

Regular School Board Meeting

Monday, January 12, 2026 5:45 PM

School District Media Center, 131 Hickory Street North, Lester Prairie, MN 55354

I. Call to Order

II. Pledge of Allegiance

III. Approval of Agenda

III.A. Action to approve agenda

IV. Recognition of Communications Since Last Meeting

V. Open Dialogue

VI. Approval of Consent Agenda

VI.A. **Approve Previous Minutes** Regular Board Meeting: Dec. 15, 2025

Approve wire payment bill vouchers and check payments: Approve wire payment bill vouchers: 49757-49765, 49839-49844; and Check payments: 54933-55035 for a total amount of \$343,223.03

VII. Reports

VII.A. Dashir Report

VIII. New Business

VIII.A. Motion to approve revised Student Handbook

VIII.B. Motion to approve revised Staff Handbook

IX. Old Business

X. School Finance

X.A. Motion to approve donation report

XI. Policy Administration

XII. Personnel

XII.A. Action to approve the following contract:

A. **Alex Engrav** - Assistant Girls Basketball Coach

XII.B. Action to approve lane change request for Taylor Bayerl from step 1

BA+0 to step 1 BA+10

XII.c. Action to approve (0.50 FTE)
Social Worker contract for Sarah Kepler
starting February 23rd, 2026

XIII. **Other Items for the Board**

XIV. **Adjourn the Regular Board Meeting**



Lester Prairie Schools

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

Phone: 320-395-2521
Fax: 320-395-4202
Website: www.lp.k12.mn.us/

**REORGANIZATIONAL MEETING AGENDA
LESTER PRAIRIE SCHOOL BOARD OF EDUCATION**

DATE: Monday, JANUARY 12, 2026

LOCATION: School Media Center

TIME: 5:45 PM

**REGULAR BOARD MEETING TO FOLLOW
REORGANIZATIONAL MEETING**

I. Call to Order

- A. Board Chair Christen to open the Lester Prairie School District REORGANIZATIONAL Board meeting at 5:45 pm.
- B. Welcome to public and guests
- C. **Pledge of Allegiance**

II. Approval of Agenda for Reorganizational Meeting

Motion by _____ and seconded by _____ to approve agenda.

Voting was _____ for and _____ against.

III. Election of Officers

A. Chairperson

Motion by _____, seconded by _____, to elect _____ as Board Chairperson.

Voting was _____ for and _____ against.

****Elected Board Chairperson to take over meeting****

B. Vice-Chairperson

Motion by _____, seconded by _____, to elect _____ as Board Vice-Chairperson.

Voting was _____ for and _____ against

C. Clerk

Motion by _____, seconded by _____, to elect _____ as Clerk.

Voting was _____ for and _____ against

D. Treasurer

Motion by _____, seconded by _____, to elect
_____ as Treasurer.
Voting was _____ for and _____ against

IV. Set School Board Items

A. SCHOOL BOARD MEETINGS

Held on 3rd Monday of every month at 5:45pm to be held in the Media Center at Lester Prairie School (unless noted).

3rd Mondays for 2026 include:

February 16 (Pres. Day)	March 16 (Supt not available - 23 rd ?)
April 20	May 18
June 15	July 20
August 17	September 21
October 19	November 16 (MREA Summit Nov 15-17)
December 21	

Motion by _____, seconded by _____ to approve meeting schedule for 2026.

Voting was _____ for and _____ against.

B. SCHOOL BOARD SALARIES FOR 2025

2025 pay: 0-3 hours at \$40
 4-6 hours at \$90
 >6 hours at \$140

Chairperson \$15 extra per meeting chaired
Clerk \$30 extra per meeting
Treasurer \$15 extra per meeting
Negotiation Chairs \$10 extra per meeting

Motion by _____, seconded by _____ to approve School Board salaries for 2026.

Voting was _____ for and _____ against.

C. SUBMITTED ITEMS FOR 2026

- o **Designate Depositories:** The First Community Bank of Lester Prairie and the Minnesota School District Liquid Asset Fund as official depositories for district funds and to approve a resolution to give check signing authority to Treasurer _____, Chairperson _____, and Clerk _____.
- o **Designate Official Legal Publication:** To use the Herald Journal as the official publication for District #424 for the 2026 calendar year.
- o **Legal Services Provider:** Squires, Waldspurger & Mace, P.A. as legal counsel.
- o **Mileage Rate:** Reimbursement at a rate of \$.10 per mile less than the set federal rate for the year

(federal rate is \$.725/mile) so LP would be \$.625/mile.

- o **Annual Delegation:** Authority designating Payroll Specialist Kim Dye, Business Manager Lauren Syrup, and Superintendent Melissa Radeke for Electronic Funds Transfers (EFT's) on behalf of Lester Prairie Schools.

Motion by _____, seconded by _____ to approve submitted items for 2026.

Voting was _____ for and _____ against.

D. SCHOOL BOARD COMMITTEES

2025 Committees:

- o Community Ed - Anderson, R.Heimerl
- o PTO - LaMott, R. Heimerl
- o Facilities/Maintenance - Engen, Christen, B.Heimerl
- o Tech/Media - Christen, Engen
- o Activities - Engen, Christen, B.Heimerl
- o Negotiations:
 1. Certified -LaMott, B.Heimerl, Christen
 2. Non-Certified - R.Heimerl, Anderson, Engen
 3. Administration - R.Heimerl, B.Heimerl, Christen
- o Meet and Confer - LaMott, B.Heimerl
- o Policy - R.Heimerl, Anderson
- o Legislative - B.Heimerl
- o City Council - B.Heimerl, LaMott

New 2026 Committees:

- Community Ed: _____, _____
- PTO: _____, _____
- Facilities/Maintenance: _____, _____, _____
- Tech/Media: _____, _____
- Activities: _____, _____, _____
- Negotiations:
 - Certified - _____, _____, _____
 - Non-Certified - _____, _____, _____
 - Administrative - _____, _____, _____
 - Meet & Confer: _____, _____
- Policy: _____, _____
- Legislative: _____
- City Council: _____, _____

Motion by _____, seconded by _____ to approve board committees for 2026.

Voting was _____ for and _____ against.

V. Adjourn the Reorganizational Meeting at _____

REGULAR BOARD MEETING

VI. Call to Order

- a. Board Chair _____ to open Regular Board Meeting of Lester Prairie School District #424 at: _____pm.
- b. Welcome to public and guests

VII. Approval of Agenda

Motion by _____ and seconded by _____ to approve agenda.

Voting was _____ for and _____ against.

VIII. Recognition of Communications Since the Last Meeting

- A. Communications received by Board Members
 - o Good News Section:
 - 1. _____
- B. Open Dialogue. (Each person in the audience will be given three (3) minutes - total time - 15 minutes.)

IX. Approval of Consent Agenda

- A. **Approve Previous Minutes**
 - o Regular Board Meeting: Dec. 15, 2025
- B. **Approve wire payment bill vouchers and check payments:**
Approve wire payment bill vouchers: 49757-49765, 49839-49844; and Check payments: 54933-55035 for a total amount of \$343,223.03

Motion by _____ and seconded by _____ to approve consent agenda, board minutes, & payment of bills presented.

Voting was _____ for and _____ against.

X. Administrative Reports

- A. **Principal - Mike Lee**
- B. **AD/DoS - Ross Scheevel**
- C. **Superintendent - Melissa Radeke**

XI. School Board Committee Reports

- A. Community Ed
- B. PTO
- C. Facilities/Maintenance
- D. Tech/Media
- E. Activities
- F. Negotiations:
 - Certified
 - Non-Certified
 - Administration
- G. Meet and Confer
- H. Policy
- I. Legislative

J. City Council

XIII. New Business

- A. Resolution directing administration to make recommendations for reductions in programs and positions.

Motion by _____ and seconded by _____ to approve administration to make recommendations for reductions in programs and positions for 2026-27.

Roll Call Vote:

RH _____ BH _____ JE _____
KC _____ CA _____ DL _____

Voting was _____ for and _____ against.

- B. Motion to approve revised Student Handbook.

Motion by _____ and seconded by _____ to approve revised Student Handbook as presented.

Voting was _____ for and _____ against.

- C. Motion to approve revised Staff Handbook.

Motion by _____ and seconded by _____ to approve revised Staff Handbook as presented.

Voting was _____ for and _____ against.

XIII. Old Business

- A. None

XIV. School Finance

- A. Motion to approve donation report.

Motion by _____ and seconded by _____ to approve donation report as presented.

Voting was _____ for and _____ against.

XV. Policy Administration

- A. None

XVI. Personnel

- A. Action to approve (0.50 FTE) Social Worker contract for Sarah Kepler starting February 23rd, 2026.

Motion by _____ and seconded by _____ to approve contract as presented.

Voting was _____ for and _____ against.

B. Action to approve the following contract:

- o **Alex Engrav** - Assistant Girls Basketball Coach

Motion by _____ and seconded by _____ to approve contract as presented.

Voting was _____ for and _____ against.

C. Action to approve lane change request for Taylor Bayerl from step 1 BA+0 to step 1 BA+10.

Motion by _____ and seconded by _____ to approve lane change request as presented.

Voting was _____ for and _____ against.

XVII. Other Items for the Board

XVIII. Adjourn the Regular Board meeting at _____

UPCOMING DATES and NOTES:

- A. January 15 & 16: MSBA Leadership Conference
- B. January 16: End of Semester - 11:30 dismissal
- C. February 5 & 9: Parent Teacher Conferences (3:30pm-7:30pm)

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	2633			American Express		Wire
		E 01	005 105 023 000 401	OUTREACH-TARGET		\$509.00
		E 01	005 105 023 000 401	OUTREACH-TARGET		\$247.00
		E 01	005 105 023 000 401	OUTREACH-TARGET RETURN		(\$172.00)
		E 01	300 292 000 000 820	MSHSL-BASKETBALL SCOREBOOKS		\$110.58
		E 01	100 203 201 000 430	BRAINPOP SUBSCRIPION		\$275.00
		E 01	100 203 201 000 430	SEESAW SUBSCRIPTION		\$180.00
PO#:	Voucher #:	49757	Invoice	Invoice No: 1252025	12/5/2025	Paid Amt: \$1,149.58
		E 01	300 296 417 000 401	VB plaques---ordered from Crown Awards		\$172.70
PO#: 10916	Voucher #:	49758	Invoice	Invoice No: 1252025	12/5/2025	Paid Amt: \$172.70
						Check Amount: \$1,322.28
100	3002			Fidelity Security Life Insurance Co.		Wire
		B 01	215 000	EYE MED PAYMENT		\$117.30
PO#:	Voucher #:	49759	Invoice	Invoice No: 167087423	12/5/2025	Paid Amt: \$117.30
						Check Amount: \$117.30
100	00160			MN Teachers Retirement Assoc.		Wire
		B 01	215 018	PAYROLL TAXES		\$15,816.75
PO#:	Voucher #:	49763	Invoice	Invoice No: 12152025	12/15/2025	Paid Amt: \$15,816.75
						Check Amount: \$15,816.75
100	00165			Public Empl. Retirement Assoc		Wire
		B 01	215 014	TAXES		\$3,440.39
PO#:	Voucher #:	49762	Invoice	Invoice No: 12152025	12/15/2025	Paid Amt: \$3,440.39
						Check Amount: \$3,440.39
100	00196			INTERNAL REVENUE SERVICE		Wire
		B 01	215 011	FEDERAL TAXES		\$6,630.56
		B 01	215 010	OSADI		\$13,853.62
		B 01	215 010	MEDICARE		\$3,239.86
PO#:	Voucher #:	49760	Invoice	Invoice No: 12152025	12/15/2025	Paid Amt: \$23,724.04
						Check Amount: \$23,724.04
100	01022			MN Department of Revenue		Wire
		B 01	215 013	PAYROLL TAXES		\$3,916.38
PO#:	Voucher #:	49761	Invoice	Invoice No: 12152025	12/15/2025	Paid Amt: \$3,916.38
						Check Amount: \$3,916.38

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	2455			EBC		Wire
			B 01 215 005	PAYROLL TAXES		\$7,039.23
PO#:	Voucher #:	49764	Invoice	Invoice No: 12152025	12/15/2025	Paid Amt: \$7,039.23
						Check Amount: \$7,039.23
100	3269			WEX Health, Inc.		Wire
			B 01 215 023	PAYROLL		\$1,917.75
PO#:	Voucher #:	49765	Invoice	Invoice No: 12152025	12/15/2025	Paid Amt: \$1,917.75
						Check Amount: \$1,917.75
100	00160			MN Teachers Retirement Assoc.		Wire
			B 01 215 018	TRA		\$15,797.06
PO#:	Voucher #:	49842	Invoice	Invoice No: 12302025	12/30/2025	Paid Amt: \$15,797.06
						Check Amount: \$15,797.06
100	00165			Public Empl. Retirement Assoc		Wire
			B 01 215 014	PERA		\$3,725.01
PO#:	Voucher #:	49841	Invoice	Invoice No: 12302025	12/30/2025	Paid Amt: \$3,725.01
						Check Amount: \$3,725.01
100	00196			INTERNAL REVENUE SERVICE		Wire
			B 01 215 011	FEDERAL		\$6,692.67
			B 01 215 010	OSADI		\$14,458.64
			B 01 215 010	MEDICARE		\$3,381.46
PO#:	Voucher #:	49839	Invoice	Invoice No: 12302025	12/30/2025	Paid Amt: \$24,532.77
						Check Amount: \$24,532.77
100	01022			MN Department of Revenue		Wire
			B 01 215 013	STATE TAXES		\$3,974.34
PO#:	Voucher #:	49840	Invoice	Invoice No: 12302025	12/30/2025	Paid Amt: \$3,974.34
						Check Amount: \$3,974.34
100	2455			EBC		Wire
			B 01 215 005	TSA		\$7,039.23
PO#:	Voucher #:	49843	Invoice	Invoice No: 12302025	12/30/2025	Paid Amt: \$7,039.23
						Check Amount: \$7,039.23
100	3269			WEX Health, Inc.		Wire
			B 01 215 023	HSA		\$1,856.25
PO#:	Voucher #:	49844	Invoice	Invoice No: 12302025	12/30/2025	Paid Amt: \$1,856.25
						Check Amount: \$1,856.25
100	54933	00170		4.0 Bus Service		Check
			E 01 300 294 312 000 366	FOOTBALL		\$876.95

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	54933	00170		4.0 Bus Service		Check
			E 01	300 292 000 000 366 CHEER		\$721.50
			E 01	300 296 316 733 360 G. BASKETBALL		\$601.11
			E 01	005 760 000 720 360 LEADERSHIP		\$381.25
			E 01	005 760 000 720 360 SPANISH		\$359.90
			E 01	005 760 000 720 360 CONTRACT		\$32,189.66
			E 01	005 760 000 723 360 SPED		\$6,851.00
			E 01	005 760 000 720 360 FUEL		\$1,229.86
PO#:	Voucher #:	49711	Invoice	Invoice No: 12.2025	12/5/2025	Paid Amt: \$43,211.23
						Check Amount: \$43,211.23
100	54934	1245		Amazon		Check
			E 01	005 810 000 000 401 B087C1MW4M GZWOG ELPLP80 V13H010L		\$35.99
			E 01	005 810 000 000 401 B099DJN83C COOBAN ELPLP57 /V13H010L		\$47.09
			E 01	005 810 000 000 401 B099DQLK1L COOBAN ELPLP71 /V13H010L		\$56.09
			E 01	005 810 000 000 401 Amazon Shipping Charge		\$0.00
PO#: 10924	Voucher #:	49717	Invoice	Invoice No: 1RTR-XGK1-VKGN	12/5/2025	Paid Amt: \$139.17
			E 01	005 110 000 000 401 B0DYBL8SBX AT-A-GLANCE 2026 Desk Cale		\$4.32
			E 01	005 110 000 000 401 Amazon Shipping Charge		\$0.00
PO#: 10912	Voucher #:	49719	Invoice	Invoice No: 17K6-XCVJ-QFGV	12/5/2025	Paid Amt: \$4.32
			E 01	005 110 000 000 401 B0086MRWQY Pacon 5290 Medium Weight T		\$59.80
			E 01	005 110 000 000 401 Amazon Shipping Charge		\$0.00
PO#: 10920	Voucher #:	49720	Invoice	Invoice No: 144G-KPHC-RNFR	12/5/2025	Paid Amt: \$59.80
			E 01	005 810 193 000 401 B077462NSR Amazon Basics 24-Pack D Cell		\$25.49
			E 01	005 810 193 000 401 B0CKDDM3NZ Eye Wash Station Inspection 1		\$9.85
			E 01	005 810 193 000 401 Amazon Shipping Charge		\$0.00
PO#: 10914	Voucher #:	49721	Invoice	Invoice No: 11X3-9YQH-VMGT	12/5/2025	Paid Amt: \$35.34
			E 01	300 294 413 000 401 B0F89RZRQ1 Chooga Basketball Rack Ball S		\$98.99
			E 01	300 294 413 000 401 Amazon Shipping Charge		\$0.00
PO#: 10913	Voucher #:	49722	Invoice	Invoice No: 19MG-TPDX-PKTX	12/5/2025	Paid Amt: \$98.99
			E 01	005 110 000 000 401 B0006HX7GQ Pendaflex Expanding File Pock		\$29.24
			E 01	005 110 000 000 401 B0F6XSFQKZ SUNEE Envelopes Self Seal #		\$22.99
			E 01	005 110 000 000 401 Amazon Shipping Charge		\$0.00
PO#: 10925	Voucher #:	49712	Invoice	Invoice No: 1TVH-6FXK-1QWN	12/5/2025	Paid Amt: \$52.23
			E 01	005 810 000 000 401 B000RMT82M Zinnser 03688 Covers Up Stair		\$22.46
			E 01	005 810 000 000 401 B000UVHN86 SIKA - Sealant - Sikaflex Concr		\$8.97
			E 01	005 810 000 000 401 Amazon Shipping Charge		\$0.00
PO#: 10919	Voucher #:	49713	Invoice	Invoice No: 1TVH-6FXK-364R	12/5/2025	Paid Amt: \$31.43

Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
100	54934	1245		Amazon		Check		
			E 01	005 105 201 000 401	B002LARR8K Prang (Formerly SunWorks) Co	\$9.59		
			E 01	005 105 201 000 401	B081VX8G6N 25lbs Newsprint 24x36 Sheets -	\$41.66		
			E 01	005 105 201 000 401	Amazon Shipping Charge	\$0.00		
PO#:	10926	Voucher #:	49714	Invoice	Invoice No: 17JG-FNTT-XCJT	12/5/2025	Paid Amt:	\$51.25
			E 21	300 298 947 301 401	B000OIMSL2 SKITTLES Sours Individually W	\$27.94		
			E 21	300 298 947 301 401	B003N0R5BG SOUR PATCH KIDS Soft & Che	\$13.50		
			E 21	300 298 947 301 401	B00451SGZ6 Nestle Coffee mate Coffee Crea	\$12.99		
			E 21	300 298 947 301 401	B07H4MNGFV Swiss Miss Milk Chocolate Fla	\$22.56		
			E 21	300 298 947 301 401	B07P1ZFBRS Amazon Brand - Happy Belly M	\$30.90		
			E 21	300 298 947 301 401	B09ZHFSR2W MotBach 100 Pack 2lb Paper f	\$23.80		
			E 21	300 298 947 301 401	B0DN895DMC Amazon Basics Ultra Paper Pl	\$12.10		
			E 21	300 298 947 301 401	Amazon Shipping Charge	\$0.00		
PO#:	10921	Voucher #:	49718	Invoice	Invoice No: 1YWF-7L76-PW47	12/5/2025	Paid Amt:	\$143.79
			E 01	300 296 316 000 401	B07XZTX9JV GoSports Padded Blocking Gua	\$39.42		
			E 01	300 296 316 000 401	B084SWWNVN HOPESHINE Home Gyms To	\$11.99		
			E 01	300 296 316 000 401	B08QJLP658 Spalding Legacy TF-1000 NAIA	\$74.82		
			E 01	300 296 316 000 401	B0DBM8H3GM Murray Sporting Goods Courts	\$56.99		
			E 01	300 296 316 000 401	B0DBML92D8 Murray Sporting Goods Courtsi	\$39.99		
			E 01	300 296 316 000 401	B0FJQW882V Spalding Legacy TF-1000 Indo	\$93.75		
			E 01	300 296 316 000 401	Amazon Shipping Charge	\$0.00		
PO#:	10929	Voucher #:	49715	Invoice	Invoice No: 1KLM-46D3-WHNG	12/5/2025	Paid Amt:	\$316.96
			E 01	300 296 316 000 401	B00TZTO0QC Med Spec ASO Ankle Stabilizer	\$24.37		
			E 01	300 296 316 000 401	Amazon Shipping Charge	\$0.00		
PO#:	10907	Voucher #:	49716	Invoice	Invoice No: 1CL9-3JQV-WHVP	12/5/2025	Paid Amt:	\$24.37
							Check Amount:	\$957.65
100	54935	3226		Ampion PBC		Check		
			E 01	005 810 184 000 330	MONTHLY CHANREGES	\$9.69		
PO#:		Voucher #:	49726	Invoice	Invoice No: 2025120002461550	12/5/2025	Paid Amt:	\$9.69
			E 01	005 810 184 000 330	MONTHLY CHARGES	\$865.70		
PO#:		Voucher #:	49727	Invoice	Invoice No: 2025120002461932	12/5/2025	Paid Amt:	\$865.70
							Check Amount:	\$875.39
100	54936	3529		Aviben		Check		
			E 01	005 110 800 000 305	403B MONTHLY SERVICE FEE	\$68.20		
PO#:		Voucher #:	49729	Invoice	Invoice No: 39894	12/5/2025	Paid Amt:	\$68.20
							Check Amount:	\$68.20

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	54937	00343		Big Don's Cathedral		Check			
			E 01	005 810 000 000 366	LP SCHOOL--TRACTOR DIESEL 11/17/2025		\$19.99		
PO#:	Voucher #:	49753	Invoice	Invoice No: 94855	12/5/2025	Paid Amt:	\$19.99		
			E 01	005 810 000 000 366	LP School -Snowblower diesel 12-3-2025		\$19.11		
PO#:	Voucher #:	49705	Invoice	Invoice No: 94913	12/5/2025	Paid Amt:	\$19.11		
						Check Amount:	\$39.10		
100	54938	3633		BIOLOGY PRODUCTS		Check			
			E 01	005 105 201 000 430	11"-13" FETAL PIG		\$415.50		
			E 01	005 105 201 000 430	14"-17: FETAL PIG		\$198.50		
			E 01	005 105 201 000 430	MIDLINE SECTION PIG		\$15.00		
			E 01	005 105 201 000 430	BEEF ORGAN SET		\$206.40		
			E 01	005 105 201 000 430	Freight		\$165.41		
PO#: 10870	Voucher #:	49706	Invoice	Invoice No: 1074963	12/5/2025	Paid Amt:	\$1,000.81		
						Check Amount:	\$1,000.81		
100	54939	3048		Blashack, Jason		Check			
			E 01	300 296 317 000 305	VB LINE JUDGE 8-22-2025		\$25.00		
PO#:	Voucher #:	49735	Invoice	Invoice No: 1252025	12/5/2025	Paid Amt:	\$25.00		
						Check Amount:	\$25.00		
100	54940	3648		Capti		Check			
			E 01	005 605 063 499 406	ReadBasix-student		\$1,450.00		
			E 01	005 605 063 499 406	Professional Learning		\$1,000.00		
PO#: 10928	Voucher #:	49742	Invoice	Invoice No: 2227	12/5/2025	Paid Amt:	\$2,450.00		
						Check Amount:	\$2,450.00		
100	54941	00126		CenterPoint Energy		Check			
			E 01	005 810 181 000 330	MONTHLY CHARGES		\$1,999.22		
PO#:	Voucher #:	49744	Invoice	Invoice No: 1252025	12/5/2025	Paid Amt:	\$1,999.22		
						Check Amount:	\$1,999.22		
100	54942	03821		CenturyLink		Check			
			E 01	005 110 000 000 320	MONTHLY CHARGES		\$808.00		
PO#:	Voucher #:	49731	Invoice	Invoice No: 1252025	12/5/2025	Paid Amt:	\$808.00		
						Check Amount:	\$808.00		
100	54943	3579		CESO Finance, LLC		Check			
			E 01	005 110 000 000 305	December Services		\$10,416.67		
PO#:	Voucher #:	49707	Invoice	Invoice No: 2085	12/5/2025	Paid Amt:	\$10,416.67		
						Check Amount:	\$10,416.67		

Lester Prairie Public Schools
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	54944	00061		CITY OF LESTER PRAIRIE		Check			
			E 01	005 810 183 000 330	Monthly Charges		\$543.80		
			E 01	005 810 183 000 330	Monthly Charges		\$35.70		
PO#:	Voucher #:	49704	Invoice	Invoice No: 1252025	12/5/2025	Paid Amt:	\$579.50		
						Check Amount:	\$579.50		
100	54945	2207		College Board		Check			
			E 01	300 211 000 000 461	PSAT/NMSQT-FALL 2025		\$61.92		
PO#:	Voucher #:	49743	Invoice	Invoice No: P2511571421	12/5/2025	Paid Amt:	\$61.92		
						Check Amount:	\$61.92		
100	54946	3649		Custom Ink		Check			
			E 01	300 296 416 000 401	long sleeve performance shirt		\$491.90		
PO#: 10927	Voucher #:	49756	Invoice	Invoice No: 84362049	12/5/2025	Paid Amt:	\$491.90		
						Check Amount:	\$491.90		
100	54947	2624		Dalco/ Imperial Dade		Check			
			E 01	005 810 810 000 401	SUPPLIES		\$1,365.17		
PO#:	Voucher #:	49725	Invoice	Invoice No: 4450402	12/5/2025	Paid Amt:	\$1,365.17		
						Check Amount:	\$1,365.17		
100	54948	2573		Dashir Management Services Inc		Check			
			E 01	005 810 810 000 305	DECEMBER CUSTODIAL SERVICES		\$25,619.82		
PO#:	Voucher #:	49734	Invoice	Invoice No: 9153	12/5/2025	Paid Amt:	\$25,619.82		
						Check Amount:	\$25,619.82		
100	54949	3098		Dreier, Sarah		Check			
			E 01	300 296 317 000 305	VB-LINE JUDGE 8-22-2025		\$25.00		
PO#:	Voucher #:	49738	Invoice	Invoice No: 1252025	12/5/2025	Paid Amt:	\$25.00		
						Check Amount:	\$25.00		
100	54950	00707		EDUCATION MINNESOTA		Check			
			B 01	215 028	TEACHER DUES		\$2,625.53		
PO#:	Voucher #:	49724	Invoice	Invoice No: 9849573	12/5/2025	Paid Amt:	\$2,625.53		
						Check Amount:	\$2,625.53		
100	54951	00789		GEYER INSTRUCTIONAL AIDS CO		Check			
			E 01	300 256 000 000 430	6 grid graph paper 1" --red		\$42.00		
			E 01	300 256 000 000 430	Freight		\$14.95		
PO#: 10923	Voucher #:	49723	Invoice	Invoice No: PSI024415	12/5/2025	Paid Amt:	\$56.95		
						Check Amount:	\$56.95		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	54952	2799		Greater Minnesota Family Services		Check			
			E 01	005 420 000 740 394	CONTRACTED SERVICES Q4 2025		\$3,074.55		
PO#:	Voucher #:	49739	Invoice	Invoice No: 1300175	12/5/2025	Paid Amt:	\$3,074.55	Check Amount:	\$3,074.55
100	54953	2062		Group Travel Planners		Check			
			E 21	300 298 974 301 401	Lester Prairie Band Chicago Trip		\$7,800.00		
PO#:	Voucher #:	49710	Invoice	Invoice No: 1252025	12/5/2025	Paid Amt:	\$7,800.00	Check Amount:	\$7,800.00
100	54954	3022		H&B Specialized Products, Inc.		Check			
			E 01	005 865 000 347 305	BASKET CABLE & SWITCHES REPAIRS		\$2,697.00		
PO#:	Voucher #:	49746	Invoice	Invoice No: 35361	12/5/2025	Paid Amt:	\$2,697.00	Check Amount:	\$2,697.00
100	54955	2444		Heimerl, Rebecca		Check			
			E 01	300 296 317 000 305	VB- BOOK 8-22-2025		\$25.00		
PO#:	Voucher #:	49736	Invoice	Invoice No: 1252025	12/5/2025	Paid Amt:	\$25.00	Check Amount:	\$25.00
100	54956	3299		Herrmann, Erin		Check			
			E 01	300 296 317 000 305	VB-LIBRO TRACKER 8-22-2025		\$25.00		
PO#:	Voucher #:	49737	Invoice	Invoice No: 1252025	12/5/2025	Paid Amt:	\$25.00	Check Amount:	\$25.00
100	54957	00723		ISD #345 New London-Spicer		Check			
			E 01	300 291 258 000 369	Lester Prairie Knowledge Bowl entry fee		\$40.00		
PO#:	Voucher #:	49702	Invoice	Invoice No: 1252025	12/5/2025	Paid Amt:	\$40.00	Check Amount:	\$40.00
100	54958	2911		LS Tours LLC		Check			
			E 21	300 298 946 301 401	Lester Prairie 2026 Boston Trip		\$12,000.00		
PO#:	Voucher #:	49708	Invoice	Invoice No: 702	12/5/2025	Paid Amt:	\$12,000.00	Check Amount:	\$12,000.00
100	54959	01230		Marco Business Products, Inc		Check			
			E 01	100 203 000 000 560	MONTHLY CONTRACT PAYMENT		\$1,574.54		
PO#:	Voucher #:	49733	Invoice	Invoice No: 568963094	12/5/2025	Paid Amt:	\$1,574.54	Check Amount:	\$1,574.54
100	54960	03390		PAN-O-GOLD BAKING CO		Check			
			E 02	005 770 000 701 490	11/17/2025 DELIVERY		\$161.76		
PO#:	Voucher #:	49752	Invoice	Invoice No: 10003425321012	12/5/2025	Paid Amt:	\$161.76		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	54960	03390		PAN-O-GOLD BAKING CO		Check			
			E 02	005 770 000 701 490	11/24/2025 DELIVERY		\$197.76		
PO#:	Voucher #:	49751	Invoice	Invoice No: 10003425328013	12/5/2025	Paid Amt:	\$197.76		
						Check Amount:	\$359.52		
100	54961	01974		Performance Foodservice		Check			
			E 02	005 770 000 705 490	BREAKFAST		\$180.75		
			E 02	005 770 000 701 490	LUNCH		\$1,828.86		
			E 02	005 770 000 707 490	ALA CARTE		\$235.69		
PO#:	Voucher #:	49747	Invoice	Invoice No: 782833	12/5/2025	Paid Amt:	\$2,245.30		
			E 02	005 770 000 705 490	breakfast		\$254.04		
			E 02	005 770 000 701 490	LUNCH		\$1,341.41		
			E 02	005 770 000 707 490	ALA CARTE		\$70.16		
			E 02	005 770 000 701 401	PAPER PRODUCTS		\$22.77		
PO#:	Voucher #:	49748	Invoice	Invoice No: 774214	12/5/2025	Paid Amt:	\$1,688.38		
						Check Amount:	\$3,933.68		
100	54962	3315		Pink's Hardware Store		Check			
			E 01	005 810 193 000 350	PIPE COVER PURCHASE 11/17/2025		\$13.48		
PO#:	Voucher #:	49754	Invoice	Invoice No: 55836	12/5/2025	Paid Amt:	\$13.48		
						Check Amount:	\$13.48		
100	54963	00025		Pitney Bowes Bank Inc		Check			
			E 01	005 110 000 000 329	POSTAGE REFILL		\$2,000.00		
PO#:	Voucher #:	49755	Invoice	Invoice No: 1252025	12/5/2025	Paid Amt:	\$2,000.00		
						Check Amount:	\$2,000.00		
100	54964	1652		Region 4A		Check			
			E 01	300 291 258 000 366	Lester Prairie One Act Play Participation fee		\$200.00		
PO#:	Voucher #:	49703	Invoice	Invoice No: OAP2026	12/5/2025	Paid Amt:	\$200.00		
						Check Amount:	\$200.00		
100	54965	1764		Secretary of State		Check			
			E 01	005 110 000 000 820	NOTARY APPLICATION		\$120.00		
PO#:	Voucher #:	49730	Invoice	Invoice No: 12052025	12/5/2025	Paid Amt:	\$120.00		
						Check Amount:	\$120.00		
100	54966	3640		Stage Partners		Check			
			E 01	300 291 258 000 401	script		\$50.00		
			E 01	300 291 258 000 401	acting edition		\$10.99		
			E 01	300 291 258 000 401	royalties		\$180.00		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	54966	3640		Stage Partners		Check
			E 01	300 291 258 000 401 shipping		\$6.55
PO#:	10895	Voucher #:	49740	Invoice Invoice No: 1252025	12/5/2025	Paid Amt: \$247.54
						Check Amount: \$247.54
100	54967	2239		Sysco Western Minnesota		Check
			E 02	005 770 000 701 491 COMMODITY		\$14.06
PO#:		Voucher #:	49749	Invoice Invoice No: 353051650	12/5/2025	Paid Amt: \$14.06
			E 02	005 770 000 705 490 BREAKFAST		\$616.64
			E 02	005 770 000 701 490 LUNCH		\$2,111.61
			E 02	005 770 000 707 490 ALA CARTE		\$631.00
PO#:		Voucher #:	49750	Invoice Invoice No: 353051651	12/5/2025	Paid Amt: \$3,359.25
						Check Amount: \$3,373.31
100	54968	01150		Verified Credentials		Check
			E 01	005 718 000 342 311 nOVEMBER BACKGROUND SCREENINGS		\$84.50
PO#:		Voucher #:	49728	Invoice Invoice No: 370503	12/5/2025	Paid Amt: \$84.50
						Check Amount: \$84.50
100	54969	1602		Verizon Wireless		Check
			E 01	005 020 000 000 320 Superintendent		\$50.24
			E 01	300 050 000 000 320 Principal		\$49.56
			E 01	300 292 311 000 320 AD		\$49.56
PO#:		Voucher #:	49709	Invoice Invoice No: 6129231226	12/5/2025	Paid Amt: \$149.36
						Check Amount: \$149.36
100	54970	3626		VESTIS		Check
			E 02	005 770 000 701 495 KITCHEN SUPPLIES		\$38.71
PO#:		Voucher #:	49745	Invoice Invoice No: 2560442172	12/5/2025	Paid Amt: \$38.71
						Check Amount: \$38.71
100	54971	00127		Xcel Energy		Check
			E 01	005 810 184 000 330 MONTHLY CHARGES		\$2,886.67
PO#:		Voucher #:	49732	Invoice Invoice No: 953411536	12/5/2025	Paid Amt: \$2,886.67
						Check Amount: \$2,886.67
100	54972	2786		Xcel Energy Solutions		Check
			E 01	005 810 184 000 330 MONTHLY CHARGES		\$4,924.24
PO#:		Voucher #:	49741	Invoice Invoice No: 004187	12/5/2025	Paid Amt: \$4,924.24
						Check Amount: \$4,924.24

Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
100	54973	00343		Big Don's Cathedral		Check		
			E 01	005 810 000 000 366	DIESEL--SNOW PLOW 12/10/2025	\$15.52		
PO#:	Voucher #:	49779	Invoice	Invoice No: 94939	12/19/2025	Paid Amt:	\$15.52	
						Check Amount:	\$15.52	
100	54974	3048		Blashack, Jason		Check		
			E 01	300 296 316 000 305	G. BASKETBALL CLOCK 12/12/25	\$25.00		
PO#:	Voucher #:	49818	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$25.00	
						Check Amount:	\$25.00	
100	54975	2567		Bollant, Joe		Check		
			E 01	300 294 313 000 305	B. BASKETBALL OFFICIAL 12/2/25	\$160.00		
PO#:	Voucher #:	49813	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$160.00	
						Check Amount:	\$160.00	
100	54976	3658		BRIELLE CHRISTEN		Check		
			E 04	005 505 313 321 305	COMM ED BASKETBALL OFFICIAL 12/13/20	\$30.00		
PO#:	Voucher #:	49837	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$30.00	
						Check Amount:	\$30.00	
100	54977	3657		CARTER SULLIVAN		Check		
			E 04	005 505 313 321 305	COMM ED BASKETBALL OFFICIAL 12/6/25	\$20.00		
PO#:	Voucher #:	49832	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$20.00	
						Check Amount:	\$20.00	
100	54978	1383		Carver County		Check		
			E 01	005 110 000 000 305	TNT BILLINGS	\$2.17		
PO#:	Voucher #:	49776	Invoice	Invoice No: 3657	12/19/2025	Paid Amt:	\$2.17	
						Check Amount:	\$2.17	
100	54979	00126		CenterPoint Energy		Check		
			E 01	005 810 181 000 330	MONTHLY CHARGES	\$529.70		
PO#:	Voucher #:	49799	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$529.70	
			E 01	005 810 181 000 330	MONTHLY CHARGES	\$6,001.16		
PO#:	Voucher #:	49777	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$6,001.16	
						Check Amount:	\$6,530.86	
100	54980	00061		CITY OF LESTER PRAIRIE		Check		
			E 01	005 810 183 000 330	MONTHLY CHARGES	\$660.80		
PO#:	Voucher #:	49792	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$660.80	
						Check Amount:	\$660.80	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	54981	2624		Dalco/ Imperial Dade		Check			
			E 01	005 810 810 000 401	SUPPLIES		\$1,433.04		
PO#:	Voucher #:	49774	Invoice	Invoice No: 4460543	12/19/2025	Paid Amt:	\$1,433.04	Check Amount:	\$1,433.04
100	54982	3533		Elephant Joe's Coffee		Check			
			E 01	300 258 233 000 430	BAND COFFE FUNDRAIER		\$2,516.00		
PO#:	Voucher #:	49802	Invoice	Invoice No: 0012036	12/19/2025	Paid Amt:	\$2,516.00	Check Amount:	\$2,516.00
100	54983	1320		Engen, Sally		Check			
			E 01	300 294 313 000 305	B. BASKETBALL BOOK 12/2/2025		\$25.00		
PO#:	Voucher #:	49812	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$25.00	Check Amount:	\$25.00
100	54984	2159		Fritz, Brian		Check			
			E 01	300 296 316 000 305	G. BASKETBALL OFFICIAL 12/12/25		\$160.00		
PO#:	Voucher #:	49823	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$160.00	Check Amount:	\$160.00
100	54985	3253		Game One		Check			
			E 01	300 294 413 000 401	LS TEE DEEP MAROON--SMALL		\$120.00		
			E 01	300 294 413 000 401	LS TEE DEEP MAROON--MEDIUM		\$210.00		
			E 01	300 294 413 000 401	LS TEE DEEP MAROON-LARGE		\$270.00		
			E 01	300 294 413 000 401	FREIGHT		\$37.44		
PO#: 10931	Voucher #:	49772	Invoice	Invoice No: 10534225	12/19/2025	Paid Amt:	\$637.44	Check Amount:	\$637.44
100	54986	2527		Gold Medal		Check			
			E 21	300 298 947 301 401	JR CLASS CONCESSIONS		\$733.22		
PO#:	Voucher #:	49793	Invoice	Invoice No: 55-50015	12/19/2025	Paid Amt:	\$733.22	Check Amount:	\$733.22
100	54987	3636		GRANITE TELECOMMUNICATIONS LLC		Check			
			E 01	005 110 000 000 320	MONTHLY CHARGES		\$173.53		
PO#:	Voucher #:	49794	Invoice	Invoice No: 724668148	12/19/2025	Paid Amt:	\$173.53	Check Amount:	\$173.53
100	54988	00358		GUARDIAN PEST SOLUTIONS INC		Check			
			E 01	005 810 192 000 305	NOVEMBER SERVICES		\$82.45		
PO#:	Voucher #:	49769	Invoice	Invoice No: 2710092	12/19/2025	Paid Amt:	\$82.45	Check Amount:	\$82.45

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	54989	3611		GURSTEL LAW FIRM PC		Check			
			B 01	215 079	Payroll Garnishment Court File #43-CV-23-696		\$1,352.20		
PO#:	Voucher #:	49766	Invoice	Invoice No: 12192025	12/19/2025	Paid Amt:	\$1,352.20		
						Check Amount:	\$1,352.20		
100	54990	2571		Heimerl, Craig		Check			
			E 01	300 296 316 000 305	G. BASKETBALL-SHOT CLOCK 12/5/25		\$25.00		
PO#:	Voucher #:	49806	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$25.00		
			E 01	300 296 316 000 305	G. BASKETBALL SHOT CLOCK 12/12/25		\$25.00		
PO#:	Voucher #:	49819	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$25.00		
						Check Amount:	\$50.00		
100	54991	3301		Heimerl, Kira		Check			
			E 04	005 505 313 321 305	COMM ED BASKETBALL OFFICIAL 12/13/20		\$30.00		
PO#:	Voucher #:	49836	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$30.00		
						Check Amount:	\$30.00		
100	54992	1654		Heimerl, Troy		Check			
			E 01	300 294 314 000 305	12/11/25 WRESTLING ANNOUNCER		\$25.00		
PO#:	Voucher #:	49803	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$25.00		
						Check Amount:	\$25.00		
100	54993	2147		Hentges, Chip		Check			
			E 01	300 296 316 000 305	G., BASKETBALL BOOK 12/5/2025		\$25.00		
PO#:	Voucher #:	49807	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$25.00		
						Check Amount:	\$25.00		
100	54994	3535		Herrmann, Bennett		Check			
			E 04	005 505 313 321 305	COMM ED BASKETBALL OFFICIAL 12/6/202		\$30.00		
PO#:	Voucher #:	49829	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$30.00		
						Check Amount:	\$30.00		
100	54995	3651		Hicks, William		Check			
			E 01	300 296 316 000 305	G. BASKETBALL OFFICIAL 12/5/2025		\$160.00		
PO#:	Voucher #:	49808	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$160.00		
						Check Amount:	\$160.00		
100	54996	3225		Hollywood Catering Co		Check			
			E 01	300 211 975 000 430	10/10/2025 BOX LUNCH 10TH GR. (IGNITE \		\$243.75		
PO#:	Voucher #:	49771	Invoice	Invoice No: 2996	12/19/2025	Paid Amt:	\$243.75		
						Check Amount:	\$243.75		

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	54997	03714		IDE, GERALD		Check			
			E 01	300 296 316 000 305	JH G. BASKETBALL OFFICIAL 12/1/25	\$40.00			
PO#:	Voucher #:	49826	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$40.00	Check Amount:	\$40.00
100	54998	3539		Ide, Terry		Check			
			E 01	300 294 314 000 305	12/11/25 WRESTLING BOOK	\$25.00			
PO#:	Voucher #:	49805	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$25.00	Check Amount:	\$25.00
100	54999	3417		Jacques, Chris		Check			
			E 01	300 294 314 000 305	12/11/25 WRESTLING CLOCK	\$25.00			
PO#:	Voucher #:	49804	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$25.00	Check Amount:	\$25.00
100	55000	3625		JOSH'S HOME DELIVERY		Check			
			E 02	005 770 000 701 495	11/19/2025 DELIVERY	\$655.66			
			E 02	005 770 000 701 495	11/24/25 DELIVERY	\$347.50			
			E 02	005 770 000 701 495	12/3/25 DELIVERY	\$564.85			
			E 02	005 770 000 701 495	12/11/25 DELIVERY	\$549.40			
PO#:	Voucher #:	49780	Invoice	Invoice No: 589872-589876-589895	12/19/2025	Paid Amt:	\$2,117.41	Check Amount:	\$2,117.41
100	55001	1095		Kegler, Mike		Check			
			E 01	300 294 313 000 305	B. BASKETBALL OFFICIAL 12/2/25	\$80.00			
PO#:	Voucher #:	49816	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$80.00	Check Amount:	\$80.00
100	55002	3654		KIEREN BAHR		Check			
			E 04	005 505 313 321 305	COMM ED BASKETBALL 12/6/2025	\$30.00			
PO#:	Voucher #:	49828	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$30.00	Check Amount:	\$30.00
100	55003	3131		Lee, Anah		Check			
			E 04	005 505 313 321 305	COMM ED BASKETBALL OFFICIAL 12/13/20	\$30.00			
PO#:	Voucher #:	49835	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$30.00	Check Amount:	\$30.00
100	55004	3656		LEVI LEE		Check			
			E 04	005 505 313 321 305	COMM ED BASKETBALL OFFICIAL 12/6/25	\$20.00			
PO#:	Voucher #:	49831	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$20.00	Check Amount:	\$20.00

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	55005	3231		Lindstrom, Chris		Check			
			E 01	300 294 313 000 305	B. BASKETBALL OFFICIAL 12/2/25		\$80.00		
PO#:	Voucher #:	49817	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$80.00	Check Amount:	\$80.00
100	55006	03070		MADISON NATIONAL LIFE INSURANCE CO		Check			
			B 01	215 027	LTD		\$468.39		
			B 01	215 026	LIFE/AD/D		\$406.06		
PO#:	Voucher #:	49770	Invoice	Invoice No: 1739679	12/19/2025	Paid Amt:	\$874.45	Check Amount:	\$874.45
100	55007	3208		Maslowski, Robert		Check			
			E 01	300 296 316 000 305	G. BASKETBALL OFFICIAL 12/5/2025		\$160.00		
PO#:	Voucher #:	49809	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$160.00	Check Amount:	\$160.00
100	55008	01157		MetLife SBC		Check			
			B 01	215 030	MONTHLY PREMIUMS		\$3,391.93		
PO#:	Voucher #:	49773	Invoice	Invoice No: 12192025	12/19/2025	Paid Amt:	\$3,391.93	Check Amount:	\$3,391.93
100	55009	01073		MN Dept of Labor & Industry		Check			
			E 01	005 865 000 347 305	PRESURE VESSEL		\$50.00		
			E 01	005 865 000 347 305	BOILER		\$50.00		
PO#:	Voucher #:	49796	Invoice	Invoice No: ABR0365745X	12/19/2025	Paid Amt:	\$100.00	Check Amount:	\$100.00
100	55010	01753		MN Dept. of Public Safety		Check			
			E 04	005 505 016 321 820	TRAILER TABS		\$20.25		
PO#:	Voucher #:	49801	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$20.25	Check Amount:	\$20.25
100	55011	3652		Mugford, John		Check			
			E 01	300 296 316 000 305	G. BASKETBALL OFFICIAL 12/5/25		\$160.00		
PO#:	Voucher #:	49810	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$160.00	Check Amount:	\$160.00
100	55012	3655		NICK SWARTZER		Check			
			E 04	005 505 313 321 305	COMM ED BASKETBALL OFFICIAL 15/6/25		\$60.00		
PO#:	Voucher #:	49830	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$60.00	Check Amount:	\$60.00

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Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type			
100	55013	03390		PAN-O-GOLD BAKING CO		Check			
			E 02	005 770 000 701 490	12/1/25 DELIVERY		\$214.88		
PO#:	Voucher #:	49791	Invoice	Invoice No: 10003425335014	12/19/2025		Paid Amt:	\$214.88	
			E 02	005 770 000 701 490	12/8/25 DELIVERY		\$151.12		
PO#:	Voucher #:	49790	Invoice	Invoice No: 10003425342012	12/19/2025		Paid Amt:	\$151.12	
							Check Amount:	\$366.00	
100	55014	3453		Perez, Alex		Check			
			E 04	005 505 313 321 305	COMM ED BASKETBALL OFFICIAL 12/6/25		\$50.00		
PO#:	Voucher #:	49833	Invoice	Invoice No: 121925	12/19/2025		Paid Amt:	\$50.00	
							Check Amount:	\$50.00	
100	55015	01974		Performance Foodservice		Check			
			E 02	005 770 000 705 490	BREAKFAST		\$149.71		
			E 02	005 770 000 701 490	LUNCH		\$1,576.41		
			E 02	005 770 000 707 490	ALA CARTE		\$160.94		
PO#:	Voucher #:	49788	Invoice	Invoice No: 797596	12/19/2025		Paid Amt:	\$1,887.06	
							Check Amount:	\$1,887.06	
100	55016	3653		Rach, Patrick		Check			
			E 01	300 294 313 000 305	B. BASKETBALL OFFICIAL 12/2/2025		\$160.00		
PO#:	Voucher #:	49814	Invoice	Invoice No: 121925	12/19/2025		Paid Amt:	\$160.00	
							Check Amount:	\$160.00	
100	55017	00690		Radtke, Bill		Check			
			E 01	300 296 316 000 305	JH G. BASKETBALL OFFICIAL 12/12/25		\$40.00		
PO#:	Voucher #:	49824	Invoice	Invoice No: 121925	12/19/2025		Paid Amt:	\$40.00	
			E 01	300 296 316 000 305	JH G. BASKETBALL OFFICIAL 12/1/2025		\$40.00		
PO#:	Voucher #:	49827	Invoice	Invoice No: 121925	12/19/2025		Paid Amt:	\$40.00	
							Check Amount:	\$80.00	
100	55018	00684		Radtke, Joe		Check			
			E 01	300 296 316 000 305	JH G. BASKETBALL OFFICIAL 12/12/25		\$40.00		
PO#:	Voucher #:	49825	Invoice	Invoice No: 121925	12/19/2025		Paid Amt:	\$40.00	
							Check Amount:	\$40.00	
100	55019	00813		Rolf, Chris		Check			
			E 01	300 296 316 000 305	G. BASKETBALL BOOK 12/12/25		\$25.00		
PO#:	Voucher #:	49820	Invoice	Invoice No: 121925	12/19/2025		Paid Amt:	\$25.00	
							Check Amount:	\$25.00	

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55020	3537		Schauer, Cory		Check
			E 04	005 505 313 321 305	COMM ED OBASKETBALL OFFICIAL 12/13/2	\$30.00
PO#:	Voucher #:	49834	Invoice	Invoice No: 121925	12/19/2025	Paid Amt: \$30.00
						Check Amount: \$30.00
100	55021	3569		Scoblic, Joe		Check
			E 01	300 294 313 000 305	B. BASKETBALL ANNOUNCER 12/2/25	\$25.00
PO#:	Voucher #:	49811	Invoice	Invoice No: 121925	12/19/2025	Paid Amt: \$25.00
						Check Amount: \$25.00
100	55022	2615		Southern Lock & Glass		Check
			E 01	005 718 000 342 401	REKEY CYLINDER	\$285.95
PO#:	Voucher #:	49798	Invoice	Invoice No: 19299	12/19/2025	Paid Amt: \$285.95
						Check Amount: \$285.95
100	55023	1682		Southwest Minnesota State Univ		Check
			E 01	300 211 211 000 394	FALL 2025 SEMESTER ENROLLMENT	\$9,900.00
PO#:	Voucher #:	49795	Invoice	Invoice No: CI0000015870	12/19/2025	Paid Amt: \$9,900.00
						Check Amount: \$9,900.00
100	55024	3367		Squire, Waldspurger & Mace, P.A.		Check
			E 01	005 110 150 000 305	COLLECTIVE BARGAIN AGREEMENT LANG	\$84.00
PO#:	Voucher #:	49789	Invoice	Invoice No: 27323	12/19/2025	Paid Amt: \$84.00
						Check Amount: \$84.00
100	55025	3541		Steckler, Ryan		Check
			E 01	300 294 313 000 305	B. BASKETBALL OFFICIAL 12/2/2025	\$160.00
PO#:	Voucher #:	49815	Invoice	Invoice No: 121925	12/19/2025	Paid Amt: \$160.00
						Check Amount: \$160.00
100	55026	00272		SW/WC SERVICE COOPERATIVES		Check
			E 01	005 408 000 740 396	BEHAVIOR ANALYST-SALARY	\$956.70
			E 01	005 408 000 740 397	BEHAVIOR ANALYSTS-BENFITS	\$325.28
			E 01	005 408 000 740 366	BEHAVIOR AN.-OTHER	\$1,218.03
			E 01	005 720 000 000 366	SCHOOL NURSE	\$1,750.00
			E 01	005 404 000 740 366	OT-OTHER	\$851.20
			E 01	005 404 000 740 397	OT-BENEFITS	\$1,268.36
			E 01	005 404 000 740 396	OT-SALARY	\$3,730.45
			E 01	005 404 000 740 396	PT	\$1,263.75
			E 01	005 420 000 740 396	PSYCHOLOGIST	\$2,351.25
			E 01	005 401 000 740 396	SPEECH-SALARY	\$20,168.25
			E 01	005 401 000 740 397	SPEECH-BENEFITS	\$6,857.20

Lester Prairie Public Schools
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type		
100	55026	00272		SW/WC SERVICE COOPERATIVES		Check		
			E 01	005 401 000 740 366	SPEECH-OTHER		\$2,864.54	
			E 01	005 405 000 740 396	DEAF/HOH		\$2,760.25	
PO#:	Voucher #:	49768	Invoice	Invoice No: 80684	12/19/2025	Paid Amt:	\$46,365.26	
			E 01	005 605 000 000 305	Technology support and mileage		\$409.00	
PO#:	Voucher #:	49767	Invoice	Invoice No: 80630	12/19/2025	Paid Amt:	\$409.00	
						Check Amount:	\$46,774.26	
100	55027	2239		Sysco Western Minnesota		Check		
			E 02	005 770 000 701 491	COMMODITY		\$62.18	
PO#:	Voucher #:	49781	Invoice	Invoice No: 353067758	12/19/2025	Paid Amt:	\$62.18	
			E 01	005 105 108 000 401	PBIS		\$52.27	
			E 02	005 770 000 705 490	BREAKFAST		\$371.58	
			E 02	005 770 000 701 490	LUNCH		\$1,658.38	
			E 02	005 770 000 707 490	ALA CARTE		\$64.79	
PO#:	Voucher #:	49782	Invoice	Invoice No: 353067759	12/19/2025	Paid Amt:	\$2,147.02	
			E 02	005 770 000 701 491	COMMODITY		\$89.57	
PO#:	Voucher #:	49783	Invoice	Invoice No: 353062535	12/19/2025	Paid Amt:	\$89.57	
			E 02	005 770 000 705 490	BREAKFAST		\$273.22	
			E 02	005 770 000 701 490	LUNCH		\$1,919.03	
			E 02	005 770 000 707 490	ALA CARTE		\$203.29	
			E 02	005 770 000 707 490	PAPER PRODUCTS		\$79.75	
PO#:	Voucher #:	49784	Invoice	Invoice No: 353062536	12/19/2025	Paid Amt:	\$2,475.29	
						Check Amount:	\$4,774.06	
100	55028	1674		Traen, Todd		Check		
			E 01	300 296 316 000 305	G. BASKETBALL OFFICIAL 12/12/25		\$160.00	
PO#:	Voucher #:	49822	Invoice	Invoice No: 121925	12/19/2025	Paid Amt:	\$160.00	
						Check Amount:	\$160.00	
100	55029	1371		Trophies Plus		Check		
			E 01	300 294 412 000 401	5x7 cherry plaques		\$46.00	
			E 01	300 294 412 000 401	8x10 cherry plaques		\$56.97	
			E 01	300 294 412 000 401	shipping		\$16.36	
PO#: 10945	Voucher #:	49775	Invoice	Invoice No: 390129	12/19/2025	Paid Amt:	\$119.33	
						Check Amount:	\$119.33	

Lester Prairie Public Schools Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 12/01/2025-12/31/2025 Period: 202606-202606 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
100	55030	3261		UHL		Check
				E 01 005 810 193 000 350	PIPE LEAK REPAIR	\$1,423.00
PO#:	Voucher #:	49778	Invoice	Invoice No: 80091A	12/19/2025	Paid Amt: \$1,423.00
						Check Amount: \$1,423.00
100	55031	2317		Urban, Nick		Check
				E 01 300 296 316 000 305	G. BASKETBALL OFFICIAL 12/12/25	\$160.00
PO#:	Voucher #:	49821	Invoice	Invoice No: 121925	12/19/2025	Paid Amt: \$160.00
						Check Amount: \$160.00
100	55032	01162		US Bank Trust National Assn		Check
				E 01 005 110 000 000 305	AGENT/REGI.TRANSFER AGT	\$550.00
PO#:	Voucher #:	49800	Invoice	Invoice No: 7974284	12/19/2025	Paid Amt: \$550.00
						Check Amount: \$550.00
100	55033	3626		VESTIS		Check
				E 02 005 770 000 701 401	11/28/25 DELIVERY	\$38.71
PO#:	Voucher #:	49785	Invoice	Invoice No: 2560444311	12/19/2025	Paid Amt: \$38.71
				E 02 005 770 000 701 401	12/5/2025 DELIVERY	\$38.71
PO#:	Voucher #:	49786	Invoice	Invoice No: 2560446402	12/19/2025	Paid Amt: \$38.71
				E 02 005 770 000 701 401	12/12/25 DELIVERY	\$38.71
PO#:	Voucher #:	49787	Invoice	Invoice No: 2560448545	12/19/2025	Paid Amt: \$38.71
						Check Amount: \$116.13
100	55034	00524		Waste Management-TC West		Check
				E 01 005 810 186 000 330	MONTHLY CHARGES	\$886.43
PO#:	Voucher #:	49797	Invoice	Invoice No: 8181062-1593-7	12/19/2025	Paid Amt: \$886.43
						Check Amount: \$886.43
100	55035	3659		Franklin Printing Inc.		Check
				E 01 300 296 416 000 401	vinyl banners	\$299.85
				E 01 300 296 416 000 401	team banner 5x3	\$69.00
PO#: 10951	Voucher #:	49838	Invoice	Invoice No: 135557	12/29/2025	Paid Amt: \$368.85
						Check Amount: \$368.85
						Report Total: \$343,223.03

Dashir Management Services, Inc.

www.dashirmanagement.com

Lester Prairie School District

January 2026

Custodial / Maintenance Report

Personnel Information

We are currently fully staffed.

