidated Omnibus Budget Reconciliation (COBRA) provides employees and their dependents with the right to continue group insurance benefits provided under the employer’s group health plan for limited periods of time under certain circumstances such as voluntary or involuntary employment loss.

SCHOOL BOARD POLICY SUMMARIES

For the most up-to-date versions and full texts of School Board policies, please see [Lewiston-Altura Public Schools Public View - BoardBook Premier](#).

STATEMENT OF NON-DISCRIMINATION

It is the policy of ISD 857 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on

grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible.

SEXUAL, RACIAL, RELIGIOUS HARASSMENT AND VIOLENCE POLICY

Everyone at ISD 857 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

A harasser may be a student or an adult. Harassment may include the following when related to race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability:

1. Name calling, jokes or rumors
2. Pulling on clothing
3. Graffiti
4. Notes or cartoons
5. Unwelcome touching of a person or clothing
6. Offensive or graphic posters or book covers; or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the human rights officer, Gwen Carman, Superintendent.

You may also make a written report. It should be given to the principal or the human rights officer.

Your right to privacy will be respected as much as possible.

We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.

The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the school district policy against religious, racial and sexual harassment and violence. Complete policies are available on the school website.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT, VIOLENCE AND DISCRIMINATION ARE AGAINST THE LAW.

Human Rights Officer: Superintendent Gwen Carman
504 Coordinator: PK – Elementary Principal Dave Riebel
Title IX Coordinator: High School Principal Dr. Cory Hanson

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

The State of Minnesota requires that school district employees who know or have reason to believe that a child is being neglected or physically or sexually abused must immediately report the information to proper authorities. A person mandated by Minnesota law to report and fails to do so may be subject to criminal penalties and/or discipline, up to and including termination of employment. Submission of good faith report under Minnesota law and this policy will not adversely affect the employee reporter's employment.

FAMILY AND MEDICAL LEAVE POLICY

The Lewiston – Altura School District abides by procedures and policies regarding family and medical leave, pursuant to the requirements of the Family and Medical Leave Act of 1993 (FMLA) and consistent with the requirements of Minnesota parenting leave laws. Refer to Policy #410 for more details.

DRUG AND ALCOHOL TESTING

All school district employees and job applicants whose position requires a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this

policy. The school district also may request or require that drivers submit to drug and alcohol testing accordance with the provisions of this policy and as provided in Minn. Stat. §§181.950-181.957.

The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minn. Stat. §§181.950-181.957.

The uses, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed or alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs which are not medically prescribed, or alcohol is also prohibited through the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs (including medical cannabis) which are not medically prescribed, or alcohol are prohibited from entering or remaining on school district property.

Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay or immediate discharge.

DRUG AND ALCOHOL FREE WORKPLACE

Use of controlled substances, toxic substances, or alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

It shall be a violation of policy for any employee to use alcohol, toxic substances, or controlled substances in any school location. Any employee who violates this section shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge.

TOBACCO-FREE ENVIRONMENT

The Lewiston - Altura School District is committed to providing a healthy, safe, and productive environment for employees. It shall be a violation of policy for any employee to smoke or use tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, leased and all vehicles that a school district owns, leases, rents or contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district. Employees who violate this policy shall be subject to discipline.

EMPLOYEE-STUDENT RELATIONSHIPS

At all times, whether on or off duty and on or off school district locations, students will be treated by school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis. This expectation includes any communication that may occur via social media or other electronic communications.

Upon receipt of a report regarding a potentially inappropriate relationship or communication, the school district will take appropriate action. Such action may include, but not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. It also may be reported to appropriate state or federal authorities, including the Board of Teaching or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend or indemnify the employee for damages in school-related litigation.

WEAPONS POLICY

No employee shall possess, use or distribute a weapon when in the school location except as provided for in Board policy. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge. When an employee violates the district's weapons policy, law enforcement may be notified.

BULLYING PROHIBITION

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, or school district property, at school functions or activities, or on school transportation. This policy also applies to students who directly engage in the act of bullying but also students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to an act of cyberbullying regardless of whether such acts are committed on or off school district property and/or with or without the use of school district resources.

The school district will act to investigate all reported complaints of bullying. Consequences for employees who permit, condone, or tolerate bullying or engage in and act or reprisal or intentional false reporting or bullying may result in disciplinary action up to and including termination of employment.

STUDENT SEX NONDISCRIMINATION

Students are protected from discrimination on basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Ave. No student will be excluded from participation in, denied the benefit, or otherwise subjected to discrimination under any education program or activity operated by the school district on the basis of sex.

INTERNET ACCEPTABLE USE

The school district provides employees with access to the school district computer network, which includes Internet access. The school district network is limited to use for educational purposes, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational or personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network. A non-exhaustive list of unacceptable uses of school district's computer system and Internet resources is found in Board Policy 524.

Employees are expected to lock computer access when they are not at their workstation. No students should be allowed at staff desks or to use staff computers. All staff should be saving documents to the appropriate location on the server or One Drive and not to the hard drive of their workstation. All personnel are required to maintain the confidentiality of passwords. Personnel are responsible for the accounts assigned to them and for the actions taken with their accounts. All staff should logout or restart their computers at the end of the day. Projectors should be shut off when not being used.

HAZING PROHIBITION

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in the policy. This policy applies to behavior that occurs on or off school property and during or after school hours. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for this act. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against a student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated the policy.

PUBLIC AND PRIVATE PERSONNEL DATA/PROTECTION AND PRIVACY OF PUPIL RECORDS

All student data maintained by a school district is private educational data under the law. Student data can only be provided to the student who is the subject of the data and his/her parents or guardians. Virtually all records maintained by a school district regarding a student are private if the name of the student is on the document or it provides basis for identifying the student. This willful violation of student's privacy rights constitutes a misdemeanor offense, and it is grounds for employee discipline. The District will comply with a request for information as they are received in accordance with state and federal law and school district policy.

It is imperative that all school personnel also understand that information about individual students, and observations of students during a school day is private data of the student and should not be shared or discussed with individuals outside of the school setting. Staff should not have confidential conversations in public places or over insecure communication channels, open offices, social media, or meeting places. Concerns or questions about individual students should be discussed with appropriate staff and/or an administrator.

SCHOOL DISTRICT NOTICES

HIPAA NOTICE

This notice describes how medical information about you might be used and disclosed and how you can get access to this information. Please review it carefully.

The Health Insurance Portability & Accountability Act of 1996 (HIPAA) is a federal program that requires that all medical records and other individually identifiable health information used or disclosed by Lewiston - Altura School District in any form, whether electronically, on paper, or orally, are kept properly confidential. This Act give you significant rights to understand and control how your health information is used. HIPAA provides penalties for covered entities that misuse personal health information.

Lewiston - Altura School District is required by law to maintain the privacy of your protected health information and to provide you with a notice of our legal duties and privacy practices with respect to protected health information.

This notice is effective as of August 27, 2018 and we are required to abide by the terms of the Notice of HIPAA Privacy Rights currently in effect. We reserve the right to change the terms of the Notice of HIPAA Privacy Rights and make the new notice provisions effective for all protected health information we maintain. We will post and you may request a written copy of a revised Notice of HIPAA Privacy Rights from the District Office.

You have recourse if you feel that your privacy protections have been violated. You have the right to file a formal, written complaint with Lewiston - Altura School District at the address below, or with the Department of Health & Human Services, Office of Civils Rights, about violations of the provisions of this notice or the policies and procedures of our office. We will not retaliate against you for filing a complaint.

For more information, contact:

Gwen Carman, Superintendent
100 County Road 25
Lewiston, MN 55952

For more information about HIPAA or to file
a complaint, contact:

U.S. Department of Health & Human Services
1-877-696-6775

WORKING ENVIRONMENT

JOB SAFETY

Safety is important to all of us. Help prevent injury to yourself and others by observing general safety rules, removing hazards from your workspace, and immediately reporting unsafe conditions to your supervisors. The district is committed to developing and maintaining a safe working environment.

It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety suggestions. This is not an exhaustive list, but it provides some ideas for ways to help keep you safe:

- Know the locations of exits, fire extinguishers, and alarms in your work area.
- Seek information or training from the appropriate person if you are required to operate any equipment or handle any type of chemical.
- Do not attempt to lift or carry an object that is too heavy for you to handle. Seek help from another employee.
- Know the nearest location of First Aid materials.
- Immediately report any safety hazards to your supervisor.
- Be aware of your surroundings.

WORKER'S COMPENSATION / REPORTING ACCIDENTS

Worker's Compensation benefits, which are specified by law, are provided to protect employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work.

In order to avoid possible delays in processing worker's compensation claims, it is very important that all work-related injuries are reported immediately. Promptly report any injury on school grounds or while working to your immediate supervisor or an administrator. Also, call the EMC OnCall nurse at 1-844-322-4668 to report the injury and receive consultation on next steps.

~~In the event of an injury, you should immediately contact your supervisor. To be most beneficial, the call should be made as soon as possible after the injury occurs.~~

For more information about this process, please talk with your supervisor.

|

**Lewiston – Altura Elementary School
Student – Parent Handbook**

2025-2026



Lewiston-Altura Elementary

Preparing for Success

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WELCOME BACK TO SCHOOL!

Dear Lewiston – Altura Elementary Students and Parents,

The Lewiston – Altura Elementary staff and I would like to welcome you to the new school year! The staff and I work to ensure 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. We begin each school year with the annual “back to school” excitement. Starting in preschool and extending through fifth grade, we are gearing up for another great year of learning and growing. The staff are excited to join with families in the home-school community effort to educate our children.

This Student - Parent Handbook is your guide to the procedures and policies of Lewiston – Altura Elementary. 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 School if you have questions regarding your child’s education or if you have questions regarding this informational booklet.

Sincerely,

Lewiston-Altura Elementary Staff
Dave Riebel - Principal

District Mission

The mission of Lewiston - Altura Schools is to educate a Caring, Adaptable, Respectful, Determined, Successful community of learners.

Go CARDS!

Building Schedule

Elementary School

Doors open: 7:45 am
Breakfast Served: 7:45 – 8:05 am

Daily First Bell: 8:05 am

Lunch Schedule

Preschool	11:00
Gr. 1	11:20
Gr. 4	11:40
Gr. 5	11:40
Gr. 2	12:05
Gr. 3	12:10
Kdgn	12:20

Dismissal: 3:00 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

Bus Garage

507-523-2767

District Web Site Address

www.lewalt.k12.mn.us

2025 – 2026 School District Calendar

LEWISTON-ALTURA ISD #857 2025-26 School Calendar																					
July							1st Quarter - 45 Student Days							January - 19 Days							
S	M	T	W	Th	F	S	Aug. 11-12: New Teacher Orientation	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
		1	2	3	4	5	Aug. 13-14, 18-21: No School - Staff Development Days					1	2	3							
6	7	8	9	10	11	12	Aug. 19 - High School Teacher Planning Night	4	5	6	7	8	9	10	11	12	13	14	15	16	17
13	14	15	16	17	18	19	August 25: New Student Orientation 8A/New Students	11	12	13	14	15	16	17	18	19	20	21	22	23	24
20	21	22	23	24	25	26	August 25-26: Pre-K - 5 Orientation (Evening 4-7)	18	19	20	21	22	23	24	25	26	27	28	29	30	31
27	28	29	30	31			August 26: All 6-12 Students Begin School	25	26	27	28	29	30	31							
							August 27: First Day of School PreK-5														
August - 5 Days							2nd Quarter - 42 Student Days							February - 18 Days							
S	M	T	W	Th	F	S	Oct. 31: No School - Staff Development Day	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					1	2	Nov. 3: First Day of 2nd Quarter	1	2	3	4	5	6	7	1	2	3	4	5	6	7
3	4	5	6	7	8	9	Nov. 11: K-5 Conferences 4-7 pm	8	9	10	11	12	13	14	8	9	10	11	12	13	14
10	11	12	13	14	15	16	Nov. 13: K-5 Conferences 4-7 pm	15	16	17	18	19	20	21	15	16	17	18	19	20	21
17	18	19	20	21	22	23	Nov. 26-28: No School - Thanksgiving Break	22	23	24	25	26	27	28	22	23	24	25	26	27	28
24	25	26	27	28	29	30	Dec. 22 - Jan. 1: No School - Winter Break	29	30	31											
31							Jan. 2: No School - Staff Development Day														
							Jan. 8: High School Conferences 4-7 pm														
September - 21 Days							3rd Quarter - 41 Student Days							March - 21 Days							
S	M	T	W	Th	F	S	Jan. 19: No School - Staff Development Day	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6	Jan. 20: First Day of Semester 2 and 3rd Quarter	5	6	7	8	9	10	11	1	2	3	4	5	6	7
7	8	9	10	11	12	13	Feb. 3: K-5 Conferences 4-7 pm	12	13	14	15	16	17	18	8	9	10	11	12	13	14
14	15	16	17	18	19	20	Feb. 5: K-5 Conferences 4-7 pm	19	20	21	22	23	24	25	15	16	17	18	19	20	21
21	22	23	24	25	26	27	Feb. 16: No School - President's Day	26	27	28	29	30		22	23	24	25	26	27	28	
28	29	30					Feb. 17: No School - Staff Development							29	30	31					
							March 17: High School Conferences 4-7 pm														
October - 19 Days							4th Quarter - 41 Student Days							April - 20 Days							
S	M	T	W	Th	F	S	March 20: No School - Staff Development Day	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
			1	2	3	4	March 23: First Day of Fourth Quarter	5	6	7	8	9	10	11				1	2	3	4
5	6	7	8	9	10	11	April 3/6: No School - Spring Break	12	13	14	15	16	17	18	5	6	7	8	9	10	11
12	13	14	15	16	17	18	May 7: High School Conferences 4-7 pm	19	20	21	22	23	24	25	12	13	14	15	16	17	18
19	20	21	22	23	24	25	May 20: Last Day of Quarter 4 / Semester 2	26	27	28	29	30		19	20	21	22	23	24	25	
26	27	28	29	30	31		May 21/22: No School - Staff Development Day							26	27	28	29	30			
							May 22: Graduation - 7 PM LAHS Gym														
November - 17 Days							June - 0 Days							May - 14 Days							
S	M	T	W	Th	F	S	June 19: Juneteenth	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
						1								1	2	3	4	5	6	7	
2	3	4	5	6	7	8								8	9	10	11	12	13	14	
9	10	11	12	13	14	15								15	16	17	18	19	20	21	
16	17	18	19	20	21	22								22	23	24	25	26	27	28	
23	24	25	26	27	28	29								29	30	31					
30																					
December - 15 Days							Snow Days 1-3 will not be rescheduled							June - 0 Days							
S	M	T	W	Th	F	S	Make-up Days for Snow Days 4 / 5: Feb. 17 and April 6; additional snow make-up days may be added to the end of the school year if needed.	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6	14 Teacher Workshop Days	1	2	3	4	5	6	1	2	3	4	5	6		
7	8	9	10	11	12	13	4 Elementary Conferences and 1 Orientation Night	7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	4 High School Conferences and 1 Orientation Night	14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	(Note: if school is made up on Feb. 17, Staff will report for teacher workday on Feb. 16)	21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31											28	29	30					

2025 - 2026 Elementary Staff Directory

Elementary Staff Directory					
Early Childhood					
School Readiness Preschool	Courtney Fricke	Tina Sand	Special Education	Stephanie Kendall	Dylan Weninger
Early Childhood Special Education	Stacy Walth	Val Hettenbach	Speech	Amy O'Laughlin	Rebecca Scharmer
Early Childhood Family Education	Lynn Hagmann				
			District Nurse	Michelle MacPherson	
Kindergarten	Marcia O'Duggan	Suzanne Pilger	Psychologist	Mellisa Papenfuss	
			Social Worker	Maranda Ruppert	
1st Grade	Natalie Mehling	Ginny Reszka			
			Paraprofessionals		
2nd Grade	Kate Falkowski	Deb Heftman	School Readiness	Kari Huddleston	Kristi Reps
				Paige Larivee	
3rd Grade	Derek Ihrke	Scott Schmaltz	Special Education / Title	Laura Flathers	Mary Lou Heier
				Tom Kiral	Dana Knudsen
4th Grade	Liza Kennedy	Mike Buringa		Ben Oevering	Olivia Oevering
5th Grade	Kiley Puetz		Cardinal Club	Linda Leibfried	
Intervention (Rtl)	Kayli Zezulka		Cooks	Brandy McDonald	Jana Benter
English Language Learners	Mari Jo Starks			Kay Ziegler	
Counselor	Tori Todd		Custodian	Desire Mendoza	
Media Center	Sharon Manley				
Music	John Harper		Secretaries	Haley Mathew	Nancy West
Band	Brian Hamilton				
Physical Education	Dick Montgomery		Principal	Dave Riebel	

Elementary 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.

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 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



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.

The Elementary School will utilize **PTCFast website** to schedule conferences this year. Parents will receive email instructions for accessing the scheduling website.

Visiting School: Please contact the office if you wish to visit the school during school hours. We welcome visitors but wish to minimize disruptions to class instructional times. Please exercise common courtesy in alerting the classroom teacher of your attendance. Parents are welcome at our buildings during lunch periods.

JMC – Online Parent Access: Our district utilizes the JMC Online Student Record Management system for several processes. 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

All K – 5 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

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



At 11:00am on a day in question, the secretaries of our 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

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.

Severe Weather drills

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. We will follow state guidelines by sounding the severe weather alert whenever a weather *warning* has been issued in our area.

Crisis Management drills



Lewiston-Altura School District has developed a Crisis Management plan for all students and staff. This plan is in conjunction with the City of Lewiston and Winona County. The district Crisis Management plan addresses many possible crisis situations for our elementary campus. The school district will be implementing the “I Love You Guys” crisis response programming which has taught and practiced procedures for Hold, Secure, Lockdown, Evacuate and Shelter situations. Additional information is available to parents on the I Love You Guys website: <https://iloveuguy.org/>.

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

KIMT- Channel 3, Rochester
KAAL- Channel 6, Rochester;
WKBT- Channel 8, LaCrosse;
KTTC- Channel 10, Rochester;
WXOW- Channel 19, LaCrosse
WLAX- Channel 25/48, LaCrosse

Websites

www.lewalt.k12.mn.us

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



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 – Background checks needed for safety

We welcome and encourage anyone who is interested in volunteering for various school activities. Please let staff know of your willingness to help. Any volunteer situation that is not directly supervised by a staff member will require a background check of the person volunteering. The school district has a simple, quick, online and free background check process that volunteers can complete. Please check at the office to complete a volunteer background check.



Student Health and Nutrition

Our district nurse, Michelle MacPherson, is in the district rotating between buildings. If you have question about your child's health, 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.

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



Breakfast and Hot lunches are served on a daily basis for the students in grades PK-5.

The Free School Lunch Program in Minnesota provides all students with free breakfast and lunch.

Price for adult breakfast is \$2.50.

Price for an adult lunch is \$4.95.

Communicable Diseases

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.

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.

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

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.

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 – 5.

Vision– Vision exams are administered to Kdgn – 5th grades.

Scoliosis – Boys and girls in grade 5 are screened.



Illness at School

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

Medication administration is delegated to a teacher or other trained staff member for off-campus activities. All students who self-administer/self-carry their medications are responsible for bringing them to all off campus activities.

Milk Break



A milk break is provided for the nutritional care of your child. Classroom teachers build a break into the schedule for each day. There is no charge for milk for students in Kindergarten. Students in grades 1-5 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

Our school district has adopted a Wellness Policy which states that the school district will encourage and support healthy eating by its students. Snacks can be brought to school by students for use at milk break or at the discretion of the teacher. Birthday treats are allowed, but we also encourage healthy birthday treats.



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 3-5 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, smart watches, headphones, handheld games, toys and all other electronic devices should be left at home as they may be broken or lost and cause disruption of the educational process. If any items are brought to school, they are to be left in backpacks, lockers or in a designated place with the classroom teacher.

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 School Board BoardBook website. The link below will take you to the site. On the left hand side of the page are school board meeting minutes. On the right hand side of the page is a Table of Contents that contains a complete list of district policies. District Policies are reviewed by the district Policy Review Committee and approved by the School Board. 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

[District Policies Table of Contents](https://meetings.boardbook.org/Public/Organization/2341)

<https://meetings.boardbook.org/Public/Organization/2341>

The list below are for policies most often needed or of interest for students, parents and families of our Elementary School listed in numerical order of Policy and available via the link above.

- 103 SCHOOL COMPLAINT POLICY
- 404 EMPLOYMENT/VOLUNTEER BACKGROUND CHECKS
- 413 HARASSMENT AND VIOLENCE
- 421 GIFTS TO EMPLOYEES
- 501 SCHOOL WEAPONS POLICY
- 502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON
- 503 STUDENT ATTENDANCE POLICY
- 504 STUDENT DRESS AND APPEARANCE
- 505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES
- 506 STUDENT DISCIPLINE
- 510 SCHOOL ACTIVITIES
- 511 STUDENT FUNDRAISING
- 514 BULLYING PROHIBITION POLICY
- 516 STUDENT MEDICATION
- 521 STUDENT DISABILITY NONDISCRIMINATION
- 522 STUDENT SEX NONDISCRIMINATION
- 524 TECHNOLOGY ACCEPTABLE USE POLICY
- 525 VIOLENCE PREVENTION
- 526 HAZING PROHIBITION
- 530 IMMUNIZATION REQUIREMENTS
- 531 THE PLEDGE OF ALLEGIANCE
- 533 WELLNESS
- 596 VIDEO/MOVIE USAGE
- 597 KINDERGARTEN ADMISSION POLICY
- 610 FIELD TRIPS
- 640 TECHNOLOGY USE AGREEMENT
- 709 STUDENT TRANSPORTATION SAFETY POLICY

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.

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Description of **Updates**:

- Page 4 = Update grade level times for lunch.
- Page 5 = Update to current year calendar.
- Page 6 = Update to current staff members.
- Page 9 = Update the district crisis management process.
- Page 13 = Update Items from home to include smart watches.
- Page 15 = Update the link to Boardbook page.

LAHS Handbook Updates

Page 1 / 2: Updates to correct school year and will update board approval date

Page 4: Updated staff directory

Page 6: Update academic calendar

Page 9: Updated guidance and counseling section

Page 10: Grading #2 and #6

Pages 10/11: Personal Skills Grading Explanation and Rubric

Page 12: Removed Honor Roll

Page 13: *double-check NHS, School supply list update

Page 14: Update lunch program prices and School Supply list link

Page 15: Damaged/Lost technology update

Page 17: Internet/Cell Phone/Technology use update, Emphasis on All students using chromebook during the LA classes

Page 18: Crisis Management update

Page 19: New Statutory Notices

Page 41: Updates to Academic Eligibility, 2025 requirements removed, parent notification timeline and removal of separate 7/8 and 9/12 suspension due to junior high students participating on high school teams and a need to prioritize academic success.

Lewiston – Altura High School



2025-26 Student / Parent Handbook

Dear Students & Parents/Guardians,

Welcome to the 2025-26 school year. Students at Lewiston-Altura High School have many opportunities to engage in a 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 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

Ryan Eppen
Dean of Students/Activities Director
507-522-3295
reppen@lewalt.k12.mn.us

LEWISTON-ALTURA PUBLIC SCHOOLS

Vision Statement: **Growing A Respectful Community of Learners**

Mission Statement:

To educate a Caring, Adaptable, Respectful, Determined, Successful community of learners

ONLINE HANDBOOK

A full version of this handbook can be found online at: 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

NOTICE: Many items contained in this handbook are subject to copyright by the Minnesota School Boards Association. Please do not copy or distribute without prior permission.

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 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. 2

Attendance Line

507-523-2191, ext. 2

Fax Number

507-523-3460

Website Address

www.lewalt.k12.mn.us

Staff Directory and Contact Information – Please call the high school office if you would like to speak to a staff member directly via telephone or leave them a message with contact information to return your call.

Lewiston-Altura High School Teaching Staff		
NAME	Job Assignment	EMAIL
Acord, Luke	7-12 Technology/Industrial Education	lacord@lewalt.k12.mn.us
Berndt, Sarah	6-12 Spanish	sberndt@lewalt.k12.mn.us
Brennan, Emily	6-12 Science	ebrennan@lewalt.k12.mn.us
Caron, Meagan	6-12 English	mcaron@lewalt.k12.mn.us
Clegg, Jessica	7-12 English	jclegg@lewalt.k12.mn.us
Czaplewski, Shannon	6-12 Special Education	sczaplew@lewalt.k12.mn.us
Hamilton, Brian	6-12 Band	bhamilton@lewalt.k12.mn.us
Hornberg, Kinsey	6-12 Special Education	khornber@lewalt.k12.mn.us
Kelly, Amy	6-12 PE/Health/DAPE	akelly@lewalt.k12.mn.us
Manley, Sharon	6-12 Media	smanley@lewalt.k12.mn.us
McDermott, Sheila	6-12 English	smcdermott@lewalt.k12.mn.us
Moe, Kimberly	6-12 Art	kmoe@lewalt.k12.mn.us
Nusbaum, Laura	6-12 Math	lnusbaum@lewalt.k12.mn.us
O'Laughlin, Amy	K-12 Speech and Language	aolaughlin@lewalt.k12.mn.us
Olson, Brent	6-8 Math	bolson@lewalt.k12.mn.us
Ostrander, Lori	6-8 Title One	lostrand@lewalt.k12.mn.us
Pedersen, Samuel	6-12 PE/Health	spedersen@lewalt.k12.mn.us
Ruppert, Maranda	Social Worker	mruppert@lewalt.k12.mn.us
Scheck, Ethan	6-12 Social Studies	escheck@lewalt.k12.mn.us
Scheck, Kayleen	6 th Grade	kscheck@lewalt.k12.mn.us
Sikkink, Connie	7-12 Math	csikkink@lewalt.k12.mn.us
Starks, Mari Jo	English Learners	mstarks@lewalt.k12.mn.us
Starks, Theresa	6-12 Special Education	tstarks@lewalt.k12.mn.us
Steele, Carly	7-12 Science	csteele@lewalt.k12.mn.us
Stoppelmoor, Kaleb	7-12 Ag	kstoppelmoor@lewalt.k12.mn.us
VanderPlas, Michael	6-12 Social Studies	mvanderp@lewalt.k12.mn.us
Vix, Zachary	6-12 Special Education	zvix@lewalt.k12.mn.us
Wilmes, Matthew	6-12 Choir	mwilmes@lewalt.k12.mn.us

II. Schedules and Academics

DAILY SCHOOL SCHEDULE

LAHS runs two daily schedules, one to accommodate our Middle School Program for students in 6th through 8th grades and the other to accommodate students in grades 9-12; please note that students in grades 6/7/8 have math and reading combined across three periods. Students will be notified of changes to schedules through homeroom and announcements for pep fests or upcoming events through email.