Training Conducted

The OSHA required safety training on Lockout-Tagout & Basic Arc Flash was completed on December 16.

Inspections

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

Progress on Projects

- Gas stop valve in the science bad was replaced.
- Acoustical tiles for south gym were installed during winter break.
- Two lights in the commons went out. I am waiting for Holton Electric to provide me with cost of replacement.
- Worked with Southern Lock to come and look at a couple doors that need to be fixed, and some that possibly need to be replaced in the future.
- A cabinet unit heater by the fitness center stopped working. Worked with UHL and we found out that the motor for the fan needs replaced. Waiting for a quote for replacement.
- Over winter break we deep cleaned the bleachers in both gyms. Removed steps and cleaned underneath them.

Comments

Over winter break we did some deep cleaning in classrooms and fixed some other issues. Now that school is in session again, games and other events will be starting.

Respectfully Submitted,
Lisa Hins
Facility Manager



STUDENT HANDBOOK

Lester Prairie School District

131 Hickory St N
Lester Prairie, MN 55354
Ph: 320-395-2521
Fax: 320-395-4204
www.lp.k12.mn.us

"It is the mission of ISD 424 to develop
every learner to the learner's maximum potential
to succeed and continue to learn in a changing world."

Lester Prairie ISD #424 is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, and disability or veteran status.

Revised 6/25

Lester Prairie School Administration

Superintendent
K-12 Principal
Dean of Students/Activities Director
Counselor
Payroll/Clerk
Secretary

Dr. Melissa Radeke
Michael Lee
Ross Scheevel
Christine Mattson
Kimberly Dye
Kathy Fiecke

Board of Education

Chair
Vice Chair
Clerk
Treasurer
Board Member
Board Member

Keith Christen
Brian Heimerl
Jeff Engen
Rebecca Heimerl
Candice Anderson
Dan LaMott

School Web Page

<http://www.lp.k12.mn.us>

Mission Statement:

"To develop every learner to the learner's maximum potential,
to succeed and continue to learn in a changing world."

PHILOSOPHY OF EDUCATION #424

It is our purpose to lead the youth of the community in developing rich and balanced personalities through carefully selected experiences incorporating thoughts, ideals, attitudes, skills and knowledge. We believe the result of this education will be an improved democratic society.

SECONDARY FACULTY

Chris Bayerl - K-12 ELL
Angelica Biondo - K-12 Art
Joshua Dumas - Secondary Science

Katelyn Gosh - Secondary Health
Wes Kapping - Secondary SPED
Danny Mages - Secondary Science
Matt Meyer - Secondary Tech Ed.
Terri Schuft-Helland - 5-12 Band
David Rue- 6-12 Choir
Ryan Sinda - Success Coach
Amy Smith - Secondary Math
Jennifer Smith - Secondary ELA
Rachel Raduenz - Secondary Social Studies
Matt Thode - Secondary Physical Education, preK-12 DAPE
Devyn Triebenbach - Secondary Social Studies
Claire Turner - Secondary Social Studies
Marc Wawrzyniak - Secondary Math/Technology
Mary Wenisch - SPED
Jennifer Widman - Secondary Math
Amanda Wood - Secondary Spanish and Secondary ELA

ELEMENTARY FACULTY

Chris Bayerl - ELL
Taylor Bayerl - Grade 6
Angelica Biondo - Art
Emma Blashack - Grade 5/Kindergarten
Hannah Boger - Grade 3
Jennifer Brandel - Grade 1
Chanda Breeggemann - K-3 Math Corp
Cara Cline - Kindergarten
Whitney Dhoore - Grade 1
Jessica Flies - Title I
Katelyn Gosh - Elementary Physical Education
Sarah Harding - Grade 6
Morgan Hughes - Grade 4
Kelly Kramer - Grade 2
Helen Lester - PreSchool/ECFE
Derek Litzau - Grade 5
Jacob Oie - Grade 4
David Rue - Elem. Music
Ryan Sinda - Success Coach
Kelly Street - Librarian (one day a month)
Mary Wenisch - 5-8 SPED

PARA-PROFESSIONALS

Tabatha Ainsworth
Ashley Alberts
Lisa Feltmann
Ashley Heckson

Kim Heimerl
Angie Hoover
Ashley Ostlie
Sara Ross
Kim Schauer
Lauren Trittabaugh
Janina Wall

Southwest West Central Special Education Cooperative

Hannah Hanson - Director of Special Education
Nichol Roskamp - Due Process Specialist
Hannah Bevers - Speech/Language Pathologist (virtual)
Dana Hamilton - Physical Therapist
TBD - Occupational Therapist
TBD - ECSE Teacher
Karen Pauly - School Psychologist
Sarah Kreuter - Behavior Analyst
Rebecca Schultz - Teacher of the Deaf and Hard of Hearing

Greater Minnesota Family Services

Jessica Fick - Mental Health Counselor

Food Service

Lori Bebo - Supervisor
Linda Detlefsen - Cook
Vicky Fasching - Cook
Lynette Rosenau - Cook
Dede Breimhorst/Kim Walter- Computer Operator/Library Para

Custodians - Employee of Dashir

Todd Nelson - Building Manager (offsite)
Lisa Hins - Building Supervisor
Aaron Ender - Custodian
Aiden Larson - Custodian
Sue Calvin - Custodian
Connie Shields - Custodian

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All School Policies are available on the District's web page

Welcome To Lester Prairie Schools

ABSENTEEISM (Extra-Curricular Activities)

Students in grades 7-12 absent from any 2nd-7th period(s) due to illness, injury or physical disability will be prohibited from participation and/or involvement in school activities, programs, events, interscholastic athletics, etc., held by the school during the remaining portion of that date unless prior approval is granted by the Principal and/or the Activities Director. Student managers, scorers, etc. shall be considered team members. For other unnamed activities, the

student will abide by the decision of the school administrator and/or the Activities Director.

ABSENTEEISM (from building)

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

Students must have a pass from the office in order to leave class to go to the office to be excused from the building. It is the student's responsibility to pick up the pass from the office. The pass must be presented to the teacher for the student to be dismissed to the office.

When returning to school the same day or the following morning, students should bring a note from the appointment that includes the time and date to be properly excused.

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

ACTIVITY SUPERVISION

There will be no practices, weightlifting, running in the hallways, etc. unless the coach/director who authorizes these activities, or their designee, is physically present to supervise. A coach/supervisor in the classroom, outside, etc. who is not in sight of the activity is not acceptable as being considered supervising the activity.

ADD/DROP OF CLASSES

Students should add or drop classes within one week at the start of a semester. To drop a class, the student needs parental and school permission. If a student is failing a class after three weeks (fifteen school days) and withdraws from the class, a Withdraw Failing (WF) will be credited to the student's record and the student will be carried as an "F" for the remainder of the grading period and the student will be ineligible for extra-curricular activities. Since there are no regular study halls, a student must have a replacement class when they want to drop a class.

ADVISORY TIME - WEDNESDAY

Every Wednesday from 11:27-11:52 the 7th-12th grade students will have an assigned advisory time with their specific advisory teacher. The Advisory Class will be covering a variety of Social Emotional Learning topics and will be discussing academics with the students.

AGE 18 AND OVER

Chapter 529 (amend Minnesota Statute 120.06, Sub. 1) effective August 1, 1974 reads in part as follows: "Notwithstanding the provisions of any law to the contrary, the conduct of all students 21 years of age and under attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education."

Therefore, it is understood that all rules and regulations established for Lester Prairie High School are in effect for all students enrolled, regardless of age.

Animals on School Property

Animals brought to school need pre-approval from administration and should be clean and free of external parasites such as fleas, ticks, and mites, along with up to date vaccinations. Information and permission form to bring a pet to school can be found on the school website under Parents - Forms and Documents.

ASBESTOS MANAGEMENT PLAN

The school district has developed an asbestos management plan. More information can be obtained by going to the Lester Prairie Schools website: under District; Posted Documents

ASSEMBLIES AND PEP FESTS

It is expected that all students will demonstrate courtesy, appropriate participation and attentiveness at assemblies. Cell phone/device expectations will be followed/enforced during assemblies. Recording of any part of assemblies is prohibited unless allowed by administration. Students are expected to attend assemblies unless excused by administration.

ATTENDANCE POLICY (Policy #503)

Minnesota law recognizes the importance of school attendance and requires all children between ages 7-17 to attend school. Children under age 7 who are enrolled in school are also subject to Minnesota's compulsory attendance law. It is a parent's legal responsibility to enroll their children in school in accordance with Minnesota law. For children under the age of 12, parents are legally charged with making sure that their children attend school unless lawfully excused.

Examples of excused absences include:

- Sickness
- Medical or Mental Health Appointments (only with note that must include: date, time and location of appointment)
- Religious Holidays
- Extreme Family Emergency (reason must be given for absent reporting)

Examples of unexcused absences include:

- No reason given by parent/guardian
- Missing the bus
- Oversleeping
- Cold Weather
- Babysitting
- Need to sleep or work
- Mental Health day (without a written note from a doctor with specific date)

ATTENDANCE - In Person School

7-12 attendance will be taken each hour in all classes. K-6 **attendance will be taken at 8:15 each morning**. When possible, parents/guardians of absent students will be alerted via School Messenger. An appropriate written or phone call excuse will be required before an

absence will be excused. Any questionable absence should be cleared with the Principal in advance. **Frequent absences from class(es) may cause loss of credit for the class(es).** The teacher(s) and Principal will determine if the student can reasonably make up work due to excessive absences. Under any circumstances, an alternative education plan may be instituted by the Principal in such cases.

I. MAXIMUM ABSENCE RULE

All absences will be counted in the accumulation of **the maximum number of 10 total absences or 5 unexcused absences per semester** except those absences which result from participation in school authorized activities; religious holidays; certain prearranged absences; a death in the family; or in cases of chronic or long-term illness verified with specific dates by a licensed physician.

II. ABSENCE AND EXTRA CURRICULAR ACTIVITIES

Students who exceed 10 total absences or 5 unexcused absences during a semester will be ineligible to participate in extracurricular activities for the remainder of the semester. Administration may alter the number of days absent before being ineligible, but not lessen the severity of the policy guidelines.

III. CLASSIFICATION OF ABSENCES

School Authorized Absences: These need to be verified **before the absences** and are not counted in the ten per semester maximum absence rule. Make-up work is required.

- Field trips
- Musical festivals/contests
- Inter-scholastic meets/events
- Ceremony in which the student is being honored or presented with an award
- School support groups or counseling sessions.

Students involved are to attend class on the days that support groups or counseling sessions are conducted if a test is given in that class period. All assignments are to be turned in on the due dates. These meetings/sessions should be coordinated with the classroom teachers in advance.

Religious Holidays: Religious ceremonies/holidays conducted when school is in session.

Death in the family.

Pre-arranged absences of 3 or more consecutive days such as travel with family. This pre-arranged travel/vacation must include accompaniment of his/her parent or legal guardian. Notice must be given at least one calendar week in advance, and a pre-approved absence sheet must be signed by all teachers. *All assignments should be completed before the absence.* In cases of **chronic or long-term illness** of 3 or more days, verified with specific dates personally by a parent and/or by a licensed physician. The school will request a note from a licensed physician after the 3rd consecutive day of absence to excuse the days missed.

IV. EXCUSED ABSENCES

These need to be verified **before** the absence or at the time of **return to school** and **are** counted in the 10 per semester maximum absence rule. Make-up work is required.

- Illness (not long-term or chronic) - After the 7th absence of a semester due to illness, only a licensed physician's note will be accepted for an excused absence.
- Family emergency
- Medical/dental appointments that cannot be made outside of school time
- Court ordered appearances

V. UNEXCUSED ABSENCES

All absences **not** school authorized and **not** known by the parents/guardians are considered unexcused.

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

VI. PENALTIES

- After the **3rd** unexcused absence, the administration will request a conference with the student and parent/guardians regarding the student's absences, academic progress, and potential disciplinary action.
After the **5th** unexcused absence, the administration will request a 2nd conference with the student and parents/guardians, regarding the student's absences, academic progress, and potential disciplinary action. The county of residence Truancy Office will be informed of the continued truancy.
- After the **7th** unexcused absence during a semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. Prior to loss of credit, an administrative conference must be held among the principal, student and parent/guardian.
- After 7 cumulative unexcused absences during the school year, administration shall refer a habitual truant child and the child's parent/guardian to appropriate service in the county of residence.

Truancy: The District will enforce Minnesota laws on truancy. In grades 7-12 you are considered to be truant if you miss 3 class periods that are unexcused during the whole school year. You are habitually truant if you miss 7 class periods unexcused.

Truancy Procedure: Once you have missed 7 unexcused absences for the same period, a letter will be sent to the County Attorney's office by the Principal or Counselor. A meeting will then be set up between the school, local law enforcement, the student, and the parents. At that meeting, the parents and the student will be informed that the County Truancy Department has been notified. If, after the meeting, the student continues to have unexcused absences, the matter may fall under the jurisdiction of the court system.

VII. PROCEDURES

Absences will be checked daily by school personnel. Students will have up to **1 school day** to excuse absences. After this one school day, the absence will be counted as unexcused.

VIII. MAKE-UP POLICY

Absences will require a student to make up work missed in order to receive class credit for the class missed. Work missed must be made up upon the student's return to school in order to receive credit for the missed classes. The student is responsible, to request, from the teacher(s) make-up work. Previously announced projects or tests are due immediately upon return to school.

All students returning to school will have 3 school days to make up the schoolwork missed. (Exceptions will be handled on a case-by case basis by the administration.) You will be able to earn class credit missed with an excused absence, but you may not be given credit for work missed during an unexcused absence.

IX. APPEALS PROCESS

If a student feels that the Maximum Absence Rule needs to be varied or amended for him/her because of individual personal circumstances, he/she **and** a parent/guardian may request the Principal to set up an appointment for an appeal meeting. Consequences and penalties the student earned will be postponed until after the meeting/decision. **Note:** All absences must be verified as being beyond the student's control.

Lester Prairie School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. This policy will be modified as needed by a student's IEP/504 Team for students with disabilities.

X. LATE ARRIVALS AND TARDINESS

It is expected that all students will make necessary arrangements to arrive on time to school. Any time a student arrives at school after Period 1 has started, he/she is required to stop and sign in at the Office. Missing the school bus, over-sleeping, or repeated car problems will be classified as an unexcused tardy. **Students are considered tardy if they arrive between 8:15-8:30. Students are considered absent if they arrive after 8:30.**

Three unexcused tardies will equal one unexcused absence, and will count toward the total absences.

Students are expected to be on time for every class period. A 1-hour after school detention will be assigned for every 3 tardies the student receives. If a student has outstanding detention(s), the student will be ineligible for extra-curricular activities and/or any school sponsored events.

BACKPACKS

Backpacks/book bags/purses/any handbag will only be allowed to carry items to and from school. They are to remain in the student's locker during the school day.

BELL SCHEDULE

Monday, Tuesday, Thursday, Friday

8:15-9:07	1st hour
9:10-10:02	2nd hour
10:05-10:57	3rd hour
11:00-11:52	4th hour
11:55-12:47	5th hour for grades 7-9
11:55-12:19	1st half of split 5th hour for grades 10-12
12:19-12:44	Lunch - grade 10-12
12:47-1:12	2nd half of split 5th hour for grades 10-12
12:47-1:12	Lunch - grade 7-9
1:15-2:06	6th hour
2:09-3:00	7th hour

Wednesday (Advisory Day)

8:15-9:00	1st hour
9:03-9:48	2nd hour
9:51-10:36	3rd hour
10:39-11:04	Advisory
11:07--11:52	4th hour
11:55-12:47	5th hour for grades 7-9
11:55-12:19	1st half of split 5th hour for grades 10-12
12:19-12:44	Lunch - grade 10-12
12:47-1:12	2nd half of split 5th hour for grades 10-12
12:47-1:12	Lunch - grade 7-9
1:15-2:06	6th hour
2:09-3:00	7th hour

BUILDING REGULATIONS

No student should be inside the school building unless under supervision of staff members. All activities involving high school students, or building usage by community members, must be scheduled through the Activities or Community Education office.

BULLYING PROHIBITION (Policy #514)

The school district is committed to providing a safe, respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's Bully Prohibition policy; located on the school district's website under District; Policies; 514

Lester Prairie Schools Bullying Report Form

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator

Christine Mattson
131 Hickory Street North
320-395-2521
Mattson@lp.k12.mn.us

Title IX Coordinator

Ross Scheevel
131 Hickory Street
320-395-2521
scheevel@lp.k12.mn.us

Human Rights Officer

Dr. Melissa Radeke
131 Hickory Street North
320-395-2521
radeke@lp.k12.mn.us

Lester Prairie School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities.

CANCELLATION OF SCHOOL

All announcements regarding school cancellations will be made over KDUZ-AM 1260; FM 106.9; KSTP-TV 5; WCCO-TV 4; FOX KMSP 9; and KARE-11 TV. Lester Prairie also utilizes the School Messenger communication system.

CELL PHONES OR OTHER PERSONAL ELECTRONIC DEVICES:

The intent of this policy is to support student academic achievement by removing a major temptation and distraction and promoting face to face interaction and connection.