LEWISTON-ALTURA HIGH SCHOOL DAILY SCHEDULE						
6th, 7th and 8th Grades			9th through 12th Grades			
PERIOD	TIME	LENGTH	PERIOD	TIME	LENGTH	
1	8:04-8:51	47 Minutes	1	8:04-8:51	47 Minutes	
2	8:55-9:42	47 Minutes	2	8:55-9:42	47 Minutes	
3	9:46-10:33	47 Minutes	3	9:46-10:33	47 Minutes	
4 (Homeroom)	10:37-11:04	27 Minutes	4 (Homeroom)	10:37-11:04	27 Minutes	
1st Lunch	11:04-11:34	30 Minutes	2nd Lunch	5	11:08-11:55	
5	11:38-12:25	47 Minutes		Lunch	11:55-12:25	30 Minutes
6	12:29-1:16	47 Minutes	3rd Lunch	6	12:29-1:16	
7	1:20-2:07	47 Minutes		5	11:08-11:55	47 Minutes
8	2:11-3:00	49 Minutes	Lunch	6	11:59-12:46	
				Lunch	12:46-1:16	30 Minutes
				7	1:20-2:07	47 Minutes
				8	2:11-3:00	49 Minutes

HOMEROOM

All students in grades 6-12 are assigned a homeroom teacher. Homeroom time will typically be related to checking grades, organization, goal-setting, and meeting with teachers, and working on homework. Occasionally, homeroom may focus on college and career readiness, class meetings, brain breaks, or other skill lessons. Students will check-in daily to homeroom for daily for announcements and information from advisors. 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; PSEO students need to communicate with their advisors about homeroom related items for graduation, voting, etc. 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.

Yearly Forms for Parents and Students 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
- 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

Arrival and Dismissal Hours

- Doors open at 7:30
- Students not participating in activities should be out of the school by 3:15 each day.
- Students should not stay after school to wait for sporting events that begin at 4 PM or later; they need to go home in between school and events.

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:

WCCO, KFIL, KAGE, KWEB, KWNO, KTTC-TV, KROC, KMSP (FOX 9)

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 JMC, 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 Public 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. Meet Local and State Graduation Requirements:
 - a. Class of 2026 – 28 credits
 - b. Class of 2027 – 27 credits
 - c. Class of 2028 and beyond 26 credits

Course Requirements

Students must take 7 credits of classes each year for 4 years for a total of 28 credits. Some of these classes are REQUIRED classes and some are ELECTIVE classes. Students are required to maintain full-time status throughout their entire time at high school.

Required Classes for the classes of 2026 – 2027 (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 Concurrent Enrollment Literature/Writing.

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.

Math (3 credits) Three credits of math courses including Algebra I, Geometry, and one additional credit in Algebra II, 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 half credit of physical education classes including P.E. 9 and half credit of Health 10, and one elective credit in PE or Health.

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

Career and Technical Education (1.5 credits) (Students must have courses in 2 of the 3 areas:

Business

Technology/Industrial Education

Agriculture Education

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

Required Classes for the classes of 2028 and beyond (18 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 Concurrent Enrollment Literature/Writing.

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.

Math (3 credits) Three credits of math courses including Algebra I, Geometry, and one additional credit in Algebra II, 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 (1 credits) One half credit of physical education classes including P.E. 9 and half credit of Health 10, and one elective credit in PE or Health.

Personal Finance (1/2 credit) One of personal finance as a junior or senior.

Career and Technical Education (1.5 credits) (Students must have courses in 2 of the 3 areas:

Careers

Technology/Industrial Education

Agriculture Education

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

CLASS SCHEDULES and CHANGES

Schedules will be available at orientation or on the first day of school. All students are required to take seven high school credits per year, including PSEO students. PSEO students are awarded 1 high school credit for each 4 college credits taken, meaning that 14 college credits per semester or 28 for the year are needed to be considered fulltime. Students must meet with the counselor or the principal each semester prior to registration to make sure credit requirements and graduation requirements are being met. Students must notify the school district by May 30 of the previous year to be eligible for PSEO the following Fall (1st Semester) or by October 30 to be eligible for Spring (2nd Semester).

At the beginning of each semester, students may edit their course schedules, if there is room in the course. Students **MAY DROP or REPLACE A COURSE** from their schedules during the first 3 days of each semester only if they can replace that course with another appropriate course. The three day drop policy applies to PSEO students as well; a PSEO student has three days after the start of 1st or 2nd semester at the high school to withdraw from or drop a PSEO course without a high school penalty. Students that withdraw from a course after the high school 3 day deadline will receive an F on their high school transcript for a percentage of the course credit, based upon how much of a corresponding high school course is remaining; this will occur even if the university allows the student to take a W on their university transcript. Upon notification of the office or counselor of withdrawal from a PSEO course, the student will be placed into the corresponding number of high school classes needed to be considered fulltime.

Drop Policy Example: If a student drops a 4 credit PSEO class at the beginning of second quarter, they will receive an F for .5 credits and be placed into an additional course during their previously scheduled PSEO time for a block worth .5 credits for that quarter. LAHS has no way of making up that .5 credit that was lost due to the drop at the end of the quarter.

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. Schedule changes are limited to available seats in courses, and classes will not be over enrolled for a schedule change.

GUIDANCE AND COUNSELING/SOCIAL WORK

Counseling services are available to all LAHS students. The counselor's office will help connect students with college information and financial aid procedures. 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 30th of the previous school year for fall semester and October 30 for spring semester.

GRADING

1. Each quarter student work is graded using one of the following scales:

Traditional Grading Scale				Standards-based Grading Scale			
A	93-100	C-	70-72	A	3.26-4	C-	2-2.16
A-	90-92	D+	67-69	A-	3-3.25	D+	1.76-1.99
B+	87-89	D	63-66	B+	2.84-2.99	D	1.26-1.75
B	83-86	D-	60-62	B	2.67-2.83	D-	1-1.25
B-	80-82	F	0-59	B-	2.5-2.66	F	.99 or less
C+	77-79	Incomplete		C+	2.34-2.49	Incomplete	
C	73-76	Pass		C	2.17-2.33	Pass	

- Course credits will be awarded at the end of the each quarter for all classes; each period will be worth .25 credits. *Assessments may be a paper, project, presentation or test as determined by the teacher to demonstrate mastery of academic standards.
- Grades are 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 (40-59% or .8-.99 on a 4-point scale) 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.

Personal Skills Grading

As the school district moves towards standards-based grading, we are trying to make sure that grades are reflective of student knowledge. However, it is apparent some students are struggling to succeed academically due to need for further development in the areas self-skills, team skills, and leadership. After working throughout the past year, it has been determined that we will be providing parents information about student development in these areas. Students will not receive credit nor will the grades be transcribed, but parents will receive data on report cards related to personal skill development across classes. The following scale will be used to report personal skill development across the year.

Category	4 – Exceeds Standard	3 – Meets Standard	2 – Approaching Standard	1 – Below Standard
Self Skills	Student Consistently: Attends class on time; Regulates emotions; Remains focused; Is prepared for class; Accepts responsibility for own actions; Sets and achieves goals; Interacts with all honestly.	Student Usually: Attends class on time; Regulates emotions; Remains focused; Is prepared for class; Accepts responsibility for own actions; Sets and achieves goals; Interacts with all honestly.	Student Sometimes: Attends class on time; Regulates emotions; Remains focused; Is prepared for class; Accepts responsibility for own actions; Sets and achieves goals; Interacts with all honestly.	Student Rarely: Attends class on time; Regulates emotions; Remains focused; Is prepared for class; Accepts responsibility for own actions; Sets and achieves goals; Interacts with all honestly.
Team Skills	Student Consistently: Works well with others; Interacts respectfully; Completes assigned group role; Demonstrates compassion and understanding for others.	Student Usually: Works well with others; Interacts respectfully; Completes assigned group role; Demonstrates compassion and understanding for others.	Student Sometimes: Works well with others; Interacts respectfully; Completes assigned group role; Demonstrates compassion and understanding for others.	Student Rarely: Works well with others; Interacts respectfully; Completes assigned group role; Demonstrates compassion and understanding for others.
Leadership Skills	Student Consistently: Communicates in appropriate ways; Uses critical thinking to solve problems; Acts thoughtfully; Completes assigned tasks.	Student Usually: Communicates in appropriate ways; Uses critical thinking to solve problems; Acts thoughtfully; Completes assigned tasks.	Student Sometimes: Communicates in appropriate ways; Uses critical thinking to solve problems; Acts thoughtfully; Completes assigned tasks.	Student Rarely: Communicates in appropriate ways; Uses critical thinking to solve problems; Acts thoughtfully; Completes assigned tasks.

Student Records [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school district’s “Protection and Privacy of Pupil Records” policy may be obtained at <https://meetings.boardbook.org/Public/Organization/2341>.

Cheating, Plagiarism, and the Use of AI

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district’s “Student Discipline”. Using Artificial Intelligence or AI to complete parts up to a whole paper may be considered plagiarism unless how to appropriately use AI is being taught or a teacher explicitly notes that AI may be used. Students caught cheating or plagiarizing on credit recovery contracts may have to retake courses. The school district utilizes the TurnItIn program for AI and plagiarism detection; rates of 25% or greater matching for plagiarism or 30% or greater for AI may result in students not receiving credit for an assignment or having to redo an assignment.

ACADEMIC AWARDS

Honor Rolls

Honor Rolls will be published on the report card after each quarter. To be eligible for the honor roll, a student must be enrolled full-time. 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 and pin for the first time and a bar each additional time.

The following criteria must be met to earn an Academic Letter

1. Grades for all classes will be used to determine eligibility.
2. Abide by school activity rules. Students will become ineligible for an academic letter on the 2nd violation from 7-12 grade of any school activity rule.
3. Students must earn a 3.0 GPA with no grade lower than a C- each quarter for the entire school year.
4. Students in grades 10-12 will be awarded letters at the beginning of the school year based on grades earned in the previous year.
5. 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 7-12 at the beginning of the school year based on grades earned 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 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 3.5 on a 4.0 scale.
- **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.

Parent and Teacher Conferences

Parent and teacher conferences will be held *quarterly*. *Conferences run from 4PM to 7 PM in an open format. Student schedules and classroom maps are available at the office. For more information, contact the building principal.*

Parent Right to Know [*]

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

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

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

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. 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.

2025-26 High School Lunch Prices: (USDA has not released numbers, so these may change!)

6-12 Breakfast	Free
Adult Breakfast	\$2.50
6-12 Regular Lunch	Free
Adult Lunch	\$4.95

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. Parents may limit the amount of money a student spends on a la carte within their account or by contacting food service. If a student requests a second breakfast or lunch, a full meal cost is charged. Since fruits and vegetables are unlimited, it is recommended that students wanting additional entrees pay the lower a la carte rate.

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 the 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.

Fees and Supplies – 2025/26 School Supply List

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

- Charges for extracurricular activities, where a student must pay to participate in an extracurricular activity, are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips are considered supplementary to the district's educational program.

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

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. Students are encouraged to use their locker and lock all possessions up in school or gym lockers. Students should not ever leave their lockers unlocked or share their combinations with friends.**

Prior to reporting lost, missing or stolen items, it is recommended that students ask the office to check the Lost and Found.

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 6-12) students with 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 until their device is fixed and damages are paid.** 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. The repair company 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 at the start of the school year. Insurance does not begin until after fees have been received; the insurance plan covers one instance of computer repair and once the repaired device is returned to the student, there is no longer coverage unless insurance is taken out again.

III. 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 send 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.

Eighteen-Year-Old Students

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

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 the 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 is 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.

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.

STUDENT ID'S

Students are issued a student identification card after picture day. Students may use the card to get into home sporting events at no charge. Each identification card is now required by statute to include Suicide Prevention Information. The card includes:

National Suicide Prevention Lifeline – 1-800-273-8255 or 988

Crisis Text Line – 741741

Winona County Crisis Services – 1-844-274-7472

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 district buildings and grounds are equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. 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 videotaped information as evidence in any disciplinary action brought against any student, arising out of the student's behavior.

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

INTERNET, CELLPHONE AND TECHNOLOGY USE/MEDIA DEVICES

Electronic media devices such as Cellphones, Tablets, Laptops, I-Pods, MP3 Players, cameras, personal video game systems, etc., when used properly may be useful tools to improve instruction. Because of this, students 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.**

Student computers will now be Chromebooks that will have Go Guardian classroom level filtering on them. Students who wish to use their own device for school, will be asked to purchase a chromebook and will be required to load TestNav and Go Guardian to the device. PSEO students must use their school issued chromebook for all LAHS classes; during their PSEO time offsite or in the library, they may use a personal device. Teachers may restrict personal device usage during homeroom, especially if student misuses their device during that time.

Students are encouraged to keep their cellphones and airpods in their locked locker. Students that choose to carry cellphones/airpods/headphones with them to classes need to place them in the caddy in the classroom upon entering. Students are not allowed to enter the classroom on a cellphone or use cellphones in class for any reason without teacher permission for class purposes. Cellphones tend to not only distract the student using the phone but other classrooms as

well due to social media and other notifications. 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

Students also are prohibited from using a cellphone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cellphone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cellphone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cellphones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

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 cellphone and/or electronic device confiscated, and may result in loss of the students' privilege to bring electronic media devices to school.

Cellphone Violations Policy

1. First violation will be a warning by teacher or office.
2. A second violation will result in an office referral. Students will be asked to store their device in their locker for the remainder of the day.
3. Students will receive detention for their third and subsequent cellphone violations and leave their device in the office.
4. Students with four or more violations will have a meeting with administration, parents, and the student to discuss alternatives that may include checking cellphones into the office at the beginning and ending of the school day.

CRISIS MANAGEMENT

The school district has developed a "Crisis Management" plan. Each school building has its own building-specific crisis management plan. Students practice crisis management in the forms of the state required fire drills and lockdowns yearly.

The "Crisis Management" plan addresses a range of potential crisis situations in the school district. The school district will be implementing the 'I Love You Guys' programming using the term Hold, Secure, Lockdown, Evacuate, and Shelter for a variety of emergencies. Additional information is available to parents on the I Love You Guys website.

FIRE AND SEVERE WEATHER DRILL PROCEDURES

Fire Drill

1. Close the door after leaving the room.
2. Move quickly, but don't run.
3. Follow instructions provided for each room for evacuation route.
4. Move 100 ft away from the building for your evacuation site.
5. Take attendance and send to the Office staff at the front of the building.
6. Wait for an all clear message.

Tornado Drill

1. Move quickly, but don't run, to the designated area.
2. Those outside should return to the 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 student use from 7:30 a.m. to 11:00 a.m. or when accompanied by an adult. Any materials taken from the library must be properly checked out at the circulation desk. All books may be checked out for three weeks. 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. There are two types of dances: High School for grades (9,10,11,12) and Junior High (6,7,8) dances. Information on date and time of dance will be made available to parents and students per event. Guests must be in the age range with the exception that high school dances allow a guest that has been out less than one year to attend. **An "In you are In, Out you are Out" policy will be enforced. There is no re-entry after leaving the dance.**

IV. Statutory Notices

Pesticide Application

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the high school office, Dan Buege/Facility Manager.

Lead in School Drinking Water

School water is tested yearly for lead. Results are made public after receipt and made available to the public through the school board meeting. Parents with questions may contact the high school office for information regarding lead sampling, mitigation efforts and remediation.

V. 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 BoardBook page at <https://meetings.boardbook.org/Public/Organization/2341>. Policies are reviewed by the district Policy Review committee and approved by the school board. Policies do change throughout the school year, so the most updated information can be found on the link above. The following is a list of student-related policies for reference. Additional information will be provided after the list of policies.

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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 inexcusable absence. 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 symptoms are 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 (one time per year)
9. Pre-approved unique situations
10. College Visits for Juniors/Seniors (no more than two days per year)

******Excessive Excused Absences**

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.

Unexcused Absences / Periods

The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Multiple vacations per school year.
- (6) More than two days of college visits.
- (7) Any other absence not included under the attendance procedures set out in this policy.

An unexcused absence is an absence for a reason that is not acceptable by this policy for whole or half days. An unexcused period is defined as the absence of greater than five minutes of a 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 may result in the student being 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.

Students who are marked unexcused absent for any part of the school day and/or have exceeded their allowable number of absences per quarter from school will be ineligible to participate in activity practice or events, unless an allowable excuse is brought to the office prior to the end of the school day. The office will notify the coach in the event that the player is approved to participate.

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 with Minnesota Compulsory Instruction laws using the form included as Appendix B.

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

The school district acknowledges that parents/families cannot always schedule trips and vacations at school breaks. Accordingly, the district will allow families to excuse one vacation per school year not to exceed five total days of school. Students and parents must notify the office of a planned vacation one week prior to the trip in order for it to be considered excused. Students will be directed to complete a vacation form that will be signed and by each teacher and filed with the office. Student days will still count towards the four days per quarter of excused absences. The principal may determine that a student has exceeded an allowable number of pre-approved vacation days.

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 at school late, you have to report to the office for a pass. You must have a parental note indicating the reason you are late arriving at 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 result in an office referral. For each additional tardy per quarter, the student will serve an office referral. 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 (this is an excerpt from the full district policy)

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 a recommendation to the administration for approval.

STUDENT DISCIPLINE

All students are entitled to learn and develop in a setting which promotes respect for 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 in 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 for 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 bands. 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 and the date detention was assigned. A student will not be excused from detention because of practice, games, work, lack of ride, weightlifting, etc. Students may receive a detention reminder, but not receiving the reminder does not excuse students from detention. Students absent from school the day of their assigned detention will serve their time on the first detention day they return. Prior appointments (doctor, dental, or court), or funerals may be excused, but it must be pre-approved by the principal or dean of students, who will work with the student and parents to determine when an alternate time will be scheduled. Students will be allowed to reschedule one detention per school year.

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 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.

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy.

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.

Approved 8/11/2025 at ISD 857 school board meeting

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 receive 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 telephone numbers. The 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

Searches

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

Lockers and Personal Possessions Within a Locker [*]

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

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

Desks

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

Personal Possessions and Student's Person

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

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, or 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 to 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 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 all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

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While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.
- On activities and field trips snacks may be allowed by the supervising staff responsible for enforcing the cleanup 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 sit in the last four seats of the bus unless assigned by the bus driver.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

The 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

Parking a motor vehicle on school property during the school day is a privilege. Students that violate park and motor vehicle use policies may lose the privilege to park in the school lot.

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 the 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.

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chuks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have

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been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the building principal.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy. Contact the principal if you have questions or wish to report violations.

[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]

Health Information

First Aid

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in the weight room hallway and by the choir room. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Health Service

The student health office is staffed by a trained school nurse and support staff.

Students who become sick at school should report to their classroom teacher, come to the office, where the nurse will be consulted if available. The nurse or office staff will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

Immunizations

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse.

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 the 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.

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The school nurse may request 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 parents 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. Marijuana is not allowed on school property even if prescribed.

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 errors. 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 6-12) 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.

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the immediate supervisor, then the school nurse and principal. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

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.

1. 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:

1. *I will respect the rights and beliefs of others and will treat others with courtesy and consideration.*
2. *I will be fully responsible for my own actions and the consequences of my actions.*
3. *I will respect the property of others.*
4. *I will respect and obey the rules of my school and the laws of my community, state and country.*
5. *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.

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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 the possibility of adding new activities.

Class I MSHSL Activities

Fall	Winter	Spring
Boys Soccer	Boys Hockey	Baseball
Girls Soccer	Girls Hockey	Boys Golf
Boys Cross Country	Boys Basketball	Girls Golf
Girls Cross Country	Girls Basketball	Softball
Football	Dance (Jazz and High Kick)	Boys Track
Girls Volleyball	Wrestling	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	
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 meet 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 (9th - 12th Only)

For 9th - 12th 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 9th grade students will be eligible for fall participation) and at the end of the first semester. The chart below provides a summary of initial eligibility criteria for activity participation based upon the board approved graduation requirements.

Class of 2026	Start of Year	End of 1 st Semester
9th	0	2
10th	6	10
11th	14	17.5
12th	21	24.5

Class of 2027	Start of Year	End of 1 st Semester	Class of 2028 and Beyond	Start of Year	End of 1 st Semester
9th	0	2	9th	0	1.5
10th	6	9.5	10th	5	8.5
11th	13	16.5	11th	12	15.5
12th	20	23.5	12th	19	22.5

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 4th 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

Grades 7-12: In acknowledging that our participants are students first, it is important for activity participants to take their academics seriously. Students in grades 7-12 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 activities will begin the first student contact day for quarter 1 or the Monday after report cards are emailed out and run for 7 consecutive calendar days (Monday through Sunday) per F, not to exceed 14 days of suspension. Students, parents and advisors will be notified of suspensions as soon as possible after report cards have been emailed out.

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

Quarter 2 grades may impact winter activity participation.

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

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

*Note – Homeschool, parochial, PSEO and online students will need to verify their initial and continual eligibility with the activities director at 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.

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*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 the 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 affect 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 accept 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) need 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 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 issues for the driver. A single violation can result in revocation of this privilege.

FEES FOR ACTIVITIES PARTICIPATION

Individual Activity Fee: \$150 (includes sport and an activity in the same season)

Individual Activity Fee that Qualify for Free and Reduced: \$50 (includes sport and an activity in the same season)

Activity Fee Including Managers (new): \$50 (per season covers manager and any other activity other than a sport)

Activity Fee Including Managers that Qualify for Free and Reduced: \$25 (per season covers manager and any other activity than a sport)

Approved 8/11/2025 at ISD 857 school board meeting

Family Annual Maximum: \$600

These fees are for all after school activity programs. Fee reduction applications are available to families who qualify for free/reduced lunches. Applications are available at the high school office and online.

PARTICIPATION IN ACTIVITIES WHEN ILL or UNEXCUSED

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 their absence.

Students should be in school whenever possible in order to participate in activities. Students who are unexcused absent from school for any reason or if parents do not call a student in with an excusable absence will be ineligible to participate in practices, games, and/or events.

Students are eligible for activities if they have an excusable absence from a parent, not including illness, provided by the parent the day of the absence or prior to an absence, such as a college visit or return from a vacation where vacation forms were completed.

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

All LAHS students with a gold card will be eligible to attend home and conference sporting events for free, not including playoffs.

Students - \$5 per event or \$30 pass per season

Senior - \$5 per event or one of the adult pass options

Adults \$7

Adult Passes \$60 for Fall and \$75 for winter

Adult Booster Club Member Passes \$50 for fall and \$50 for Winter

LEWISTON/ALTURA HIGH SCHOOL COACHES' AND ADVISORS' HANDBOOK

Draft August 11, 2025



Girls Basketball



Volleyball



Boys Basketball



DANCE



TRACK & FIELD



Lewiston-Altura Baseball



Lewiston-Altura Softball



LA Golf

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PURPOSE OF THE HANDBOOK

The purpose of the District 857 Coaches and Advisors Handbook is to develop an awareness of the policies and procedures of the extra-curricular and co-curricular activities.

All coaches and advisors should familiarize themselves with the content of the handbook and carry out their responsibilities to ensure a positive working relationship within the extra-curricular and co-curricular activities program.

We are committed to education, of the complete student and we believe that a well-structured program will be beneficial to all concerned.

PHILOSOPHY

It is the basic educational philosophy of School District 857 to prepare our students to become productive, contributing citizens of our community and society. We believe that a comprehensive program of student activities is vital to the educational development of our students. The extra-curricular and co-curricular programs are a complete extension of this philosophy.

Within this context, it is the purpose of the school's Activities Program to foster and promote:

- A. Appropriate physical, social, intellectual and psychological development.
- B. The ideals of competition, teamwork, and sportsmanship while achieving the twin goals of success and participation.
- C. The development of self-confidence, self-discipline, organization, decision-making skills, and goal orientation.
- D. The concept of an integral relationship between a sound mind and a sound body leading to a lifetime appreciation for physical fitness and good health habits.
- E. A positive feeling of school loyalty and pride which can be shared by all participants, other students, parents, coaches and the community as a whole.
- F. The goal of interscholastic athletics is the development of self-esteem and a healthy self-concept, regardless of the role student's play on a team.
- G. The program is designed to allow for the individuals to participate at their level of readiness and be able to achieve satisfaction and enjoyment. The program shall promote fun, enjoyment, and opportunities for all students, and a strong emphasis on building of skills at all levels.