- Cell phone(s), personal electronic devices, and earbuds are **NOT allowed** to be used by students in classrooms.
- Occasionally, teachers may request students use their device for **educational purposes only!**
- The devices can be kept in the students' lockers or set in a designated area in the teacher's room. Devices should be shut off or put on airplane mode when in class or in lockers.
- Devices that disrupt the class will be given to the Dean of Students until the end of the day.
- Phones, personal electronic devices, and earbuds may be used during passing time and lunchtime.

1st offense

- Lose phone(s) or device (i.e. earbuds, smartwatches, etc) for the day.
- Pick up the phone or device from the Dean of Students at the end of the school day after filling out a form letter informing his/her parents he/she was inappropriately using his/her phone or device during the school day.
- The parent(s) must sign the letter to acknowledge the violation of the school rules. If the student does not return the signed letter he/she will be asked to leave his/her phone/device with the Dean of Students everyday until he/she returns the signed letter.

2nd offense

- Lose phone(s)/device (i.e. earbuds, smartwatches, etc) for the day.
- Parent(s) will be called.
- Parent(s) may pick-up the phone after school between 3:00-4:00 pm.

3rd offense

- Lose phone(s)/device (i.e. earbuds, smartwatches, etc) for the day.
- Parent(s) may pick-up the phone(s)/device after school between 3:00-4:00 pm.
- Student must turn in their phone(s)/device before 8:10 am to the Dean of Students for the next 10 school days.
- Student may pick-up phone(s)/device at the end of each school day.

4th offense

- Lose phone(s)/device (i.e. earbuds, smartwatches, etc) for the day.
- Parent(s) may pick-up the phone(s)/device after school between 3:00-4:00 pm.
- Students must turn in their phone(s)/device before 8:10 am to the Dean of Students. Administration discretion, minimum of 30 school days.
- Students may pick-up phone(s)/device at the end of each school day.

If a student refuses to surrender his/her phone(s)/device to the staff member requesting, the Dean of Students or Principal will be called and the incident will be handled as insubordination.

**If a K-6 student brings their cell phone to school, they must put it in a designated area determined by the teacher in their homeroom. They are not allowed to use it during the school day for any reason. If a student is caught using it, they will need to turn their cell phone into the office upon entering the school for the remainder of the school year.

COMPUTER/INTERNET USAGE/CHROMEBOOK/CHROME TABLET

The distribution of Chromebooks/Chrome Tablets to students is to serve as an extension of the classroom.

In order to issue a Chromebook, Lester Prairie Schools requires that a signed copy of the Student-Parent Agreement and Acceptable Use Policy, along with the required payment for the User Insurance Fee be on file with the district before taking possession of the property.

Students/Parents can view the district's computer and internet usage policy on the school's website.

The school district cannot guarantee that all inappropriate material will be filtered and stress

the importance of parental guidance when students are online. The school district provides a resource in which internet content is monitored and filtered in the school building.

Parents and students must comply at all times with the Lester Prairie Student Handbook, the Chromebook/Chrome Tablet Handbook, and the Internet and Acceptable Use Policy.

Failure to comply may cause the termination of student's rights of possession immediately, and Lester Prairie Schools may repossess the loaned property.

Loss or Damage: If the Chromebook/Chrome Tablet is damaged, lost, or stolen, the students are required to report the incident as soon as possible. The student/parents will be responsible for any deductible repair fee as required by the Chromebook/Chrome Tablet User Agreement. It is the responsibility of the student and family to recover or replace the lost or stolen Chromebook/Chrome Tablet. If necessary, the District will involve the police to assist in the recovery through the use of tracking systems designed to locate the property.

CHURCH NIGHT

Wednesday night is designated as "church night." Whenever possible school-related activities will not be scheduled after 6 p.m.

CLASS ADVISORS/MEETINGS

2025-2026 Class Advisors

Grade	Advisors
12th	Terri Helland Jenn Smith
11th	Marc Wawrzyniak Angelica Biondo Matt Meyer
10th	Devyn Triebenbach Christine Mattson Matt Thode Rachel Raduenz

9 th	Claire Turner Amy Smith Mary Wenisch
8 th	Joshua Dumas Jennifer Widman Danny Mages
7 th	Amanda Wood Wes Kapping TBD

Every Wednesday from 10:39-11:04 the 7th-12th grade students will have an assigned advisory time with their specific advisory teacher. The Advisory Class will be covering a variety of Social Emotional Learning topics and will be discussing academics with the students.

CLASS OFFICERS/ACTIVITIES

Each class may elect the following at a general class meeting: president, vice-president, secretary, treasurer and two student council representatives.

Record keeping: Classes must keep the following records:

Ledger of income and expenditures

Record of students owing dues and being assessed fines, and

Minutes of the meetings including main points discussed and decisions made

Dues: Dues charged to students must not exceed the following without specific permission from the administration:

Grade 7-9 \$ 5.00

Grades 10-12 \$10.00

There will be no fines for late dues. Class advisors may assess students a fair amount for failing to meet their work responsibilities. Students are not required to pay dues/fines, but must pay before participating in class activities. These class activities include, but are not limited to the following: senior class trip, nomination to homecoming royalty, nomination to Sno-Fest royalty, prom, etc.

Supervisor/Advisor: Each class activity must have a minimum of one teacher supervisor. Any parent supervisor for the concession stand must have a background check on file.

Fundraising Activities: Fundraising activities involving soliciting must have advance approval by the School Board with a recommendation from the Principal and Superintendent per Policy 500.1.E.1.

Transportation: Costs for transportation to any activity is the responsibility of the class involved. Students using school transportation must go to and return on the same mode of transportation unless they have specific permission to do otherwise.

Specific Class Activities: The advisors responsible for each activity may establish rules regarding their activity.

Concessions: Concessions for all athletic activities are the responsibility of the junior class with all proceeds going to the junior class.

Prom: The Prom arrangements and expenses are the responsibility of the junior class.

Homecoming and Sno-Fest: Homecoming and Sno-Fest activities are the responsibility of the various classes under the guidance of the student council. Homecoming coronation is the responsibility of the junior class. Sno-Fest coronation is the responsibility of the sophomore class.

Parties/Dances: Classes may organize parties/dances under the following conditions:

- Hours for parties/dances sponsored by the senior high classes (9-12) will end on or before 11:30 p.m. Administrative approval must be given to go longer than 11:30.
- Hours for parties/dances sponsored by the junior high classes (7-8) will end on or before 11:00 p.m. Administrative approval must be given to go longer than 11:00.
- Students must not leave and re-enter the building during the party/dance unless given specific permission by the supervisor.
- A school employee supervisor must be present at all times.
- Parties/dances shall be for Lester Prairie students in grades 7-12 unless given specific permission by the administration to do otherwise.
- An Out of School Guest Permission Form must be completed for any student who attends a party/dance that does not attend Lester Prairie Schools and turned into administration at least 3 days prior to the dance. The Form can be found on the Lester Prairie School District Website under Student: Out of School Guest Permission Form

Senior Trip: The Board of Education may authorize a senior class trip. Chaperones must be approved by the Board of Education.

Student will be allowed to go on the class trip if he/she:

1. Has paid all fees/dues/fines/student bills/assessments.
2. Is a senior/foreign exchange senior.
3. Attendance – must be in compliance with school board policies.
4. Must be passing all classes (no F's) & on track to graduate in the spring of senior year.
5. Students who do not meet the criteria listed above will result in the loss of their senior trip deposit.

COLLEGE/SERVICE/TECH COLLEGE REPS

Periodically throughout the school year, representatives from the various colleges, services,

and AVTI's will be visiting LPHS in order to speak with students seeking post-secondary opportunities. Usually, the school is given advance notice; this notice will be published in the daily bulletin for your information. Students need to get a pass from the guidance office to meet with these representatives.

COLLEGE VISITS

All college visits will be arranged through the guidance office at least two days in advance of the visit. College visits will be limited to 3 for seniors, 2 for juniors. Any other visits will be chargeable absences. The College Fair counts for one visit if attended during school hours. College visit slips must be signed by parents, and students will list work they are responsible for on the slip. The College Visit slip will be stamped or signed by the college official conducting the tour and returned to the office the following day.

COMMONS AREA/CAFETERIA

In order to maintain a clean and pleasant atmosphere in the commons area, your help and cooperation is needed. A few simple rules are listed here for you to follow. If you break any commons rules or fail to cooperate with the supervisors, you will be subject to detention, clean-up detail, assigned a seat, or be removed from the Commons.

You are expected to help by:

1. Walking to the Commons and lining up in the order you arrive (no line-jumping allowed).
2. Not throwing food (if you do, you will be required to clean up the mess). If you are with a group that throws food, the group will be required to clean up the mess.
3. Depositing all lunch litter in wastebaskets and keeping the Commons Area clean.
4. Bringing your tray and utensils to the dishwashing window and stacking neatly.
5. Leaving the table and floor area where you sat, clean for others.
6. Not leaving the commons without permission from the supervisors.
7. Leaving chairs and tables as they were arranged.
8. Students are allowed to pick their chair/table, unless assigned. Students are not to wander from table to table.

COPY MACHINE

All copies to be made on the copy machines in the office will be by the classroom teachers only for school-related materials. Non-school related copies must be cleared by the office, and these copies will cost 10 cents each.

COURSE REQUIREMENTS

There are certain required courses for each grade level in grades 7-12. When registering for classes each year, these required courses will be contained in the Registration Guide. Any questions concerning your course load, check with the guidance counselor or the Principal for clarification. (See Graduation Requirements,)

DETENTION POLICY

Detention for violation of school policy will be assigned by the Dean of Students/Principal.

Detentions must be served at the first available detention date after the notification is given out. Notifications will be given out on Mondays and Thursdays. If the student

does not attend the first available detention, the student will be ineligible for practices/games until the detention is served. The student is considered to not be in “good standing” within the school during an outstanding detention.

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

Detentions will be served in accordance with the detention schedule by the date set to be served by.

Detention for tardies will be on a progressive scale. Students will receive an hour detention after 5 tardies. The next detention will be given after 4 tardies. All following detentions will be given after 3 tardies. Required parent meeting after 12 tardies to develop a plan to decrease the student’s tardiness. Required parent meetings will continue for every additional 12 tardies.

The Principal/Dean of Students will be responsible for the records of all detentions. Normally, detentions should be issued after corrective action has failed to correct a minor situation or a single "common sense" offense deserving of a detention. A copy of detention notices will be sent to parents via the student.

Detention is held on Mondays and Thursdays from 3:05-4:00.

- No electronics are allowed to be used during detention, including chromebooks.
- Students must be quiet and not socialize during detention.
- Students may not sleep or “put their head down”
- Students are not allowed to have snacks/food/beverages of any kind.

DISCIPLINE (TEACHER/STAFF ASSIGNED)

Teachers or other staff may administer appropriate disciplinary action. If deemed necessary by the teacher or staff member, behavior reports will be issued on an "as needed basis" and reported to the Dean of Students. Students who fail to report to teacher/staff assigned time will be referred to the Dean of Students/Principal for further disciplinary action.

DISCIPLINE POLICY (Policy #506)

The Board of Education and Administration of ISD #424 recognizes that the rights of all students must be respected. Along with these rights, there is a corresponding responsibility for students to follow school rules and regulations. Therefore, students in ISD #424 who fail to abide by the established rules and regulations shall be handled as outlined in this policy.

Disciplinary Investigations: Students must cooperate fully with investigations. Failure to do so, and/or giving false information will result in additional disciplinary action for the student.

DUE PROCESS

All students will be afforded due process when involved in the discipline process.

Suspension/Expulsion: A student may be dismissed on the following grounds:

- Conduct which disrupts a student's own right or other students' rights to an education
- Physical behavior which endangers the student or anyone else or property of the school

The Pupil Fair Dismissal Act:

This act was passed by the Minnesota Legislature permitting school boards to dismiss disruptive students from its schools. The Act provides for alternatives and calls for due process in proceedings leading to suspension, expulsion, or exclusion (MS 121A.40 to 121A.56).

DEFINITION OF TERMS

Insubordination: A defiance of authority; refusal to obey orders/requests. Authority within the school is any adult employed by the school district.

Teacher/Student Disciplinary Agreement: A mutually agreed upon agreement usually prior to the issuing of a detention.

Removal from Classroom: Student is sent to office/out of classroom for the remainder of the period. *Teacher must notify the office.*

Detention: An action taken by the school administration requiring students to make up time outside of normal school hours.

Saturday School: An action taken by the school administration requiring students to make up time outside of normal school hours. (between 8:00 AM -12:00 PM on a Saturday morning)

Financial Retribution: Payment of damages for lost, destroyed, damaged, etc., of personal or school property or equipment.

Community Service Hours: Time assessed to work off violation penalties--usually school-related work activities.

In-School Suspension: A suspension in school where a student must attend school.

Out-of-School Suspension: A suspension out of school where a student will not attend school, will also be ineligible for extra-curricular activities for that day(s) and ineligible to attend events.

Exclusion: An action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

Expulsion: An action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond one calendar year (12 months).

Student Discipline Violations:

- Swearing, disrespectful, vulgar, and/or threatening language and gestures, is prohibited.
- Inappropriate display of affection on school grounds is not acceptable.
- Gambling for money in any form is not allowed.
- Driving or getting into any motor vehicle during school hours without proper clearance from the office is forbidden.
- Theft or damage of school property or the property of others is prohibited.
- Defying authority/directions of faculty and school personnel is forbidden.
- Fighting, inappropriate behavior, and verbal abuse are prohibited.
- Possession of dangerous instruments, weapons, nuisance items*, facsimiles/models or items prohibited by law to be on school grounds is forbidden. Possession or use of alcohol, tobacco or other illegal drugs or paraphernalia is forbidden.
- Acts that violate our non-violence policy.
- Leaving school without permission.

- Failure to follow sign in/out procedure.
- Tardy to class.
- Or, other violations of student management policies.

*A nuisance device/incident is any device (squirt gun, water balloons, stink bombs, etc.) or incident which causes a disturbance or presents a possible injury situation. Any device confiscated within the school building will be withheld if in one's possession or destroyed if it has been used in school.

OUT OF CLASS PROCEDURES

The school district will follow a systematic disciplined approach to help students maintain proper behavior.

1. For a minor problem behavior, teachers will review desired behaviors with the student and provide a restoration opportunity for the student. If problem behavior continues, teachers will contact parents to notify them of discipline issues.
2. For minor problem behaviors that continue or for major problem behaviors, the student may be removed from class and referred to the Dean of Students. The student's cell phone must be turned over to the teacher or Dean of Students. The teacher will call parents. When a student is removed from class or leaves the classroom without permission a minimum of 1 hour of detention will be assigned. The Dean of Students will conference with the student and determine appropriate disciplinary action.
3. After the first removal from class, subsequent removals from class will result in the teacher and/or the Dean of Students calling the student's parents. Appropriate disciplinary action will be taken. A team meeting may be requested (student, parent(s)/guardian(s), teacher(s), Dean of Students, Principal, and any other team members) to determine the next course of action for the student.

DRESS AND APPEARANCE

Students are expected to dress in a **modest and respectful** manner that supports a positive, inclusive learning environment. Clothing should adequately cover the body and not be overly revealing. Shorts, skirts, tops, and other attire should reflect standards of decency appropriate for a school setting. Shirts advertising alcoholic beverages, cigarettes, or those with obscene, questionable, or suggestive printing on them will not be permitted. Students who violate this will respectfully and discretely be asked to change. If the violation persists or if the student refuses to comply the student may face consequences.

Specific guidelines for dress are as follows:

1. Face & ears should be visible at all times.
2. Hats and/or hoods are prohibited between 8:15 AM and 3:00 PM, except on school-approved occasions.
3. Shirts, shorts and/or skirts must be a length that supports a respectful, inclusive, and distraction free learning environment.
4. Shirts and shoes must be worn at all times for health and safety reasons.
5. Outdoor coats, jackets, bags, blankets, and backpacks must be kept in the lockers during the day. Blankets may NOT be worn around the school.
7. Undergarments should not be seen or exposed.

8. No clothing or jewelry displaying or representing:
 - a) Vulgar or obscene language or pictures
 - b) Gang-related pictures or insignia
 - c) Beer, liquor, tobacco, or drugs advertising
 - d) Sexual or violent pictures or language
 - e) Pictures with a negative connotation toward others including hate symbols
 - f.) Inappropriate symbols such as marijuana leaves (blunt), the “Playboy” bunny, etc.

eLEARNING DAY

In the event of a school closure due to inclement weather or other emergency, learning expectations for all students will continue via an eLearning Day. While eLearning Days cannot replace the face-to-face time students have with their teachers, they can provide continuous learning when school is canceled. On an eLearning Day, all teachers will share assignments and hold email office hours in which they are available to provide learning support and guidance to students. eLearning Days are considered student contact days and therefore eliminate the need for makeup days at the end of the school year, helping families plan summer activities. The Minnesota Department of Education allows districts up to five eLearning Days per year.

Communication:

Families will receive notification via School Messenger regarding the eLearning Day. The eLearning Day will also be communicated on the District Facebook, Twitter, and website; television stations WCCO, KSTP, KARE, and FOX; and KDUZ/KARP radio stations.

Full Day eLearning Day

Student Start time

8:15 - Grades 7-12

8:30 - Grades 4-6

K-3 Choice Boards

Attendance:

Attendance will be taken on eLearning Days.

PreK-3 students will be marked present by completing the assigned Choice Boards located in Google Classroom or their Take Home folder sent home prior to the event. Teacher office hours will be 8:30-12:00 and 12:30-2:00.

Grades 4-6 students will be marked present by attending classes virtually through Google Meets and completing assigned work.

8:30-9:00 Morning Meeting

9:30-11:00 Math

11:00-12:00 Office Hours

12:00-12:30 Lunch

12:30-2:00 English Language Arts

Grades 7-12 students will be marked present by attending classes through Google Meets. Attendance will be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just as if they were not present for an in-person class.

1st period: 8:15-9:05
2nd period: 9:10-10:00
3rd period: 10:05-10:55
4th period: 11:00-11:50
Lunch: 11:50-12:20
5th period 12:20-1:10
6th period 1:15-2:05
7th period 2:10-3:00

Students that do not have internet access, must have their parents call in and notify the school before 8:15 am. It will be considered an excused absence and the assignment or an alternative assignment will be given to the student the next day the student is in the building. The student will have 3 days to complete the assignment and be counted as in attendance for the eLearning Day. The absence will be unexcused if the assignment is not turned in within 3 days.

2 Hour Late Start that turns into an eLearning Day (updated 1/8/26)

Student Start time:
10:15 - 4-12 Grades
K-3 Choice Boards

Attendance: Attendance will be taken on eLearning Days.

PreK-3 students will be marked present by completing the assigned Choice Boards located in Google Classroom or their Take Home folder sent home prior to the event. Teacher office hours will be 10:15-12:00 and 12:30-2:00.

Grades 4-6 students will be marked present by attending classes virtually through Google Meets and completing assigned work.