PROGRAM DESIGN

The following guidelines were developed to help students, parents, and coaches understand the objectives and guidelines of participation in athletic activities at each grade level.

A. Grade 7 & 8 Participation

1. Equal participation for equal effort.
2. Emphasis is on the fundamentals.
3. No cutting of interested players.
4. Team play is learned.

B. Grade 9/C Teams

1. The program design at grade 9 will lend itself to interscholastic competition.
2. A major focus on participation will continue but equal playing time may or may not occur due to the type of positions played, number of players at that position and situational conditions.
3. The program will be designed to allow for individual differences in growth patterns. Each coach should be looking for the potential in each athlete.
4. The continued emphasis on skill development will be stressed with an introduction of more defined team concepts in all aspects of play.
5. This grade level indicates a need for coaches to communicate with athletes regarding areas for improvement and the possibility of other opportunities in the activities program.
6. The program design calls for a balance between participation and winning. The program will allow each athlete the opportunity to participate in practice.
7. No cutting of interested players.

C. Junior Varsity Play

1. The program design in Junior Varsity will lend itself to interscholastic competition.
2. A major focus will be on competing to win but all considerations will be taken to play everyone that put forth 100 percent effort and dedication.
3. The program will be designed to allow for individual differences in growth patterns. Each coach should be looking for the potential in each athlete and help student to assume a role on the team.
4. The continued emphasis on skill development will be stressed with an introduction of more defined team concepts in all aspects of play.
5. This grade level indicates a need for coaches to communicate with athletes regarding areas for improvement.
6. No cutting of interested, participating players

D. Varsity Play

1. Varsity competition lends itself to an emphasis on winning. Although winning is a point of emphasis, the program should never promote winning at the expense of the rules governing play, good sportsmanship, or the welfare of the team.
2. Recognition of performance will be judged on the basis of improvement shown during the entire season.
3. Individuals should be making maximum contributions within the limits of their abilities.
4. The program continues to lend itself to participation through the establishment of well-designed junior varsity competition.
5. Our major focus continues on the teaching of basic fundamentals to further develop the skill level of each participant.
6. Tryouts will be allowed. The maximum number of participants allowed by the MSHSL rules during tournament time may determine the number of students that a coach will select. It is permissible for a coach to keep more than the maximum number during the regular season if that coach chooses to. If a student is not selected in a tryout at the beginning of the season the student will be reimbursed that season's sports fee. If a varsity coach chooses to reduce the team's roster the following will occur:
 - a. Tryout date(s) will be set by the varsity coach. Information making students aware of the tryouts needs to be posted.
 - b. Tryout information will be handed out and discussed.
 - c. Tryout information will include an outline of the sport-specific skills to be observed and the grading manner that will be utilized.
 - d. Students that do not make the team will be notified privately. Students may request a meeting with the coach to get reasons why they did not make the team.

All coaches have the right to remove a student from the team if the student's attitude and actions are detrimental to the team.

PROFESSIONAL AND PERSONAL RELATIONSHIPS

Expectations of a Lewiston-Altura Coach

- A. Cooperates with the Director of Activities and building principal in regard to submitting participant lists, bus times, parent permission, and MSHSL health eligibility and health questionnaire, physical forms, year-end reports, program information relative to said sport, and coaching plan (goals) prior to the season.
- B. Follows policy in the activities handbook and meets all criteria as outlined in the job description.
- C. Provides training rules to team members in writing and follows due process procedures in dealing with infractions.
- D. Develops rapport within the activity staff, with other teachers, advisors, and

- administrators.
- E. Is appropriately dressed at practice and contests.
 - F. Actively participates in in-service meetings and other activities to improve coaching/advising performance. Attends meetings necessary to the welfare of the Activities department.
 - G. Develops sound public relations. Cooperates with media, booster clubs, parents and spectators.
 - H. Understands and follows rules and regulations set forth by the Minnesota State High School League, School Board and Three Rivers Conference.
 - I. Participates in the various awards programs, pep assemblies and letters to colleges regarding players.
 - J. Maintains suitable sideline/bench conduct at contests toward players, officials, workers, and spectators.
 - K. Supports school and district policies.
 - L. Promotes all activities in the extra-curricular program attempting to bolster positive school spirit.
 - M. Cooperates and communicates with parents during the entire year.
 - N. Works to develop positive activities for youth in the community.
 - O. Counsels students regarding activity, academic and personal concerns. Seeks additional assistance as may be needed or required.
 - P. Anticipates problem areas and plans accordingly to facilitate administration of said activity.
 - Q. Turns all end of year information that is needed to process for appropriate awards and certificates in to the Activities Director eight (8) days before awards and certificates are needed.

COACHING PERFORMANCE

Expectations of a Lewiston-Altura Coach

- A. Develops respect by example in appearance, manners, behavior, language and conduct during practice and contests.
- B. Provides proper supervision and administration of contest sites, practice sites, locker rooms, and team bus at both home and away settings.
- C. Is well versed and knowledgeable in matters pertaining to the activity.
- D. Establishes positive individual participant, team discipline and control.
- E. Develops a well-organized practice schedule, which utilizes any support staff (assistants, managers, trainer, etc.) to maximum potential.
- F. Establishes the fundamental philosophy, skills, and techniques to be taught by the staff.
- G. Holds periodic staff meetings to implement said philosophy, skills, and techniques.
- H. Works to develop integrity within the coaching staff and with fellow coaches and advisors.
- I. Is fair and understanding with team members, yet supports necessary rules and regulations.

- J. Is innovative in introducing new techniques and ideas to already proven methodologies.
- K. Is prompt in meeting the team for practice and contests.
- L. Shows an interest in participants as young adults in off-season activities and classroom efforts.
- M. Provides and promotes leadership and attitudes that produce positive efforts by participants.
- N. Knows the appropriate medical aspects of coaching the sport.
- O. Delegates authority while maintaining accountability.
- P. Is receptive to suggestions to improve the program
- Q. Motivates students in a positive manner, emphasizing the value of competition, acceptable personal behavior, values and decision-making to each individual.
- R. Utilizes technology (videotape, etc.) and provides instruction on proper care and use of same.
- S. Utilizes practice time for both individual and team development.
- T. Strives to bring individuals together to function as a team (where appropriate).

RELATED COACHING RESPONSIBILITIES

Expectations of a Lewiston-Altura Coach

- A. Demonstrates concern about the care, issuance, collection, inventory, repair, and storage of equipment.
- B. Is cooperative in the preparation of scheduling and officiating.
- C. Is cooperative in sharing facilities.
- D. Shows self-control and poise in areas relating to coaching responsibilities.
- E. Displays enthusiasm and exhibits an interest in coaching and advising.
- F. Keeps Director of Activities and/or Principal informed about unusual events or situations.
- G. Is cooperative in helping service clubs, booster clubs, municipal agencies and other organizations with projects, which relate to the activities program.

OBJECTIVES FOR COACHES

- A. To realize their responsibility to the total school program adhering to the objectives as stated by the total faculty.
- B. To recognize coaching as teaching in its truest form.
- C. To recognize winning as being important, but never at the expense of our total program, or the welfare of our student participants.
- D. To work towards a goal of improvement from the standpoint of the individual and the team during the course of the season.
- E. To give careful consideration to the physical condition of our participants at all times, including following up on injured students.
- F. To deal fairly with each student participants and be responsive to individual needs and concerns.
- G. To provide opportunities for each student participant to actively participate in

- practice sessions, whenever possible in game situations, and to strive for additional opportunities to participate through scrimmages, etc.
- H. To conduct oneself in the highest professional manner.
 - I. To provide, through association, a positive role model for students.
 - J. To recognize loyalty as a very important ingredient in the success of any program, and to be loyal to fellow coaches, teachers, the school, and the community.
 - K. To recognize all programs as developmental activities for the individual and the team concept as well.
 - L. Head coaches are responsible for the organization and implementation of their program at all levels.
 - M. Regular meetings with assistants within your program are strongly recommended. It is important that head coaches and advisors, and their assistants work closely together sharing input and responsibilities. It is vital that the lines of communication be left open among all staff. This can be an important ingredient in solving problems.

PRE-SEASON

Make certain that each MSHSL participant has the following information on file in the Activities Director's office **prior to participating in practice:**

- A. A signed form that the participant has had a physical exam within the last 3 years. The form must be signed by a physician and is valid for 3 years from the date of the physical.
- B. A Minnesota State High School League eligibility/Parent Permit form, signed by a parent or guardian and the athlete.**
- C. Any rules or regulations that a coach or advisor may impose beyond the MSHSL rules and regulations. Coaches must make sure that all participants in their program clearly understand any special rules that a coach establishes for his/her program. A copy of any special rules must be given to the Principal and the Activities Director for prior approval before implementation in any sports program.
- D. Head coaches or Advisors should inform the Director of Activities of all special site or facility needs including field markings, court markings, etc., at least two weeks in advance of first practice.
- E. Head coaches should meet with the Director before the first practice on all transportation needs for the squad during the season. This includes games, scrimmages, special trips, etc. Also, departure time should be decided during this time.
- F. Head coaches and the Director should meet before the season to determine needs and make all preparations for the season.
- G. Coaches are to have the emergency Medical Authorization Form for each participant available during practices and games and a copy is to be given to the high school secretary.

ROSTERS

Turn in final rosters to the Activities Director, of the participants competing in your activity, before the first week of practice is complete so that eligibility lists can be compiled and the payment of sports fees can be monitored. ***Be sure to make prompt notifications of participants that are to be added to these lists or those that are to be dropped from these rosters.***

PARTICIPATION FEES

- A. Participation fees are to be paid prior to competing in any interscholastic game excluding scrimmages. If there are extenuating circumstances involved, the Principal may waive this requirement.
- B. The Participation fee for the following activities will be \$150 per season for grades 7 through 12. Football, Volleyball, Soccer, Baseball, Basketball, Wrestling, Cross Country, Golf, Track, Softball, and Dance Line. The maximum sports fee per family will be \$600. These fees may be paid anytime prior to the first event participation and should be paid to the office. The office personnel will issue a receipt to verify payment.
- C. There may be a fee charged for the following activities: Band, Choir, FFA, FCCLA, Junior High Play, Knowledge Bowl, Musical, National Honor Society, Play 9-12, School Yearbook, Speech and Student Council.
- D. No student will be denied an opportunity to compete in activities because of financial hardship. Those students on free or reduced lunches may have their sports fee obligation lowered.

FUNDRAISING

All fund-raisers must have the permission of the Building Principal and Superintendent. A request must go to the superintendent for the final approval of any fund raising project. The appropriate form can be found on the Lewiston-Altura district website and must be submitted to the office or activities director. This permission also includes approaching the Booster Club. No fund-raising activity may begin without final approval.

CORRESPONDENCE

A copy of any Letter to be sent home should be given to the AD or Principal for Review.

EVALUATION OF A SPORT

All head coaches and advisors will be evaluated at the end of each season by the activities director and high school principal. In return, all head coaches along with the Activities Director will evaluate those coaches (J.V., B-squad, and C-squad coaches) working with them. Furthermore, all coaches will submit to the activities director, completed inventory, team statistics, a list of supplies, equipment, and any additional requests needed for the following year.

CODE OF ETHICS

Minnesota State High School Coaches Association

As a Professional Educator:

A. I WILL

1. Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
2. Respect the integrity and personality of the individual athletes.
3. Encourage the integrity and personality of the individual athletes.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior, and leadership.
7. Promote ethical relationships among coaches.
8. Encourage a respect for all athletes and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sports officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of, and continuing interest in, coaching principles and techniques through professional improvement.

B. I WILL NOT

1. I will not approve commercialism, solicitation, subsidizing, or professionalism entering into high school activities.

C. Minnesota State High School League

1. All required MSHSL materials relating to student activities are available in the activities office and on the MSHSL web site.
2. No student participant will be allowed in practice until the participant meets all necessary requirements of the MSHSL.
3. All regulations of the MSHSL are available in the Director of Activities office. All head coaches are responsible for communicating information to the assistant.

NIGHT, WEEKEND, and MORNING PRACTICE

- A. All evening practices must conclude at 9:30 p.m. with all students out of the building by 9:45 p.m.
- B. No games or practices may be held on Sundays.
- C. Wednesday practices are to be done by 6:00 PM to enable students to participate in church related activities.
- D. Saturday practices may be scheduled sparingly.
- E. Morning practices before school may be scheduled after a discussion with the activities director.
- F. All practices must be scheduled in advance through the Activity Director.

PARENT MEETING

Coaches and advisors at all levels shall communicate clearly by verbal or written communication to athletes and parents the following information.

- A. Introduction of assistants.
- B. Squad selection process.
- C. Objectives of participation.
- D. Attendance requirements.
- E. Lettering requirements.
- F. MSHSL general rules, non-school competitions and training rules, and mood altering chemical rules.
- G. District 857 policies.
- H. Risk in sport and insurance waiver.
- I. Season schedule.
- J. Practice schedule, weather cancellation procedure.
- K. Complaint procedure.
- L. Informed consent materials.
- M. Local arrangements for lodging during inclement weather.

PRACTICE SCHEDULES

- A. Practice schedules will be drawn up by the varsity coaches or advisors and the Activities Director.
- B. When practices are held in the gymnasium prior to an evening athletic contest, the practice session must be completed with all equipment vacated 30 minutes prior to any start.

BUDGET

- A. The formation of, and adherence to, a budget is one of the main responsibilities of the Director of Activities. In most cases, no matter what method of finance is utilized, the Director is required to submit an itemized list of materials and services that will be required and their cost.
- B. The School District provides the major financial support for the activities program, which indicates that they believe athletics are equal in value to other phases of our educational program. If the program is well organized, diversified, and includes as many students as possible, the activities plan will be accepted by the community.
- C. The Director of Activities will submit the proposed budget to the administration.
- D. During budget developing time, the head coach will study the inventory with the Director of Activities.
- E. The head coach will then determine the sport's needs for the next season. All desired equipment and supplies are to be included in the coach's budget to be submitted to the Activities Director at the end of the conference season. Be sure

to include the following information:

1. Number of item needed.
 2. Size.
 3. Item.
 4. Manufacturer.
 5. Catalog number.
 6. Price.
- F. Annual budget procedures
1. Varsity Coaches submit budget requests for their sports to the Director of Activities.
 2. Director of Activities, after review, submits total activities budget request to the building principal.
 3. Send out bid sheets to sporting good dealers. This will be done by the Director of Activities.
 4. The Director of Activities will submit purchase requisitions to the high school principal.

INJURIES

- A. Any coach or advisor in charge of a given activity should take care of the injured participant to the best of that coach's ability for all participants who are injured during the activity and refer those persons to the proper medical attention.
- B. Local ambulance service will be at all varsity football games.
- C. The coach in charge of the activity must take the responsibility that a first aid kit will be available at all practice sessions and contests at all schools.
- D. Local ambulance service will be used to transport all injured athletes facing life-threatening situations to the hospital. (Call 911 immediately)
- E. Procedures to follow when a student is injured:
 1. Notify the parents of the injured immediately.
 - a. Parents should assume the responsibility of contacting the family physician for any injury.
 - b. Less serious injuries-have parents provide transportation for necessary medical attention.
 - c. In more serious injuries, not life threatening, get permission from parents to use the ambulance service.
 2. If parents are not available, use the following procedure:
 - a. Member of coaching staff accompanies the athlete to seek the necessary medical attention.
 - b. Serious injuries-call ambulance immediately.
 3. In both of the above-mentioned cases, continue to call parents to advise them of the situation.
 4. Handling athletic injuries
 - a. Make an immediate injury assessment to try to determine the severity of the injury and whether emergency help is needed.
 - b. If the injury is serious enough to require further medical assistance, the coach who is best qualified in first aid techniques should stay with the

- victim. Another coach or student should then be sent for help.
- c. Immediately notify a school administrator. If an administrator is not available, telephone 911 for ambulance assistance if the injury assessment calls for immediate medical assistance beyond what you are capable of providing. If the Principal, Activities Director, or Superintendent have not already been contacted, they should be called.
 - d. Please be aware of attempting to do more than you are qualified to do in the area of first aid treatment.
 - e. It is a good policy to have a list of parent's telephone numbers in the first aid kit to have available in an emergency.
 - f. Know where a working telephone is located.
 - g. A member of the coaching staff, designated by the Head Coach at the beginning of the season, should go to the hospital or doctor's office whenever possible, unless parents transport the athlete.
 - h. Notify parents of all noticeable injuries, illnesses, infections, and document communication. The parents should always make contact with the family physician.
 - i. When there is any question as to the seriousness or nature of injury, seek professional medical help immediately.
 - j. For all injuries that occur during any away game that would require professional medical help, the coach should do the following:
 - (1) Contact the parents.
 - (2) Secure the name and address of the attending physician.
 - (3) Secure the name and address of the hospital, if any is involved.
 - l. All coaches shall complete an injury report form on each student athlete injured during practice or during an athletic contest immediately following the injury. This form will be given to the Director of Activities.
 - m. Coaches should to contact the parents, regardless of the seriousness of the injury. Follow-up by the coach is mandatory.
 - n. The telephone numbers of the ambulance, police department, hospital and the local physicians must be posted above all telephones located nearest to the areas of activity.

INJURY INSURANCE PROTECTION

All athletes participating in the interscholastic athletic program in School District 857 must have insurance to cover injuries that might occur. The athlete must be protected by family policies or through the Student Insurance Program. All athletes must have on file in the athletic office the insurance waiver form before participation in a practice session or game.

MAINTENANCE OF FACILITIES AND GROUNDS

- A. All coaches are responsible for the care and maintenance of all athletic facilities including:
 1. Offices provided for coaches.
 2. Locker room areas.

3. Practice fields, courts, and rooms provided for practice sessions and squad meetings.
 4. Training rooms.
 5. Equipment rooms.
 6. Outdoor athletic fields, etc.
- B. All breakdowns and problems related to facility should be reported to the Director of Activities immediately.
 - C. The Director of Activities will be responsible to have necessary maintenance staff available, or on call, if we would experience an emergency breakdown of facilities during a scheduled interscholastic contest.
 - D. All other breakdowns should be reported immediately to the Director so arrangements can be made for repair.
 - E. Preseason "Work Orders" should be submitted to the Director of Activities before the start of each season for improvement of all facilities to be used. This form should be in writing and discussed with the Director, who in turn, will submit it to the Principal.
 - F. Our entire coaching staff will cooperate fully with the maintenance staff, recognizing that ultimate building and grounds maintenance responsibility rests with the custodial and maintenance staff.

LOCKER ROOM POLICIES

- A. At least one coach or teacher will be in the immediate vicinity of the locker room area at all times. Responsibility includes supervision and complete charge of this area. Coaches and teachers should demand a tidy locker room and the best conduct of our participants at all times.
- B. A tidy locker room will require each teacher-coach to teach all students to keep lockers neat and to take care of all school district as well as personal equipment. This is an essential part of a student's training.
- C. Insist that all students lock their lockers at all times when away from the locker room.
- D. Coaches-teachers are responsible for bulletin board material. Make certain all boards are meaningful and attractive.
- E. Clean speech is mandatory! No profanity, no loud or boisterous talking, and no scuffling is permitted at any time.
- F. Property and equipment must be respected - Do not mark, deface, or damage school property.
- G. Custodial staff will not open locker rooms under any circumstance, unless a coach is present to supervise activity.
- H. All locker rooms being used by visiting teams must be available at 6:00 p.m.
- I. The locker room is a focal point in athletics. It is very important that safety precautions and health measures are adhered to for the protection of students and coaches alike. Food and drink beverages are not allowed in the locker room. This needs to be enforced uniformly and not randomly by a few coaches while others look the other way.

- J. The coach or advisor will be the last one out of the locker room and should check to see that all players pick up any towels, equipment or other materials that were left on the floor. Check to see that lights are turned out and that the locker room is locked before leaving the locker room

INVENTORIES

Each coach or advisor should inventory his/her equipment and have it in storage within two weeks of the completion of his/her activity season. A copy of this inventory will be given to the Activities Director during the end-of-the-season conference.

EQUIPMENT

- A. All equipment and supplies will be issued by the head coach and designated manager.
- B. The head coach will be responsible to see that all equipment is numbered when received by the department at the start of the season.
- C. Failure to return the equipment by a student participant will result in charges being levied at replacement cost prices.
- D. The head coach or advisor must inform the Director of Activities of all equipment not returned within the end of the season inventory report.
- E. All participants receiving equipment will be responsible for the equipment issued.
- F. The head coach or advisor is responsible or the staff, to record the number of each article of equipment on the student record card. A duplicate record shall be completed and given to the Director of Activities.
- G. At the end of the season, when equipment is returned, each item must be checked against the player's equipment card by the head coach.
- H. The head coaches are responsible for the efficient management of equipment and supply rooms.
- I. Equipment is to be stored in the proper storage areas in a neat fashion.
- J. No school uniform or practice gear should be worn by a participant except at official practice sessions, scheduled contests, or game days at school.

EQUIPMENT ROOMS

Program objectives:

- A. Keep the storage areas for equipment locked at all times. Only coaches and physical education instructors should be in these areas unsupervised.
- B. Coaches should take pride in the appearance and condition of these equipment rooms. Coaches will assist in the task of keeping these rooms clean and neat during the entire year and not just at the beginning and end of their respective sports season. This will also apply to the "coaches room". We ask students to take pride in their work, so let's lead by example.

PURCHASING OF EQUIPMENT

All purchasing must be done through the Activities Director. All effort will be made to get the best equipment for the price. **Remember:** The office is insisting that any

emergency purchases must have a purchase order number. These may be obtained from the business office.

SUPERVISION OF WORKOUTS

Participants during the season shall not work out on school property without direct supervision of a coach. For liability reasons a coach must be in the area.

TEAM CONDUCT

All coaches/advisors should try and make sure that their participants conduct themselves in a positive manner home and away. Each coach/advisor should have some type of procedure that is set up to handle all types of disciplinary problems. This should be explained to the students verbally and in writing, at the start of each season.

NEWS MEDIA – PUBLICITY

- A. All coaches and advisors should make available to the press statistical information after each interscholastic contest.
- B. Coaches and advisors should call in all scores to local media and area news media requesting our score.
- C. News releases will be issued by Activities Department to promote interest in the interscholastic programs at Lewiston-Altura High School as appropriate.
- D. Meetings shall be conducted with the news media (radio - newspaper) prior to the opening of school each year to work out arrangements for the coming year.
- E. Coaches should be very guarded in all comments to the news media. Comments should be positive.

SCHEDULING

- A. All interscholastic schedules are drawn by the Three Rivers Conference. All non-conference scheduling will be scheduled around the Three Rivers established dates.
- B. All non-conference contests, within the limits of the MSHSL regulations, will be made on the recommendations of the Head Coach or advisors in a given activity.
- C. The Activities Director is responsible for scheduling, but does appreciate recommendations from coaches.
- D. Special consideration will be given to the following factors in scheduling non-conference contests, special meets, etc.:
 - 1. Distance traveled.
 - 2. Size of school.
 - 3. Cost of event.
 - 4. Established patterns of scheduling.
- E. Postponements - Any time there is to be a postponement or cancellation, the following procedure should be used:
 - 1. A conference between the principal and Director of Activities should determine if the contest or meet should be held.

2. All rescheduling of athletic events, postponed or canceled, must be made by the Director of Activities.

SCHOOL CANCELLATION OR EARLY DISMISSAL

- A. All practices and contests are automatically postponed.
- B. On days involving MSHSL events, the following procedures will be followed:
 1. The Section or MSHSL will be contacted and informed of our situation.
 2. If the contest at this level is not being postponed, an administrative decision will be made concerning our involvement in the event.
 3. All weather and road conditions will be reviewed and will be the basis of a decision.

TRANSPORTATION TO AND FROM SCHOOL SPONSORED EVENTS

Students participating in a school-sponsored event must ride to and from that activity in a school owned vehicle. The coach or director of the activity, the activities director, the 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 or director of the activity to notify the coach/director that the parent is present to take the student. Transportation for under varsity tournaments will not be offered and students are to find their own transportation to and from those events.

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 of the AD or Principal.

ELIGIBILITY LISTS

It is the responsibility of the AD and Principal to update eligibility lists and send them to the coaches. Coaches are to monitor the eligibility lists and make the appropriate adjustments.

ACADEMIC ELIGIBILITY

Students must be earning passing grades to be eligible to compete or perform in school extra curricular activities.

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	Boys Hockey	Baseball
Girls Soccer	Girls Hockey	Boys Golf
Boys Cross Country	Boys Basketball	Girls Golf
Girls Cross Country	Girls Basketball	Softball
Football	Dance (Jazz and High Kick)	Boys Track
Girls Volleyball	Wrestling	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	
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 (9th - 12th Only) - (Since the policy will be new for the 2021-22 school year, the first period of ineligibility will occur at the end of 1st semester of the 2021-22 school year.)

For 9th - 12th 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 9th 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 4th 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 1st 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 7 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 impact participation in fall postseason participation and/or initial participation in winter sports.

Quarter 2 grades may impact winter activity participation.

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

Quarter 4 grades may impact 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 a one 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 impact participation in winter activities.

Quarter 2 grades will impact participation in winter activities.

Quarter 3 grades will impact participation in spring activities.

Quarter 4 grades will impact participation in fall activities for students going into 8th 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.