8:15-10:15	Prep/Office Hours
10:15-10:30	Morning Meeting
10:30-12:00	Math
12:00-12:30	Lunch – All 4 th -6 th grade
12:30-2:00	English Language Arts

Grades 7-12 students will be marked present by attending classes through Google Meets. Attendance will be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just as if they were not present for an in-person class.

8:15-10:15	Prep/Office Hours
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10:15-10:45	1 st Hour
10:50-11:20	2 nd Hour
11:25-11:55	3 rd Hour
12:00-12:30	Lunch – All 7 th -12 th grade
12:35-1:05	4 th Hour
1:10-1:40	5 th Hour
1:45-2:15	6 th Hour
2:20-2:50	7 th Hour

Students that do not have internet access, must have their parents call in and notify the school before 10:15am. It will be considered an excused absence and there will be an alternative assignment given to the student the next day the student is in the building. The student will have 3 days to complete the assignment and be counted as in attendance for the eLearning Day. The absence will be unexcused if the assignment is not turned in within 3 days.

ELIGIBILITY - ACADEMIC

1. A student participating in MSHSL or Lester Prairie extracurricular activities must pass all classes or credits.
2. A student who receives a failing quarter grade (semester grade) may regain eligibility at mid-quarter of the next grading period if he/she is passing all classes at that time.
 - A return to eligibility form must be filled out by the student, the teachers, and the Activities Director prior to regaining eligibility.
3. A student failing a class at mid-quarter will be ineligible until the grade is raised to a passing grade.
 - A return to eligibility form must be filled out by the student, the teachers, and the Activities Director prior to regaining eligibility.

For the 2025-2026 School Year

4. A student who receives an F at the end of 4th quarter (2nd semester) will be ineligible for any contests/games that happen before school starts the next year. The student will regain eligibility the first day of school. The only exception is if the student made up the credit during summer school. Participating in tryouts and scrimmages will be allowed.

Starting 2026-2027 School Year

5. A student who receives an F at the end of 4th quarter (2nd semester) will be ineligible for contests/games, but may regain eligibility at mid-quarter of the 1st quarter the following year if he/she is passing all classes at that time. Participating in tryouts and scrimmages will be allowed.
6. A student who has a learning disability documented in an IEP, may participate in any activity as long as the teacher(s) of said student determines that an effort is being made

by the student to succeed, although the student may be unable to demonstrate this through grades.

All Lester Prairie school functions, with the exception of Prom (After Prom)-will also be governed by this policy.

ELIGIBILITY - MSHSL

The Minnesota State High School League rules will be followed to the letter. Respective coaches/directors/advisors will brief students as to these respective MSHSL rules and regulations prior to each activity/season. In addition, students not currently in a Category I activity, will be able to elect with the AD, the next Category I activities they will be involved in within one calendar year. The student must successfully complete the entire season and/or activity to receive credit for serving the MSHSL penalty.

Category I Activities:

- Baseball
- Basketball (Boy's and Girl's)
- Cheerleading
- Cross Country (Boy's and Girl's)
- Dance
- Declamation / Speech
- Football
- Golf (Boy's and Girl's)
- One Act Play
- Soccer (Boy's and Girl's)
- Softball
- Track and Field (Boy's and Girl's)
- Volleyball
- Wrestling
- Clay Target League (Trapshooting)*

*Considered Category I for MSHSL violations only

Category I MSHSL penalties remain as established:

First Offense: The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

Second Offense: The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

Third/Subsequent Offense: The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.

Category II MSHSL activities are those activities in which a member school does not have a schedule of inter-scholastic contests, exclusive of league-sponsored tournaments. These activities are those not included in Category I. Lester Prairie school functions (i.e., Drama Club, Homecoming Week, Sno-Fest Week, yearbook staff, class offices, etc.) will be governed by Category II penalties. The senior class trip and the prom are not included. Penalties for **MSHSL** tobacco and alcohol/drug violations and for violations of the harassment and violence policy for **Category II** events will be:

1st Violation Penalty: 4 hours of detention

2nd Violation Penalty: 6 hours of detention

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

SPECIAL RULES ON INELIGIBILITY AND ONE-YEAR INELIGIBILITY

Students must be a member of a group (band, choir, etc.) at the time of the offense in order to receive credit for an event served. All students must meet the requirements for Category I and II activities in order to be eligible for the respective events of that category. This means that students may be eligible for Category I activities and not Category II activities and vice versa. If a student violates our school policy on drugs, alcohol, tobacco, and harassment/violence, the following takes place:

1. *(The student is) Ineligible for royalty/related activities for one school year regardless if they are eligible according to Category I or Category II activities, and*
2. *(The student) Loses the right to be a Captain or elected official for an athletic team or any other group for one calendar year.*

EMERGENCY PROCEDURES

Students must follow the fire and tornado procedures and route directions posted in each room. Fire and tornado drills shall be conducted periodically as prescribed by law.

Fire Drill Procedure:

Fire drills are to be conducted in an orderly manner. Fire drills are held so that staff are prepared in advance of what to do in a real emergency. The teachers are to have the fire drill map and directions placed in a prominent place near the exit of each room.

When a fire alarm sounds, the following actions are to take place:

All personnel in the building are to exit the building according to the fire plan only if:

- Pre-planned Drill
- See or smell smoke and/or fire
- Announcement over PA prompting an evacuation.

Building Evacuation Procedure:

- Teachers should direct one or more students to close all windows as the rest of the class

lines up.

- First person to the door is to hold the door open.
- Walk.
- Go single file.
- Never cross a line.
- Wait for the group ahead of you.
- Leave books and other belongings in the classroom.
- Last person out of the classroom will turn off lights and close door.
- In case of a **BLOCKED EXIT**--the **FIRST STUDENT** in line turns to the center of the hallway and leads the line to the nearest exit.
- Teachers will follow their class out of the building, take attendance and report to the Office.

Fire Evacuation Doors

Door A: Rooms: 100, 100A, 100B, 100C, 100D, 100E, 177, 178, 179, 181, 183, 184, Commons/Cafeteria

Door B: Rooms: 102, 105, Locker rooms 107 & 109, South Gym 180, 111, 112, 113, 114, 115, 116, 117, 162, 2nd Floor Music Room 208

Door C: Rooms: 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 133

Door G or H: Rooms: 130, 130A, 131, 132, 132A, 138, 138A, 138B, 232, 238

Door I: Rooms: 134, 135, 136, 137, 139, 139A, 140, 140A

Door K: Rooms: 141, 142, 143, 144, 145, 146, 147, 148

Door L: Rooms: 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 163, 164, 165

Door M: Rooms: 166, 167, 168, 169, 176, Stage

Door N: Rooms: 170, 171

Door O: Rooms: 172, 173, 174

Door P: Room: North Gym 175

Safe Location/Evacuation Area

Door A, B, O, & P - North end of the parking lot (Office radio)

Door C, G, H, & I - South of school garage - stay on school property (Meyer radio)

Door K - Cross the street (Cline radio)

Door L, M, & N - Cross the street at corner of 2nd Avenue North and Fir St. (Bayerl radio)

Severe Weather Evacuation Rooms

Elementary Classroom Area

Room 168 & 169 to **166**

Room 165 & 167 to **164**

Room 155, 156, 157 to **163**

Room 160 & 161 to **162**
Room 153 to **Boy's Restroom 159**
Room 154 to **Girl's Restroom 158**
Room 151 & 152 to **Girl's Restroom 143**
Room 141, 149 & 150 to **Boy's Restroom 142**
Room 145, 146, and 148 to **144**
Room 139 to **140**

High School Classroom Area

Music Room to **Girl's Locker room 109**
Room 112 & 114 to **111**
Room 116 to **113**
Room 115 & 119 to **117**
Room 118 to **121**
Room 120 to **125 Boy's Restroom**
Room 122, 123 & 124 to **Hallway outside of 123 (east/west hallway)**
Room 126 to **129 Girl's Restroom**
Room 128, 130 & 133 to **134 or Hallway outside of 134**
Room 131, 132, 132A, & 138 to **138A or 138B**
Room 135 & 136 to **135A**

Main Office Area

Room 100, 100B, 100D, 100E & 100F to **100B restroom or 100C**
Cafeteria, Room 183 & 184 to **107 Boys Locker room, Women's Restroom 177, 178 Family Restroom, Men's Restroom 179 & Kitchen**
South Gym to **109 Girls Locker room**
North Gym and Fitness Room to **Men's Locker room 173 or Women's Locker room 172**
Playground to **Men's Locker room 173 or Women's Locker room 172**

Safe rooms to stay in: 100C, 107 Boys Locker room, 109 Girls Locker room, 111, 113, 115A, 117, 117A, 119A, 134, 135A, 138A, 138B, 140 (wall must be closed to 138), 144, 157, 162, 163, 166, 171, 172 Women's Locker room, 173 Men's Locker room, 176, Restrooms 108, 110, 121, 125, 129, 138B, 140B, 142, 143, 144A, 145A, 158, 159, 161A, 164, 177, 178, 179.

Use your common sense! There are multiple safe areas near your location, if a line to a shelter area is long move them to the nearest line available immediately, hallways that are indicated in green on the map are safe areas (close fire doors in the hallways if you are in one of the designated hallways). All students and staff should remain in their designated shelter area until the "all clear" has been given by administration.

EMPLOYMENT BACKGROUND CHECKS

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the

opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

END OF SCHOOL DAY

The school day ends at 3:00 pm and once the buses have departed, students are to clear the building. Exceptions are those students having practice, rehearsal, lessons, make-up work, etc. that are directly under the immediate supervision of a teacher/faculty member. When students need to remain at school after hours they must be in the Commons or Main Entrance.

FAILING GRADES

High school students (grades 9-12) failing a required course must repeat the course. With unusual circumstances and with permission from the Principal or designated rep, the student may substitute for the required course if all other options are impossible. Elective classes that are failed do not need to be made up, as such, but the student must have sufficient credits to graduate with a failed elective course.

FEES, PURCHASING, AND BILLS OWED TO SCHOOL

Students may be charged a small fee or be required to buy certain materials for required educational class work. Students wishing to do more than the minimum required class work and if the student wants to keep the completed project material, etc., he/she will be required to pay for that which is necessary. Students will be charged for the use of some materials and asked to purchase some equipment if they participate in extracurricular activities. The collection of money for the sale of supplies will be made in the office unless specifically stated otherwise. Students will be allowed to charge and will be given a proof of purchase when paying for the item in the office, which they in turn, can present to the appropriate teacher when picking up the material and equipment purchased. Students delinquent in paying their bills will not be allowed to charge until the bills are paid, will not receive their report cards, and will be ineligible to participate in certain school activities.

Athletic participation fees:

- Grades 7-8: \$90.00 per sport
- Grades 9-12: \$120.00 per sport (Knowledge Bowl fee is \$70 - all ages)

Secondary sport in the same season: \$40/sport

Discounted fee structure: (based on Free and Reduced lunch status)

- Grades 7-8: \$50.00 per sport; \$100.00 maximum per year.
- Grades 9-12: \$70.00 per sport; \$140.00 maximum per year.

Non-athletic participation fees:

- \$40 per activity.

Athletic Fee Payment Schedule and Adjustments:

- Fee paid before an athlete can participate.
- 75% refund if an athlete quits in the first five days of practice.
- If an athlete is injured or has an illness and cannot continue sports beyond the midway point

of the season, a 50% refund will be granted. There will be no refund if an athlete quits beyond the fifth day of practice or injury or illness occurs after the midway point of the season.

- An athlete that starts late must pay full fee (current and new students included).
- There will be no refund for a student that becomes ineligible

GRADUATION REQUIREMENTS

All 7-8th grade classes are required prior to moving to high school.

Required for Graduation (Grades 9-12).

1. LA 9
2. LA 10
3. LA 11/12 Communications and Creative Writing
4. Geography/Economics
5. US History
6. World History
7. Government
8. Earth Science
9. Biology
10. Science Elective (Chemistry or Physics required for class of 2015 and beyond)
11. Algebra
12. Geometry
13. Advanced Algebra/Trigonometry
14. 9th PE (.5) & 9th Health (.5) = 1 credit total
15. One credit of Fine Arts = 2 years of band or 3 years of choir or one full year of art.

Seniors, Juniors, Sophomores, and Freshmen: Required for Graduation - 25.4 Credits
(15 credits required classes above + 9.4 electives)

9th-12th grade = 28 Total Credits Possible

GUIDANCE

The guidance program is provided to assist students with academic and career guidance. The guidance counselors will have class and individual meetings with the juniors and seniors to better explain the services available to include scholarships, applications, standardized tests, financial aid applications, course selections, etc. The counselors will also meet with students in grades 7-12 to help address individual needs and goals.

HARASSMENT AND VIOLENCE PROHIBITION (Policy #413)

The purpose of this policy is to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; #413

HAZING (Policy #526)

Committing an act against a student or coercing a student into committing an act that creates risk of personal harm in order to be initiated or affiliated with any student organization or activity that

may or may not be officially recognized by the school. Hazing is any activity that risks or affects mental or physical health, including physical brutality such as whipping or beating; activities such as sleep deprivation or weather exposure; consumption of alcohol, drugs, tobacco or other substance; intimidation or threats of ostracism, mental stress, embarrassment, shame, humiliation; or any illegal activity. Students may not participate with each other or with others to plan, direct, encourage, aid or engage in hazing. Apparent permission or consent to be hazed does not lessen the prohibition. At no time will hazing of any kind be tolerated. This includes initiations. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; #526

HONOR GRADUATES

Graduates who maintain a minimum average in grades 9-12 of 3.0 on a 4.0 system while taking a full load of classes shall be termed "honor graduates." Students earning an average of 3.67 or higher on a 4.0 system shall be designated as graduating with "high honors" while those earning an average between 3.0 and 3.66 shall be designated as graduating with "honors". Final determination will be made one month prior to graduation. No student shall be designated valedictorian or salutatorian. Only school-approved graduation honors may be worn during the graduation ceremony. Any other items used for personal expression are prohibited.

HONOR ROLL

An "A" and "B" honor roll will be maintained and published each quarter. "A" honor roll students must maintain a 3.67 average and "B" honor roll students must maintain a 3.0 average. Any "F" or "D" in any class disqualifies a student from either honor roll. Incomplete grades disqualify students from the honor roll until the incomplete grade becomes final.

INCOMPLETE GRADES

Students passing a course or with the potential to pass a course but with incomplete work will be given an incomplete (I) grade. "Incompletes" must be completed within two weeks after issuing of report cards, or in the spring quarter, two weeks from the last day of school. Incomplete grades that could become an "F" grade will be considered an "F" for student eligibility until the grade is finalized.

INSUBORDINATION

All employees of Lester Prairie School have the responsibility and obligation to enforce school regulations. The administration, teachers, counselors, secretaries, nurses, paraprofessionals, cooks, custodians, bus drivers, etc. have the right to correct you if you are violating school rules, and students have the obligation to do as requested.

Insubordination is the willful defiance or ignoring by a student of a reasonable order or request of any school employee. It is a serious type of disobedience that can cause the breakdown of the learning environment. Insubordination is also involved when a student directly attacks a staff member or employee, either physically or with words through swearing or obscene language or gestures.

A student referred for insubordination will be subject to a conference with the Dean of Students and/or Principal, detention, parent/guardian conference, and suspension, depending upon the severity of the incident. A pattern of insubordination is grounds for removal to an alternative program or expulsion.

INSURANCE/ACCIDENTS

The school is not responsible for doctor and dental bills as a result of injury to students during school and school related activities. Report all accidents as soon as possible to the school office so that an accident report may be completed.

INTERNET ACCEPTABLE USE AND DATA PRIVACY INFORMATION

All school district students have conditional access to the school district's computer system, including Internet access for limited educational purposes, use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs, discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet Acceptable Use" policy can be located on the Lester Prairie School website or click on the following link: [Policy #524](#)

Within 30 days of the start of each school year, the school district will give students direct and timely notice via the Student Handbook and the Lester Prairie School website of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. This notice will:

1. Identify each curriculum, testing, or assessment technology provider with access to education data.
2. Identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about contract inspection and provide contract information of a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district will provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider, upon request.

Students are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form to have on file at the school.

LAW ENFORCEMENT AUTHORITIES

It is school policy to cooperate fully with the police and correction officers of this state in

dealing with students. All attempts will be made to avoid putting the student in any situation at the school that would embarrass and prejudice him/her in the eyes of other students. Interviews with police and correction officers will be conducted in private at school or at the homes of the student(s) involved. Outside agencies, such as probation officers or social workers, etc., may interview students with the Administration's permission.

LOCKERS (Hallway)

Lockers are the property of the school and are provided for your use. Lockers are assigned at the beginning of the school year. If a student does not want to use a lock they must turn in their assigned lock to the office. Personal locks are NOT to be used. If a school-issued lock is not used on the student's locker administration may not be able to address any theft or other issues. Use lockers for the storage of textbooks, other school materials and outdoor garments. Do not keep money or other valuables in the locker. Lockers are subject to periodic inspection for safety and maintenance reasons and may be entered by the Administration at any time it might be suspected of containing illegal or harmful substances or substances unlawfully obtained. Any material found in lockers may be used as evidence if required. Students must turn in their assigned lock at the end of the school year. A \$10 charge will be assessed to the student for a lock not returned.

LOCKER ROOM LOCKS

Lockers are the property of the school and are provided for your use. Lockers and locks are assigned at the beginning of the semester or start of the athletic season. School-issued locks must be used at all times on locker room lockers. Students must clean out their locker and turn in their assigned lock at the end of the class or athletic season. A \$10 charge will be assessed to the student for a lock not returned.

LUNCH/BREAKFAST

Breakfast and lunch are available each full school day in the cafeteria/commons for all students. Breakfast will be available for students between 7:45-8:05

Mandated by the State of Minnesota, during the 2025-2026 school year breakfast and lunch are **free** for all students. *A la carte and "seconds"* are not free, students need a positive balance in their lunch accounts or pay for *a la carte and "seconds."*

A student who does not have sufficient funds will not be allowed to charge *a la carte items or second meals* until the negative account balance is paid.

Students should use their School ID number/card to receive breakfast and lunch. Students may not use delivery services to deliver lunches (including friends and/or parents)

Lunch Schedule

11:00-11:25	Kindergarten
11:10-11:35	1st Grade
11:15-11:40	2nd Grade
11:20-11:45	3rd Grade
11:35-12:00	4th Grade
11:40-12:05	5th Grade

11:45-12:10 6th Grade
12:19-12:44 10-12 Grades
12:47-1:12 7-9 Grades

Students must stay in the cafeteria during their assigned lunch period.

MEDICATION DURING THE SCHOOL DAY (Policy #516)

Any student needing to take prescription medicine during the school day may do so as required.

- The health office must keep the medication to be dispensed per Physician Orders.
- A Medication Permission Form and a Physician Order MUST be completed before the school can be authorized to store and dispense the medication.
- The school will NOT issue any medicine to any student without BOTH forms completed and signed.
- The Medication Permission Form is available below or on the school website under the Health Corner tab or may be picked up at the office upon request.
- It is highly recommended not to send non-prescribed medications to school (such as cough medicine or cough lozenges, etc.)
- If a student must have over-the-counter medication such as Tylenol or Ibuprofen at school, it must be in the original container, with a signed parent consent form and brought to the Health Office.
- Only secondary students are allowed to self carry over the counter medication.

Medication Permission Form **Permission for Non-Prescription Medication**

NATIONAL HONOR SOCIETY

A society affiliated with the National Honor Society shall be maintained and available to all students who qualify for membership.

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the Superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

PARENT/GUARDIAN REFUSAL FOR STUDENT PARTICIPATION IN STATEWIDE ASSESSMENTS

Statewide assessments provide information to your school and district about how all students are engaging with content they learn in school. The results help schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support. More information and the form that must be filled out and given to the school can be found the the MN Department of Education website: under Students and Families; Programs and Initiatives; State Testing

PARENT RIGHT TO KNOW

If a parent requests it, the school district will provide information regarding the professional

qualifications of his/her child's classroom teachers, including, at a minimum, the following:

Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;

Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;

Whether the student is provided services by paraprofessionals and, if so, their qualifications.

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

PASSES

A student must have a pass when in the hallway during class time. Staff may issue passes; pass to a teacher, library or office pass, and lavatory passes. Few students should be out of their assigned room during the class period.

A student must have a pre-arranged pass issued by the office to be released from the classroom to go to the office to leave school for an appointment. Students are responsible to pick up the pre-arranged pass from the office prior to leaving the classroom.

PERSONAL PROPERTY

Property in a student's locker, bicycles, gym clothes, etc. are private. Using another's personal belongings, including riding another's bike without permission, may be considered as a theft. If in doubt as to whether or not you have permission to use another's personal/private property, leave it alone. Lock your locker with valuables inside and do not give anyone your combination.

PESTICIDE APPLICATION NOTICE

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice of the plan to use pesticides. More information can be obtained by going to the Lester Prairie Schools website: under District; Posted Documents

PLAGIARISM/CHEATING/COPYING

Plagiarism/Cheating/Copying will not be tolerated. The following guidelines may be used:

- 1st offense - A zero will be issued for the assignment or test;
- 2nd offense - Failure of quarter/grading period;
- 3rd offense - Failure of semester and appearing in front of the Board of Education for

possible expulsion.

The use of Artificial Intelligence (AI) and claiming the work to be your own will be considered cheating. All work turned in is expected to be the students own work. AI may be used as a teaching/learning tool but should not be used or claimed as one's own work.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom or over the intercom system by a person designated by the administration. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students and school personnel must respect each other's right and choice to recite or not to recite the Pledge of Allegiance. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

PROPERTY OF SCHOOL

Students are responsible for assigned textbooks, Chromebooks, and school property and will be required to pay for any undue damage or loss of such materials. Such acts as carving on desks, writing on walls, marking furniture, breaking windows, damaging lockers, etc., are punishable by payment for repair, suspension and/or prosecution through the court system. Students should properly mark all personal/school property assigned to them to avoid loss when identification of property is required.

RECORDING DEVICES

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

RECORDING DEVICES IN RESTROOMS & LOCKER ROOMS

Any use of a device for recording video images (motion or still) are not allowed to be used in locker rooms or bathrooms at any time, for any reason. This includes, but is not limited to, cell phones, cameras (video, still, and digital). If found, these devices will be confiscated and may be turned over to local law enforcement. Any misuse of these devices will be dealt with significantly according to applicable policies. A violation of this policy is a violation of others' rights to privacy. Consequences range from warning to detention to suspension to possible expulsion and may include local law enforcement, depending on the severity of the issue.

RELEASE TIME

MN State Statute 120A.35

"Reasonable efforts must be made by a school district to accommodate any pupil who wishes to be excused from a curricular activity for a religious observance."

Lester Prairie Schools, in cooperation with the local churches, has "release time" that allows students to be released from school during the school day for religious instruction. This release time may be scheduled during the regular school day.

REPORT CARDS

Report/grade cards will be issued on-line through Synergy, at the end of all 4 quarters. The release date will usually be within one week following the respective grading period. 7th-12th grade will not receive a paper report card unless requested and picked up by parents or

guardians.

STATE TESTING

For Minnesota's statewide assessments to reflect the full impact of district- and state-level implementation of the applicable standards, as well as district-level success at teaching the standards, it is important for all Minnesota students to take the statewide tests. The impact of this data spans the state, impacts each district, and demonstrates clear trends across time. The data on today's third graders, for example, helps us understand those same students learning in fifth, ninth, and twelfth grade. Also, today's third graders help us understand every third grade class for years to come, and whether changes to curriculum, efforts toward equity, and emphasis on inclusion make a substantial difference to our students.

In addition, English learners must take the ACCESS and Alternate ACCESS to exit English language instruction. Without these test scores, students will continue to receive English learner services.

- Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

STUDENT HANDBOOK

All students and parents can access a copy of the Student Handbook on the Lester Prairie website (www.lp.k12.mn.us). The students and parents are responsible for understanding the contents of the handbook.

STUDENT PARKING

Students parking in the parking lot are expected to park appropriately within the marked areas. The 3 rows on the east side of the parking lot and the north row are for student parking. The 3 rows on the west side of the parking lot (closest to the building) are designated for staff, parents, and visitors parking between the hours of 7:30-3:30 while school is in session. City streets are under jurisdiction of the local law enforcement. Once the vehicles are parked, the vehicles are not to be entered again until the school day is over. Student vehicles are not to be sat in, sat on, entered, etc. under any circumstances unless specifically cleared through the Principal or the office, for a legitimate reason. No student is permitted to ride in a vehicle between 8:15 am and 3:00 pm without permission from the office.

Any reckless or dangerous driving will be reported to the local police. The parking lot and portions of the nearby streets are under camera surveillance. When leaving the parking lot at the end of the school day, be aware of parent pickup on Hickory St. and drive cautiously, watching for pedestrians.

STUDENT RECORDS

State law provides that all data collected, created, received or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of 20 U.S.C. §1232g and the regulations promulgated thereunder. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; 515

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. More information can be obtained by going to the Lester Prairie Schools website: under District; Policies; 520

STUDY HALLS

Study halls are designed to give students time to work on school assignments during the school day when not in an assigned class. Study halls are considered as a learning opportunity for each student and are not to be treated as a recreational period. The respective study hall teacher is in charge of the study hall and will set the standards as such. Weekly grade checks will be requested by the study hall teachers. Students are to show the teacher their current grades on their Chromebooks using Synergy. The teacher will monitor work completion for students with failing or close to failing grades (D or lower).

SUICIDE PREVENTION INFORMATION

Dial 988 for Suicide and Crisis Lifeline

Text: HOME to 741741

McLeod County Crisis Response: 320-864-2713

TOBACCO/CHEMICAL FREE ENVIRONMENT (Policy #419)

Chemicals shall be defined as all tobacco products (pipes, cigarettes, all forms of electronic cigarettes and any accompanying cartridges or pieces, and liquid nicotine, cigars, cigarette papers, chewing tobacco), alcoholic beverages, and other intoxicating liquor, any narcotic, hallucinogenic, amphetamine, barbiturate, marijuana, inhalants, or other controlled substance, as defined by state and federal law. Abuse of a prescription drug without a physician's prescription, over-the-counter (OTC) drugs, and facsimile drugs, as well as, possession of drug paraphernalia constitute violations of this policy.

Drug paraphernalia shall be defined as having in possession instruments or equipment, which can be used to inhale, ingest, or cause drugs to be introduced into one's body.

Those found in possession of selling, distributing, and/or under the influence of mind-altering chemicals or in the possession of drug paraphernalia will be suspended from school. The school defines under the influence as detectable consumption. This includes violations in or on school property, 24 hours per day, or away from school property while participating in, or attending, school-sponsored activity and/or on school buses and stops.

The police will be called at the time of the suspension and all paraphernalia and substances will be turned over to them and the incident will be recorded. Parents will be called and asked to come to school immediately to remove the student. If the student is incapable of transporting himself/herself and/or if the parents cannot come to school or refuse to come to school, transportation to detox will be arranged.

TRANSPORTATION

The School District contracts for transportation designed principally to transport rural children to school. All resident students who live outside a one mile limit will be considered eligible for transportation. In addition, students grade 5 and older are not allowed bus transportation

within the city limits of Lester Prairie unless there is a justifiable hazard.

Bus Behavior Expectations and Consequences

Riding a public school bus is a privilege as well as part of the school day. In order to be sure that all students on the bus have a safe and comfortable ride, students must follow the Bus Expectations and Responsibilities below.

Safety and Bus Management:

- The bus driver is the responsible authority on the bus.
- Students will board and leave the buses only at specifically designated stops unless specific permission to do otherwise is given in writing by the parent or school administration.
- Students will remain at a safe distance from the bus when buses are arriving or departing from the stops.
- Pick-up times are established, and students will be on time at designated stops.
- Students will go directly to their seats and stay seated when the bus is moving.
- Only authorized students may ride the school buses.
- Drivers may assign seats to students. Students will remain in assigned seats at all times.
- When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals that it is safe to cross.

The driver will warn students in violation of the Safety and Bus Management Expectations and Responsibilities. Repeated bus violations following the warning will result in exclusion from riding the bus in accordance with the schedule described under “Consequences.” A parent/guardian will be responsible to provide transportation in the event a student is excluded for riding a bus for behavior or safety violations.

Student Behavior:

- Students will not tamper with emergency doors or safety devices.
- Students will not throw, shoot, or spit objects out, in, or at a bus.
- Students will not damage or deface the buses in any manner.
- Students will not possess or use alcohol, tobacco, or any other illicit substance on the bus.
- Students will not transport dangerous, objectionable, or offensive items on the bus. Transportation of animals is prohibited.
- Students will not fight, push, shove, or engage in any other type of physical aggressive behavior on the bus.
- Students will not engage in noisy or boisterous conduct.
- Students will not use profane or indecent language.
- Students will not harass others physically, racially, religiously, sexually, or in any other manner.
- Students will not video, photograph, or make an audio recording of any staff member or student without their written permission.

Minimum Consequences:

- **First Offense** – School administration confers with student and notifies parents.
- **Second Offense** – School administration confers with the student and notifies parents. The student is assigned a seat towards the front of the bus for up to four weeks.
- **Third Offense** – School administration confers with the student and notifies parents. Student is removed from the bus for two weeks
- **Fourth Offense** – School administration confers with the student and notifies parents. Student is removed from the bus for four weeks.
- **Fifth Offense** – School administration confers with the student and notifies parents. The student is removed from the bus for the remainder of the school year.
- **Severe Behavior** - Consequences may be increased or skipped at school administration discretion depending on severity of violation.

ISD #424 policies related to student transportation can be found on the school website;
Policies #707 and #709

VIDEOTAPING, AUDIO RECORDING, PHOTOGRAPHS

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

VISITORS

Visitors to the school must stop in the school office for permission to visit. If it is necessary for a visitor to speak with a student during the school day, that student will be called to the office. Students bringing visitors to the school must have permission from the Principal.

VISION SCREENING

All students preK-12th grade will have the opportunity to have a vision screening each year with the assistance of a local Lions Club. Specific grade levels will be tested as a whole.

WEAPONS (Policy #501)

Weapons or look-a-like weapons of any type are absolutely forbidden anywhere in or around the school or school property. Penalties may include:

- Immediate out-of-school suspension
- Confiscation of the weapon
- Immediate notification of the police
- Parent or guardian notification
- Possible dismissal for one year

If you inadvertently bring a weapon to school, immediately bring the weapon to a member of the Administration.

WORK-SCHOOL PROGRAM

Lester Prairie Public School does have a “school to work program.” Seniors may be released during the normal school day for work. In order to be eligible to be released during the school day; students must be in the School to Work class, students must be passing all classes, students must work a minimum number of hours per week as there are school days per week

at a verified job, and must have no outstanding detentions.

Items Not Covered in the Handbook

It would be impossible to address every situation that arises during the school day and its related curricular, co-curricular, and extracurricular activities. School officials will develop, implement, and revise all policies that are necessary in operating the school.

STAFF HANDBOOK

Lester Prairie School District



131 Hickory St N
Lester Prairie, MN 55354
Ph: 320-395-2521
Fax: 320-395-4204
www.lp.k12.mn.us

"To develop every learner to the learner's maximum potential
to succeed and continue to learn in a changing world."

Lester Prairie ISD #424 is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, and disability or veteran status.

Lester Prairie School Administration

Superintendent	Dr. Melissa Radeke
K-12 Principal	Michael Lee
Dean of Students/Activities Director	Ross Scheevel
Counselor	Christine Mattson
Payroll/Clerk	Kimberly Dye
Secretary	Kathy Fiecke

Board of Education

Chair	Keith Christen
Vice Chair	Brian Heimerl
Clerk	Jeff Engen
Treasurer	Rebecca Heimerl
Board Member	Candice Anderson
Board Member	Dan LaMott

School Web Page

<http://www.lp.k12.mn.us>

Mission Statement:

"To develop every learner to the learner's maximum potential,
to succeed and continue to learn in a changing world."

PHILOSOPHY OF EDUCATION #424

It is our purpose to lead the youth of the community in developing rich and balanced personalities through carefully selected experiences incorporating thoughts, ideals, attitudes, skills and knowledge. We believe the result of this education will be an improved democratic society.

SECONDARY FACULTY

Chris Bayerl - K-12 ELL
Angelica Biondo - K-12 Art
Joshua Dumas - Secondary Science
Katelyn Gosh - Secondary Health
Wes Kapping - Secondary SPED
Danny Mages - Secondary Science
Matt Meyer - Secondary Tech Ed.
Terri Schuft-Helland - 5-12 Band
David Rue- 6-12 Choir
Ryan Sinda - Success Coach
Amy Smith - Secondary Math
Jennifer Smith - Secondary ELA
Rachel Raduenz - Secondary Social Studies
Matt Thode - Secondary Physical Education, preK-12 DAPE
Devyn Triebenbach - Secondary Social Studies
Claire Turner - Secondary Social Studies
Marc Wawrzyniak - Secondary Math/Technology
Mary Wenisch - SPED
Jennifer Widman - Secondary Math
Amanda Wood - Secondary Spanish and Secondary ELA

ELEMENTARY FACULTY

Chris Bayerl - ELL
Taylor Bayerl - Grade 6
Angelica Biondo - Art
Emma Blashack - Grade 5/Kindergarten
Hannah Boger - Grade 3
Jennifer Brandel - Grade 1
Chanda Breeggemann - K-3 Math Corp
Cara Cline - Kindergarten
Whitney Dhoore - Grade 1
Jessica Flies - Title I
Katelyn Gosh - Elementary Physical Education
Sarah Harding - Grade 6
Morgan Hughes - Grade 4
Kelly Kramer - Grade 2
Helen Lester - PreSchool/ECFE
Derek Litzau - Grade 5
Jacob Oie - Grade 4
David Rue - Elem. Music
Ryan Sinda - Success Coach
Kelly Street - Librarian (one day a month)
Mary Wenisch - 5-8 SPED

PARA-PROFESSIONALS

Tabatha Ainsworth
Ashley Alberts
Lisa Feltmann
Ashley Heckson
Kim Heimerl
Angie Hoover
Ashley Ostlie
Sara Ross
Kim Schauer
Lauren Trittabaugh
Janina Wall

Southwest West Central Special Education Cooperative

Hannah Hanson - Director of Special Education
Nichol Roskamp - Due Process Specialist
Hannah Bevers - Speech/Language Pathologist (virtual)
Dana Hamilton - Physical Therapist
TBD - Occupational Therapist
Lisa Stiele - ECSE B-2 Teacher
Karen Pauly - School Psychologist
Sarah Kreuter - Behavior Analyst
Rebecca Schultz - Teacher of the Deaf and Hard of Hearing

Greater Minnesota Family Services

Jessica Fick - Mental Health Counselor

Food Service

Lori Bebo - Supervisor
Linda Detlefsen - Cook
Vicky Fasching - Cook
Lynette Rosenau - Cook
Dede Breimhorst/Kim Walter- Computer Operator/Library Para

Custodians - Employee of Dashir

Todd Nelson - Building Manager (offsite)
Lisa Hins - Building Supervisor
Aaron Ender - Custodian
Aiden Larson - Custodian
Sue Calvin - Custodian
Connie Shields - Custodian

The purpose of this handbook is to provide staff members of Lester Prairie School with all pertinent policies and procedures, which will assist in the effective operation of the school. It is hoped that the instructions and procedures outlined in this manual will be helpful in attaining our goal.

No manual can contain all of the information that a teacher may need for any given situation; however, this manual along with the accompanying documentation will allow you to answer most questions.

Lester Prairie Public Schools
District 424
131 Hickory St N
Lester Prairie, MN 55354
Phone (320) 395-2521
Fax #(320) 395-4204

The following information is necessary for your office file:

1. Teaching license
2. W-4 Form/ and I-9 form
3. Address during the school year
4. Summer address
5. Emergency information sheet

School Day - Hours of operation

7:30-3:30	Contracted certified teacher time - unless contracted differently on individual basis (in building by 7:30)
7:45-3:00	Non-certified staff time (para-professionals) - unless contracted differently (in building by 7:45)
7:45	School Building opens for students to enter - Door A only (main doors)
7:45-8:05	Breakfast served in Commons
7:50-8:05	Door L and M open for bus drop off - supervision should be in place at the doors
8:05	Elementary students can enter classrooms (supervisors will announce)
8:10	Warning Bell for first hour - students must be leaving Commons at that time
8:15	Tardy Bell for first hour - All K-12 students should be in their rooms. Exterior main doors should be locked
8:30	All attendance needs to be reported to the office - an automated system sends out alerts to parents/guardians.
2:55	Elementary student walkers released Elementary student pick-up begins - all students who are being picked up must be in the gym.
3:00	7-12 End of School bell sounds
3:00	Door A unlocks for after school activities.

Assembly Supervision

It is the responsibility of EVERY teacher to attend school assemblies. *Teachers will sit with the students (class advisors sit with respective grade) to provide proper supervision.* Teachers are expected to attend unless they have the permission of the Principal.

Building Security/Keys

The building has security cameras recording 24 hours a day 7 days a week. Teachers/Staff will be given a fob (keyless entry device) for exterior doors and other keys necessary for their position.

- Teachers/Staff are expected to ensure the doors are locked and the building secure if they enter or leave the building after school hours.
 - If you unlock a door, close, and lock the door when you leave.
 - The use of fobs are recorded. Fobs can be individually identified.
 - If you lose the fob, immediately report it to the office so it can be deactivated - a replacement fee will be required to receive a new fob.
 - Building and storage keys/fobs are not to be loaned to anyone.

Cell Phones

Teachers/Staff *are not to use cell phones to conduct personal business* during their class and supervision periods, except in the case of an emergency.

Class Information

For each class you teach, the following information must be turned into the Principal before the first day of the class.