SUPERVISION

The coach must supervise his/her athletes at all times. If he/she is to be gone on a date when a practice or event is to be held, he/she must make arrangements with the Activities Director and Principal to cover his/her responsibilities. It is also required for the coaches/supervisors on arriving home from an event to have at least one supervisor/coach stay and supervise until the last child has gone. This does not apply if there is another contest going on in the building and a child chooses to stay and watch that contest/game. It is also reasonable for a supervisor/coach to assume that a child will be picked up in a timely manner. If a child repeatedly causes a supervisor/ coach to wait unduly, steps may be taken to have that child only play in home events.

OUT OF TOWN TRIPS

- A. Participants should be neatly dressed and coaches should monitor the clothes of the athlete.
- B. Check the locker room or facility that you use prior to your participants using the

facility to assess any damage that may exist prior to your use. Be the last one to depart the room at the end of the event and once again do an assessment of conditions to determine if anything was damaged. Leave the room as clean or cleaner than when you first entered it.

- C. Check the bus you are using before your participants board it and be sure to check the interior prior to leaving the bus. It is not the bus driver's job to clean up a mess made by participants using the bus for a trip.

CLINICS

All extra curricular activities coaches, directors, and advisors may attend clinics in the activity they coach, direct, or advise. Each activity may be allocated up to \$300 for clinic expenses except for football, volleyball, boys' basketball, and girls' basketball, which will be allotted up to \$400 for clinic expenses. Each activity will be granted two professional days to be used throughout the program. Requests to attend clinics must be submitted to the employee's building principal. Upon the principal's approval of hiring a substitute, the building principal will forward the request to the High School Staff Development Committee for approval of the financial request. If a substitute is hired, the funds will be taken from the High School Staff Development budget.

REIMBURSEMENT

Receipts are to be provided whenever reimbursement is requested. Forms are available from the office for this procedure. All requests must receive administrative pre-approval.

RECORDS

Season records, statistics, and special awards are to be turned into the Activities Director and to the supervisor of the school annual by coaches and advisors upon completion of his/her season. Please make this information easy to understand and neatly compiled.

PARENTS NIGHTS

Coaches are to have parents' nights for their sports. A form letter/email should be used to notify parents of this special night. Coaches should develop scripts for introductions.

COACHES' LETTERING POLICIES

- A. Coaches may establish their own lettering policy. However, a copy of this policy must be provided to the Activities Director for approval.
- B. A copy of the coaches lettering policy must be on file in the Athletic Director's office.
- C. All participants will receive a copy of the policies prior to the beginning of the season.
- D. Examples of lettering policies that may be used: Athletic Awards Policy
 - 1. Varsity Letter Requirements: The varsity award shall be presented to an athlete who satisfied the participation requirements as listed below, completes all team obligations, and receives the recommendation of the coach. (The coach may recommend a waiver of these requirements under an unusual circumstance.)

- a. Specific sport requirements
 - (1) Baseball/softball:
 - a) Play in one half of all innings played.
 - b) Pinch hit or pinch run in three-fourths of the games played.
 - c) Pitch in four starts or six game appearances.
 - (2) Basketball: (boys/girls) participate in fifty percent of regular season games.
 - (3) Cross Country: (boys/girls) place seventh or better in one-half of the dual meets or in the top 10 in conference meet or top 15 in regional or state.
 - (4) Football: participate in fifty percent of quarters played or play a specialist position, e.g., punter, kick-off squad, return man, extra-punt kicker in fifty percent of regular season contests.
 - (5) Golf: (boys/girls) participate on the varsity team in at least fifty percent of the matches.
 - (6) Track: (boys/girls)
 - a) Earn a total of 20 points.
 - b) One participation point for finishing in top four in a meet plus actual points won in a meet. Points will be tripled in large meets with eight or more teams.
 - (7) Volleyball: participation in fifty percent of scheduled games.
 - (8) Wrestling: participation in fifty percent of matches or earn 50 wrestling points: fall-6; technical fall-5; decision-3,4.
 - a) Season is defined as that period of time from the first practice to the awards program.
 - b) Manager's award will parallel the regular awards system if they manage for the entire season.
 - c) Statistician award: Satisfactorily compile statistics for the entire season.
- b. Criteria That Pertain to All Sports
 - (1) An athlete who moves from one level of competition to another will letter at the level of the highest competition provided the athlete has met combined requirements.
 - (2) A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
 - (3) Injury Rule: Any athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter, if in the coach's judgment; he would have met the lettering requirements.
 - (4) In a sport where state tournament play is sponsored, athletes may letter if they have become a starter and play 75% percent of the quarters, innings, matches, or score team points in individual competition in tournament play regardless of other lettering criteria.
 - (5) Complete the season in good standing with the school and coach.

- c. Varsity awards
 - (1) 1st-year award: Chenille award letter with gold pin with insert signifying the sport and certificate. (Note: Should the athlete letter in another sport, he/she will not receive a second chenille letter.)
 - (2) A service bar is given the second and each succeeding time an athlete serves as a captain in a varsity sport.
 - (3) A captain insert is awarded each time an athlete serves as a captain in a varsity sport.
 - (4) A non-letter certificate or participation certificate is awarded to each participant in a sport who does not qualify for a letter award.
 - (5) A senior letter award is given to each senior that has lettered in a varsity sport during his/her career.
- d. Senior Award: All senior athletes will receive a senior athletic award certificate showing the varsity letter he or she has earned during their career at Lewiston Altura high School.
- e. Lewiston-Altura High School Outstanding Student Athlete Award
 - (1) Any student who meets the following criteria will receive this award.
 - a) Senior,
 - b) High School Grade Point Average of 3.0 or higher,
 - c) Earned 4 letters in at least 2 sport,
 - d) Named All Conference in at least on sport,
 - e) Had no Hhgh School League Rule Violations, and
 - f) Demonstrated outstanding leadership and citizenship.

AWARDS BANQUETS

Head coaches are responsible for organizing awards banquets for their athletes. They set up the format for such a function and submit it to the Activities Director. Again, a form letter to notify parents should be sent out to all parents by the coaches to all parents.

- A. Each coach is responsible for determining awards received by athletes in his/her program. The criteria for these awards should be pre-determined in advance of the season. A copy of these criteria should be filed with the Athletic Director.
- B. The school has a policy for special awards that limit the amount spent for an individual award to \$20. The total amount spent per sport per season may not exceed \$150. The awards cost will come out of the activities supply budget
- C. Awards such as chenille letters, letter award certificates, participation certificates, and metal inserts are available through the Activities Director.

PARENT PASSES

Passes are available for purchase at the high school office.

STATE TOURNAMENT ATTENDANCE

Head Coaches and Assistants will be able to observe the state tournament in their sport. The Head Coach will be able to use one professional day; Assistant Coaches will be able to use personal leave. The school will not reimburse for room, board, or transportation.

TOURNAMENT MEALS AND LODGING

- A. No lodging expense will be provided below the state level of competition unless cleared by the Superintendent in advance.
- B. Meals will be provided at the state level of competition. The rate of \$30 for each day of competition.
- C. Coaches who are attending the state tournament, but do not have someone participating in their field that they coach will not have their ticket reimbursed or meal money reimbursed.

FACILITIES

- A. Suggestions for improvement of facilities should be made in writing to the Director of Activities. These recommendations will be discussed with the coach or taken before the Council Coaches and then submitted to the building principal.
- B. The Director to the building principal before each sport season will submit Work orders. Coaches and advisors should turn their requests in to the Director at least one month before the opening of the sport season.
 - 1. Activities assigned to practice and game facilities involving the elementary building will secure all necessary keys from the building principal.
- C. Keys will be issued each coach at the start of the sport season for the athletic facilities, and should be returned to the Director of Activities at the conclusion of the school year.
- D. "Open gym time" requests are to be scheduled through Community Ed
- E. Weight Room
 - 1. Program Objectives:
 - a. To properly utilize a weight training facility in the best interest of all students.
 - b. To provide adequate coaching technique in weight training.
 - c. To provide program alternatives for achieving specific results.
 - d. To insure that the proper safety measures is being employed during all training sessions.
 - e. To provide responsibility in the proper care of equipment.
 - f. To allow for weight training consultation for all athletic squads and physical education instructors.
 - g. To make available opportunities for students to enjoy the benefits derived from a sound weight-training program on a year-round basis.
 - h. To attempt to reduce sport connected injuries through well-developed conditioning.
 - i. To present a program for self-improvement that is open to all students regardless of athletic affiliation.
 - 2. Weight Room Rules:
 - a. Shirt and shoes are required at all times.
 - b. NOBODY in the weight room alone.
 - c. All students must be under the supervision or instructor

- d. Lifters must work with a partner.
 - e. Replace all weights on racks immediately following use. Know your limits!!! Work with the instructor in determining your limits
 - f. Do the lifts CORRECTLY. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
 - g. Warm-up with proper stretching exercises.
 - h. Remember strength training is not only a supplement to other athletic programs, but also a highly skilled activity itself.
- F. Gymnasium - All students are requested to stay off the gymnasium floor with any type of street shoes. This rule must be enforced by all physical education teachers and activities coaches. Exceptions will be assemblies and dances.
- G. Use of facilities - Request for use of school facilities by outside groups must be made through the office of the Director of Activities.
- H. All athletic facilities will be scheduled on request of the coach by the Director.
- 1. A facilities schedule will be kept by the Director.
 - 2. Head coaches and advisors in each sport season will meet with the Director prior to the season for the purpose of scheduling facilities.
- I. The Director of Activities is responsible to schedule the use of district facilities by district-associated groups, non-district associated groups, and other community groups in cooperation with building designees. This responsibility includes activities outside the regular school days.
- J. Recognizing the demand for usage of specialized athletic facilities, the following priority list has been established.
- 1. District student associated groups.
 - a. Scheduled academic activities.
 - b. Scheduled activities contests and performances.
 - c. Scheduled athletic practices.
 - d. Scheduled school related activities and recognized school groups.
 - 2. District associated adult groups.
 - a. Scheduled Community Education activities
 - b. Athletic boosters, band boosters, PTA's, etc.
 - 3. Non-district student groups with reciprocal agreements.
 - 4. District employee associated groups
 - a. District 857 approved "wellness" program activities
 - b. Employee requested "wellness" opportunities
 - 5. Other educational institutions in the community
 - 6. School athletic facilities will be available to other community groups during evening and other times when the activities listed in Categories 1-5 will not be hindered.

MIDDLE SCHOOL ATHLETIC PARTICIPATION REQUIREMENTS FOR PARTICIPATING IN VARSITY ATHLETICS

If a 7th or 8th grade athlete can contribute at the varsity level. The coach, parent, and athletic director must have a meeting prior to the athletic contest. Parents must give written statement that the student can participate at the varsity level.

PROGRAM DESIGN

The head coach shall be responsible to develop a system of responsibility in the activity he/she is directly responsible to within the activities department.

- A. Philosophy and objective of the program.
- B. Staff responsibilities.
- C. Recommendations.
- D. For development of feeder system.

SCRIMMAGES

- A. Scrimmage (inter-school) are arranged by the head coach with the approval of the Director of Activities.
- B. Scrimmages are to be scheduled with no loss of school time.
- C. All scrimmages must be approved by the Director of Activities and be included within the approved activities budget for the year.
- D. Junior varsity, sophomore, and grade nine scrimmages can be arranged (inter-school) if it involves no added expense.
- E. MSHSL regulations concerning scrimmages must be followed by all coaches conducting inter-school scrimmages.

SPECIAL PUBLICITY PROMOTION

- A. Staff members of the activities department will be encouraged to meet the public by giving speeches, etc., explaining our program.
- B. Special clinics designed for young participants in Lewiston-Altura will be encouraged by all head coaches.
- C. Coaches should give full cooperation to all members of the news media.

STUDENT MANAGERS

- A. Student managers are responsible to the head coach in each activity.
- B. Head coaches should supervise, managers, and work out a plan for efficient service.
- C. Managers are subject to the same eligibility and scholastic rules as members of the team they manage.
- D. Coaches should be highly selective in appointing student managers.

SUPERVISION OF PRACTICE SESSIONS

Coaches or advisors must be present at all practice and workout sessions. No participant is to be given permission to use any facilities, unless a coach or advisor is present at all times.

THREE RIVERS CONFERENCE POLICY

A Three Rivers Conference policy handbook will be provided for all coaches. It is very important to read this handbook and be aware of any conference modifications of rules

pertaining to your sport.

RULES AND REGULATIONS

- A. All Three Rivers Conference and M. S. H. S. L. rules will govern the interscholastic athletic program.
- B. All coaches must keep abreast of rule changes.
- C. All coaches are required to attend MSHSL Rules Interpretation meetings.

STUDENT ABSENCE

Students who are absent for any part of the school day must present an excusable reason for missing school or they will not be allowed to practice that day or participate in the extra curricular activity that day.

- A. Students who are absent for any part of the school day due to illness may or may not be allowed to play or practice in extracurricular activities. This decision to not allow student to participate will be based on case-by-case situational occurrence.

TEAM ROSTERS

Each coach should turn in to the Director of Activities a list of all squad members (alphabetical order) with the following information:

- A. Name.
- B. Year in School.
- C. Position.
- D. Captain.
- E. Letter Winners Designated.
- F. Uniform number. Include support personnel such as manager, etc.

END OF SEASON REQUIREMENTS

Inventory:

- A. An itemized inventory of the equipment and supplies on hand, together with the condition of each, is the responsibility of the Activities Advisor and head coach for each interscholastic sport.
- B. This inventory should be taken at the conclusion of each season..
- C. The head coach, with the Director of Activities, will examine end-of-season inventory to determine what items need to be repaired or replaced and what new equipment and supplies need to be purchased.
- D. Inventory forms are available in the Director's Office.
- E. Store all equipment in the areas assigned by the Director.
- F. Assess and collect the necessary fines (lost items) and file a list with the Activities Director.
- G. Compile and submit to the Director an initial equipment needs list.
- H. Compile statistics for all contests as many as may be appropriate. The summary should include wins and losses, number of participants, outstanding accomplishments, and recommendations for next year.

- I. Coaches will not be paid their remaining coaches salary until inventory is collected.

END OF SPORT SEASON EVALUATION

- A. The head coach at the high school level will conduct a meeting of all coaches, supervisors, etc., in the sport in grades 7-12 to assess the program at the conclusion of the season.
- B. The head coach of each interscholastic sport and the Director of Activities will evaluate the entire athletic program for that sport at the conclusion of the season.
- C. Recommendations, etc. will be made in written form to be on file in the Director's office and presented to the administration by the Director at the appropriate time.
- D. An invitation to attend these meetings shall be given to the Director of Activities.
- E. If a head coach steps away from a program, all positions in the program shall open for new hire. All previous coaches are encouraged to apply, but the new head coach will have final approval, with activities director, on who is hired back where.

PRINTED FORMS

All requests for printed forms relating to the interscholastic athletic program should be given to the Director of Activities at least four weeks in advance of the date needed.

PROBLEMS THAT OCCUR

Any problems related to athletics should immediately be drawn to the attention of the Director of Activities. Head coaches and advisors should attempt to handle all problems within their own department.

RELEASE FROM CLASS

- A. All interscholastic athletic contests should be scheduled so that students miss a minimum number of classes for travel to the "away" games.
- B. Head coaches and Advisors should make arrangements with the Director of Activities to have students excused from class when absolutely necessary because of travel requirements.
- C. Lists must be submitted and approved by the principal one day in advance of the scheduled event.
- D. It is the responsibility of the participant to see his teacher the day before the class he is to miss because of an activities contest. All work shall be made up at the convenience of the teacher. Students are encouraged to attend the class at another hour on the same day they are to miss the class, if possible, and if it is convenient for the teacher.
- E. All coaches shall submit 3 days in advance a list of all squad members, managers, etc., to be excused.

REPAIR

Coaches and advisors receiving athletic equipment that has been repaired must keep

invoices, packing slips, etc. These should be given to the Director of Activities immediately.

VACATION PRACTICE SESSIONS

Vacation practice schedules must be submitted in writing to the Director of Activities and principal. This should be done two weeks in advance of the vacation period for approval, allowing families to plan accordingly.

VIDEO TAPE MACHINE

A coach desiring use of this machine should present to the media office a master schedule, listing all practice and game/meet contests to be video taped.

ELIGIBILITY OF ELEMENTARY STUDENTS

Students enrolled at the elementary school (grade K-6) are ineligible to compete on all JH and higher level teams.

Report to the School Board

August 11, 2025

By Elementary School Principal Dave Riebel

Strategic Priority 1: Student Success

- Successful Summer School

Elementary School students and summer school staff traveled through a “National Parks” theme while boosting their reading and math skills prior to the start of the new school year. A big thanks to Ms. Ostrander for her coordination and planning of the weeks and theme! Thanks to Ms. Mehling, Ms. Gasca, Ms. Heftman, Mr. Weninger and Ms. Ostrander for teaching summer school this year.

Strategic Priority 2: Effective Staffing

- Welcome to the Elementary School family!

We welcome the following staff members for the 2025-2026 school year: Derek Ihrke – Third grade classroom teacher, Stephanie Kendall - special education teacher, Ben Oevering – paraprofessional and Haley Mathew – Elementary office and transportation secretary.

- Elementary School Homerooms

We begin the 2025-2026 school year with a couple of changes to our classroom teaching staff. Natalie Mehling moves from reading and math intervention to first grade. Mr. Ihrke joins third grade and Mr. Buringa returns to fourth grade. The following table highlights the homeroom classroom teachers:

Preschool	Kindergarten	First	Second	Third	Fourth	Fifth
Courtney Fricke	Marcia O’Duggan	Ginny Reszka	Kate Falkowski	Derek Ihrke	Mike Buringa	Kiley Puetz
Tina Sand	Suzanne Pilger	Natalie Mehling	Deb Heftman	Scott Schmaltz	Liza Kennedy	

Strategic Priority 3: Finance

No report this month.

Strategic Priority 4: Facilities

- Elementary rooftop solar panels



The installation of the rooftop solar panels was recently completed. The profile of the panels is low enough that they are not visible from the ground. Other than the initial water leak, the remainder of the installation went smoothly. The building was closed for two days to allow for Mi Energy to connect transformers to the new system. We look forward to the savings to begin in the coming weeks.



- Summer Cleaning

A huge shout out of thanks to the Dashir custodial crew for their efforts in cleaning and refurbishing our building and grounds. The entire building underwent a cleaning process prior to the start of summer school and we are ready for the new school year.

Strategic Priority 5: Community Engagement

- School Community Evening at the Crossings Center

We look forward to celebrating the start of a great school year with all staff, students and families at the Crossings Center on Wednesday, August 20.

- Annual Meet and Greet Conferences

Similar to previous years, Elementary School families will utilize the first two days of school to participate in a scheduled Family and Teacher conference. Families will be able to meet teachers, drop off school supplies, fill out paperwork, set up accounts and build on the excitement of the new school year. These days are scheduled for Aug. 25-26, with the first day of in-person school for PK-5 on Aug. 27th.



Independent School Dist. No. 857
100 County Road 25
Lewiston, MN 55952
(507) 523-2191

Gwen Carman, Superintendent
Dave Riebel, PreK-5 Elementary Principal
Cory Hanson, 6-12 High School Principal

Priority 1: Student Success

- Fall activities begin on August 11. We are looking forward to a great fall.
- Good luck to our FFA and 4H students that are showing at the MN State Fair.

Priority 2: Effective Staffing

- We are still looking for one educational assistant/paraprofessional for this school year.
- Welcome back to Ms. Steele as high school science and Mr. Young and Ms. Lombard as daily substitutes.

Priority 3: Finance

- Thank you to all of the organizations sponsoring our activities.
- Thank you to the Foundation for supporting writing of a number of grants.

Priority 4: Facilities

- The building is looking great. We have a lot of fresh paint down the hallway. We hopefully won't see any peeling red and black paint.
- A huge thanks to Dan and the Dashir crew for all the work this summer. We have a lot of extra projects done, well beyond just cleaning classrooms and waxing floors.

Priority 5: Community Engagement

- Look for Clipper, at the Crossing Center on August 20.

Upcoming Events:

August 25 – 1st Day of School for Grades 6, 9 and all new students

August 26 – School for all High School Students

Dashir Management Services, Inc.

www.dashirmanagement.com

Lewiston Altura School District

Custodial / Maintenance Report

August 2025

Personnel Information

We are currently fully staffed.

Training Conducted

Staff completed OSHA required safety training on Hazard Communication: Right to Understand.

Inspections

- Ahern completed the sprinkler system inspection at the high school.

Progress on Projects

- Working with MMC for plumbing in the bathrooms. New water lines have been run to the urinals in the A wing and new flush valves have been installed in the boys' and girls' bathrooms. The B-wing boys' bathroom had new water lines installed and had three of four new urinals installed, plus new flush valves to the urinals and toilets. The B-wing girls' bathroom has had new flush valves installed. The C-wing bathroom will be completed shortly.
- Worked with Winona Heat and Vent to repair a roof leak at the elementary as a result the solar panel installation. Solar Connection is paying the bill for the repair.
- Worked with MI Energy to complete the switch over of the main electrical connections at high school and elementary school. The elementary school was completed on August 8, and the high school was completed on August 7.

Comments

Summer cleaning has been completed at the elementary and the high school with a few odds and ends left to take care of. We are working with coaches to get ready for fall sports.

Respectfully Submitted,
Dan Buege
Facility Manager



Independent School Dist. No. 857
100 County Road 25
Lewiston, MN 55952
(507) 523-2191

Gwen Carman, Superintendent
Cory Hanson, High School Principal • Dave Riebel, PK - Elementary Principal

Building A Caring, Adaptable, Respectful, Determined, Successful Community of Learners

Belief Statements (internal operations- beliefs to drive decisions):

- **LIFELONG LEARNERS:** We believe in the value of education for all ages.
- **ACCOUNTABILITY:** We believe we are accountable for our actions and outcomes.
- **COMMUNITY CENTERED:** We believe our schools are the central hub of our community and essential for building strong communities.
- **ADAPTABLE:** We believe in being responsive to an ever-changing world.
- **RESPECTFUL:** We believe in everyone’s right to safety, respect, and dignity in our schools.
- **DIVERSE:** We believe in fostering the value of each other’s individual differences, perspectives, and life experiences.
- **STUDENT FOCUSED:** We believe that we are all responsible for the success of students.

Goals

1. **STUDENT SUCCESS:** Provide all students with the education they need for success: academically, emotionally, and socially.
2. **EFFECTIVE STAFFING:** Hire, maintain, train and support staff to be as effective as possible.
3. **FINANCE:** Be financially healthy and sustainable.
4. **FACILITIES:** Have facilities that are safe, modern and conducive to 21st century education.
5. **COMMUNITY ENGAGEMENT:** Engage with parents, community members and business owners.

Superintendent’s Report to the School Board

Respectfully Submitted by Gwen Carman

August 11, 2025

Meeting Agenda Items Notes

2025-2026 Handbooks The Agenda includes several Handbooks/Plans for your approval. These are Language Access Plan (a new required plan), Crisis Response Management Information and Plans (a complete revision/update of the prior plan), Employee Handbook, Elementary Parent Handbook, High School Student Handbook and Coaches Handbook. Due to the amount of paper, I will not have printed copies of these at the meeting. Please let me know if you have any questions.

Facilities Updates This will be an agenda item at each meeting for the foreseeable future. Jackie Coleman and Luke Photenhauer will be online to update you on the building renovations. I will also have additional information on any projects not directly part of the voter approved projects. See the attachment from InGensa.

OTHER ITEMS

Solar Panels/MiEnergy Improvements Thank you to the office staff at each building for ‘enduring’ scheduled power outages on August 4, 5 and 7. These were necessary in order for MiEnergy and Solar Connections to coordinate the power hook ups. I am told it will be a couple weeks before the solar panels are fully operational.

We have discussed having a Photo/Ceremonial Ribbon Cutting. Tentatively, this will be Wednesday, September 10th at 3:30pm at the high school.

Surplus Equipment Auction Planning The Auction Link is live and closes on the 11th. Items will be picked up August 12-14.

Back To School for Teachers and Staff New teachers (3) will meet August 11-12. All teachers have their official return to school day on August 13th. Monday, August 18th we will have an all staff breakfast and program/required trainings starting at 7:30am in the High School Cafeteria. The Board and administration are sponsoring/serving a lunch for all staff at 11:00am. Bree is coordinating to make sure all details are covered.

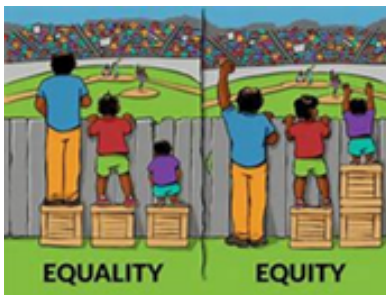
There are additional very important trainings and meetings happening August 18-21st. We will highlight these at the September meeting. Students start returning August 25th with a staggered schedule for elementary parent conferences and ‘new’ high school students. All students will be at school starting Wednesday, August 27th.

Back to School Celebration August 20th The 3rd Annual Back to School Celebration will be Wednesday, August 20th from 5:00-7:00pm at The Crossings Center. Please let me know if you want to take a ‘shift’ at the District Table with me.

Vision, Mission, Logo Revisions We are going to gather input from staff during workshop week on potential revisions to our vision, mission and logo. We will bring these to the Board in September. We feel it is important to get staff input on these prior to Board approval.

Enrollment

Grade Level	May 29, 2025`	August 8, 2025
Kdg	38	27
1st	26	38
2nd	36	28
3rd	38	36
4th	25	38
5th	39	27
6th	38	44
7th	38	36
8th	37	38
9th	55	45
10th	58	55
11th	48	58
12th	56	49
Total	532	519



Equity is important in all of our decision making.