A syllabus contains:

1. Name of the course
2. Instructor's name
3. Grading information (see grading policy)
4. Class information (Content, Required or elective, grade level, etc.)
5. Length of class
6. Class policies - including late work, test/quiz retakes, cell phone use, food
7. Any special rules/policies
8. All Parent's/Guardian's phone numbers (they fill out so you have the most updated information)
9. Student and Parent/Guardian signature for acknowledgement/understanding of expectations.

Classroom Information

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

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

- Retake tests/quiz policy
- etc.

Class/Field Trips

Field trips are defined as any time a teacher/advisor takes a student or group of students outside the building. A Field Trip Approval/Transportation Request form must be submitted no less than 4 weeks prior to departure, and must be approved and signed by the Principal. In cases concerning scheduled athletic events, etc., the Activities Director is granted the authority to sign the approval.

Committees

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

Elementary PBIS (2nd and 4th Wednesdays of the month)

High School PBIS (2nd Wednesday of the month)

Advisory (4th Wednesday of the month)

LP Outreach (Day and Time TBD)

MnMTSS (Day and Time TBD)

Staff Development (Day and Time TBD)

Technology (Day and Time TBD)

Handbook (Day and Time TBD)

Special Events (1st Wednesday of the month):

SPED Team (2nd Monday of the month): SPED Staff only

Child Study (TBD): SPED Staff only

Conferences

Fall conferences

Thursday, October 2nd and Monday, October 6th from 3:30-7:30

Spring conferences

Thursday, February 5th and Monday, February 9th from 3:30-7:30

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

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

Corporal Punishment

Corporal punishment including any type of physical abuse of children, by teachers or paraprofessionals, will not be tolerated and may be grounds for dismissal.

Coursework/Lane Change

If you plan to use any coursework for a lane change, you must have the course approved in advance by the Superintendent. When you complete the class, get the Lane Change Request form from the secretary, fill it out, and return it to the Superintendent by the appropriate deadline.

Curriculum

Each department/teacher is responsible for the planning, evaluating, and reporting of their respective areas to school administration. All curriculum is expected to be based on MN State Standards. Before a teacher makes any changes in their class curriculum, they must get the approval of the Principal.

Custodial Work Requests

Custodial requests forms can be found on the school website or on the link below. If it is an urgent item such as a student vomiting or something that would cause an immediate health and safety issue, contact the office immediately.

[Custodial Request Form](#)

Daily Announcement/Bulletin

The daily announcements and the Pledge of Allegiance will be broadcast over the PA system at the beginning of 1st hour.

- The bulletin will be posted daily on the bulletin board in the junior high hallway.
- Announcements for the bulletin should be given to the secretary the day before it is expected to be posted.

Detention

Teachers who teach 7-12 grade students will sign-up for 2-4 hours of detention, based on the amount of time they teach 7-12 grade students. A full time 7-12 teacher will need to sign up for 4 hours (2 weeks).

Detention is held on Mondays and Thursdays from 3:05-4:00.

- Attendance needs to be reported to the Dean of Students.
- No electronics are allowed to be used during detention, including chromebooks.
- Students must be quiet and not socialize during detention.
- Students may not sleep or “put their head down”
- Students are not allowed to have snacks/food/beverages of any kind

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

Dress Code for Teachers/Staff

Dress should be appropriate for the profession. Jeans, t-shirts and sweatshirts are appropriate for certain special activities. Professional dress on M-Th. Wear school colors on Fridays to help promote BULLDOG pride.

Duties (Before and/or After School)

Teachers may be assigned before or after school duties to ensure the safety of the arrival and dismissal of students. If you are unable to make your assigned duty you must find a replacement to fill in for you.

EMERGENCY PROCEDURES

Crisis Management Protocols

Students must follow the fire and tornado procedures and route directions posted in each room. Fire and tornado drills shall be conducted periodically as prescribed by law. Teachers/Staff will be requested to set the alarms off or make an announcement over the intercom system to initiate the drills.

Fire Drill Procedure:

Fire drills are to be conducted in an orderly manner. Fire drills are held so that staff are prepared in advance of what to do in a real emergency. The teachers are to have the fire drill map and directions placed in a prominent place near the exit of each room.

When a fire alarm sounds, the following actions are to take place:

All personnel in the building are to exit the building according to the fire plan **only if:**

- Pre-planned Drill
- See or smell smoke and/or fire
- Announcement over PA prompting an evacuation.

Building Evacuation Procedure:

- Teachers should direct one or more students to close all windows as the rest of the class lines up.
- First person to the door is to hold the door open.
- Walk.
- Go single file.
- Never cross a line.
- Wait for the group ahead of you.
- Leave books and other belongings in the classroom.
- Last person out of the classroom will turn off lights and close door.
- In case of a **BLOCKED EXIT**--the **FIRST STUDENT** in line turns to the center of the hallway and leads the line to the nearest exit.
- Teachers will follow their class out of the building, take attendance and report to the Office.

Fire Evacuation Doors

Door A: Rooms: 100, 100A, 100B, 100C, 100D, 100E, 177, 178, 179, 181, 183, 184, Commons/Cafeteria
Door B: Rooms: 102, 105, Locker rooms 107 & 109, South Gym 180, 111, 112, 113, 114, 115, 116, 117, 162, 2nd Floor Music Room 208
Door C: Rooms: 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 133
Door G or H: Rooms: 130, 130A, 131, 132, 132A, 138, 138A, 138B, 232, 238
Door I: Rooms: 134, 135, 136, 137, 139, 139A, 140, 140A
Door K: Rooms: 141, 142, 143, 144, 145, 146, 147, 148
Door L: Rooms: 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 163, 164, 165
Door M: Rooms: 166, 167, 168, 169, 176, Stage
Door N: Rooms: 170, 171
Door O: Rooms: 172, 173, 174
Door P: Room: North Gym 175

Safe Location/Evacuation Area

Door A, B, O, & P - North end of the parking lot (Office radio)
Door C, G, H, & I - South of school garage - stay on school property (Scoblic radio)
Door K - Cross the street (Brandel radio)
Door L, M, & N - Cross the street at corner of 2nd Avenue North and Fir St. (Soupir radio)

Severe Weather Evacuation Rooms

Elementary Classroom Area

Room 168 & 169 to **166**
Room 165 & 167 to **164**
Room 155, 156, 157 to **163**
Room 160 & 161 to **162**
Room 153 to **Boy's Restroom 159**
Room 154 to **Girl's Restroom 158**
Room 151 & 152 to **Girl's Restroom 143**
Room 141, 149 & 150 to **Boy's Restroom 142**
Room 145, 146, and 148 to **144**
Room 139 to **140**

High School Classroom Area

Music Room to **Girl's Locker room 109**
Room 112 & 114 to **111**
Room 116 to **113**
Room 115 & 119 to **117**
Room 118 to **121**

Room 120 to **125 Boy's Restroom**

Room 122, 123 & 124 to **Hallway outside of 123 (east/west hallway)**

Room 126 to **129 Girl's Restroom**

Room 128, 130 & 133 to **134 or Hallway outside of 134**

Room 131, 132, 132A, & 138 to **138A or 138B**

Room 135 & 136 to **135A**

Main Office Area

Room 100, 100B, 100D, 100E & 100F to **100B restroom or 100C**

Cafeteria, Room 183 & 184 to **107 Boys Locker room, Women's Restroom 177, 178 Family Restroom, Men's Restroom 179 & Kitchen**

South Gym to **109 Girls Locker room**

North Gym and Fitness Room to **Men's Locker room 173 or Women's Locker room 172**

Playground to **Men's Locker room 173 or Women's Locker room 172**

Safe rooms to stay in: 100C, 107 Boys Locker room, 109 Girls Locker room, 111, 113, 115A, 117, 117A, 119A, 134, 135A, 138A, 138B, 140 (wall must be closed to 138), 144, 157, 162, 163, 166, 171, 172 Women's Locker room, 173 Men's Locker room, 176, Restrooms 108, 110, 121, 125, 129, 138B, 140B, 142, 143, 144A, 145A, 158, 159, 161A, 164, 177, 178, 179.

Use your common sense! There are multiple safe areas near your location, if a line to a shelter area is long move them to the nearest line available immediately, hallways that are indicated in green on the map are safe areas (close fire doors in the hallways if you are in one of the designated hallways). All students and staff should remain in their designated shelter area until the "all clear" has been given by administration.

eLEARNING DAYS:

In the event of a school closure due to inclement weather or other emergency, learning expectations for all students will continue via an eLearning Day. While eLearning Days cannot replace the face-to-face time students have with their teachers, they can provide continuous learning when school is canceled. On an eLearning Day, all teachers will share assignments and hold email office hours in which they are available to provide learning support and guidance to students. eLearning Days are considered student contact days and therefore eliminate the need for makeup days at the end of the school year, helping families plan summer activities. Districts are allowed up to five eLearning Days per year.

COMMUNICATION:

Families will receive notification via School Messenger regarding the eLearning Day. The eLearning Day will also be communicated on the District Facebook, Twitter, and website; television stations WCCO, KSTP, KARE, and FOX; and KDUZ/KARP radio stations.

eLEARNING DAY

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Full Day eLearning Day

Student Start time

8:15 - Grades 7-12

8:30 - Grades 4-6

K-3 Choice Boards

Attendance:

Attendance will be taken on eLearning Days.

PreK-3 students will be marked present by completing the assigned Choice Boards located in Google Classroom or their Take Home folder sent home prior to the event. Teacher office hours will be 8:30-12:00 and 12:30-2:00.

Grades 4-6 students will be marked present by attending classes virtually through Google Meets and completing assigned work.

8:30-9:00 Morning Meeting

9:30-11:00 Math

11:00-12:00 Office Hours

12:00-12:30 Lunch

12:30-2:00 English Language Arts

Grades 7-12 students will be marked present by attending classes through Google Meets. Attendance will be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just as if they were not present for an in-person class.

1st period: 8:15-9:05

2nd period: 9:10-10:00

3rd period: 10:05-10:55

4th period: 11:00-11:50

Lunch: 11:50-12:20

5th period 12:20-1:10

6th period 1:15-2:05

7th period 2:10-3:00

Students that do not have internet access, must have their parents call in and notify the school before 8:15 am. It will be considered an excused absence and the assignment or an alternative assignment will be given to the student the next day the student is in the building. The student will have 3 days to complete the assignment and be counted as in attendance for the eLearning Day. The absence will be unexcused if the assignment is not turned in within 3 days.

2 Hour Late Start that turns into an eLearning Day (updated 1/8/26)

Student Start time:

10:15 - 4-12 Grades

K-3 Choice Boards

Attendance: Attendance will be taken on eLearning Days.

PreK-3 students will be marked present by completing the assigned Choice Boards located in Google Classroom or their Take Home folder sent home prior to the event. Teacher office hours will be 10:15-12:00 and 12:30-2:00.

Grades 4-6 students will be marked present by attending classes virtually through Google Meets and completing assigned work.

8:15-10:15	Prep/Office Hours
10:15-10:30	Morning Meeting
10:30-12:00	Math
12:00-12:30	Lunch – All 4 th -6 th grade
12:30-2:00	English Language Arts

Grades 7-12 students will be marked present by attending classes through Google Meets. Attendance will be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just as if they were not present for an in-person class.

8:15-10:15	Prep/Office Hours
10:15-10:45	1 st Hour
10:50-11:20	2 nd Hour
11:25-11:55	3 rd Hour
12:00-12:30	Lunch – All 7 th -12 th grade
12:35-1:05	4 th Hour
1:10-1:40	5 th Hour
1:45-2:15	6 th Hour
2:20-2:50	7 th Hour

Students that do not have internet access, must have their parents call in and notify the school before 10:15am. It will be considered an excused absence and there will be an

alternative assignment given to the student the next day the student is in the building. The student will have 3 days to complete the assignment and be counted as in attendance for the eLearning Day. The absence will be unexcused if the assignment is not turned in within 3 days.

STAFF EXPECTATIONS:

PreK-12 teachers will share assignments and hold email office hours in which they are available to provide learning support and guidance to students.

Case Managers/Title/EL staff will work virtually with students and will direct the work of paraprofessionals with students.

Paraprofessionals will work virtually with students following IEP goals as directed by Case Managers. Para professionals who are not assigned students to work with will be assigned training to be completed during their hours.

Human Resource Staff and School Nurse will work virtually. Task report will be completed and presented to the superintendent.

Kitchen and Office Staff will have the opportunity to log alternate hours of pay to make up for the day.

Teachers who do not directly work with students on eLearning days are expected to be available for students/parents to contact and work on their eLearning Day Plans or tasks assigned by administration.

eLearning Plans must be submitted to administration by October 18, 2023. An example of the eLearning Day Plan may be working on Curriculum Mapping. Progress must be reported to the administration by 3:30 on the eLearning Day.

Teachers/Subjects that need to turn in an eLearning Day Plan:

preK-3 teachers, Elementary PE, Elementary Art, Elementary Music, Choir, Band, Counselor, and Technology.

Title I and ELL must turn in plan unless working directly with students during eLearning Day.

All other teachers are expected to be working directly with students for the majority of the eLearning Day.

Administration will work virtually or onsite and be available via email or phone.

Dr. Radeke: 320-510-0716

Mr. Lee: 612-248-0303

Mr. Scheevel: 320-510-0315

Employee Responsibility

If an employee is arrested, charged with, or convicted of a serious criminal offense (felony, criminal conduct, DWI, etc.), the employee is required per policy to notify HR within 10 days of the arrest.

Facility Use

To use any area of the school, outside of the time you are assigned to an area, you must fill out a facility use form. Form is located on the school website.

- Return the request to the Activities Director for approval.

Faculty Meetings

The Elementary and Secondary faculty will meet separately at least monthly at 7:35am during the school year. The Principal may schedule an additional faculty meeting when necessary. **Attendance at all faculty meetings is mandatory.** If attendance is not possible, make arrangements prior to the meeting with the Principal.

Meeting Schedule

Elementary	Secondary
<p>Staff Meeting Every 1st and 3rd Thursday of the month at 7:30-8:00</p> <p>PLC Meetings Every 2nd and 4th Thursday at 7:30-8:00</p>	<p>Staff Meeting Every 1st and 3rd Friday of the month at 7:30-8:00</p> <p>PLC Meetings Every 2nd and 4th Friday at 7:30-8:00</p>

PLC Teams:

preK-1	2-4	5-6
Lester	Kramer	Litzau
Cline	Boger	Blashack
Dhoore	Hughes	T. Bayerl
Brandel	Oie	Harding

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

High School

Math - Smith, Wawrzyniak, Widman
 Science - Dumas, Mages
 English/Spanish - Smith, Wood
 Social Studies - Turner, Triebenbach, Raduenz
 PE, Music, Art, Tech - Gosh, Thode, Helland,
 Rue, Biondo, Meyer

SPED Team

Kapping
 Lee
 Wenisch
 Frank

E-Mail/Internet

The School District provides Internet and email access. Lester Prairie Schools use Google Mail which began in the fall of 2011. All communication on this medium is public and the school district reserves the right to all communications. The system administrator has the ability to monitor all email communications that come into or leave our system. Be aware that any personal business or internet browsing on your school owned computers can be searched by the system administrator. Passwords must be registered with the Technology Coordinator. Do not open unfamiliar e-mails and do not forward junk mail or e-mails to other staff unless they are relevant to their teaching assignments.

Field Trips

Field trips for students are permitted if they have value in meeting educational objectives, are directly related to the curriculum, or are necessary to the fulfillment of obligations to the interscholastic athletic and activity programs.

In the planning of field trips, absences from school should be restricted to the least number of school hours possible.

- The educational purpose and length of the field trip must be approved by the principal.
- Provisions for students to make up assignments for classes missed due to participation in field trips must be in accordance with procedures outlined in Student Handbooks.
- A signed parental permission form must be on file at the school prior to the student's participation.
- Requests for packed lunches for single day trips must be submitted in advance to the school's food service manager.
- If students will miss their scheduled lunch period due to a field trip, the food service manager must be notified of the number of students that will be gone.
- A Field Trip Approval/Transportation Request form must be submitted no less than 4 weeks prior to departure, and must be approved and signed by the Principal

Fire Drills/Crisis Protocol

Follow the protocols indicated on the fire evacuation sheet for fires and practice HOLD, SECURE and LOCKDOWN, EVACUATE and SHELTER procedures.

Fund Raising

The Board of Education must approve all fundraising activities, including athletics.

Grading Policy

Each teacher is expected to have a formal, written policy on grading. It must be posted in the room and in the course syllabus. *A copy of each teacher's grading policy (within the course syllabus) must be given to the Principal before the beginning of the class.*

For the majority of JH and SH courses the following should be used as a guideline for grading the course.

- Assessments should be 60-80% of the course grade
- Labs/projects/presentations should be 20-40% of the course grade

- Homework should be 0-20% of the course grade

Teachers must make contact (a phone call must be made if there is no response from an email) with the student and parents/guardian(s) when a student is failing or close to failing the class.

Hallway supervision

Junior and Senior High School teachers are expected to be outside his/her classroom in the morning from 8:00-8:15 (unless in a meeting) prior to the start of his/her classes and between periods to help with supervision. An added benefit to being in the hallway is greeting and connecting with each student as they enter class.

Elementary teachers are expected to supervise his/her classes whenever they are in the hallways.

2025-2026 Class Advisors

Grade	Advisors
12th	Terri Helland Jenn Smith
11th	Marc Wawrzyniak Devyn Triebenbach Matt Meyer
10th	Angelica Biondo Christine Mattson Matt Thode
9th	Rachel Raduenz Claire Turner Amy Smith
8th	Mary Wenisch Joshua Dumas Jennifer Widman
7th	Danny Mages Amanda Wood Wes Kapping TBD

Grade Level Advisor Duties

Sophomore - SnoFest Coronation

Junior - Homecoming Coronation, Concessions, Prom

Senior - Senior Class Trip, Graduation

Lesson Plans

Good teaching is a result of good planning. Teachers are expected to have written plans for each of their classes every day. The Learning Target(s) should be visible and referred to multiple times during every lesson.

Substitutes/Lesson Plans

It is a teacher's Professional Responsibility to have quality lesson plans for the students when there is a substitute teacher. In the event you will not be in class, you must have the following available for your substitute:

- A detailed plan for each class activity - NO STUDY HALL or work from other classes should be part of the lesson plan.
- Seating charts with pictures
- Accurate class list.
- Detailed expectations for classroom management
- Any special instructions.

It is **highly recommended** for personal, professional, bereavement, pay deduction and any preplanned sick, sick family, and ESST leaves that teachers create a video lesson plan. The video should be accessible to students via Google Classroom or provided to the substitute teacher for presentation in class.

A quality video would include:

- The learning target for the day
- A 5–10 minute mini-lesson (not just the assignment)
- An assignment designed to last the entire period
- A review of behavior expectations

It is expected that teachers develop two lesson plans and keep them in your sub folder in case of an emergency.

Mailbox

Each teacher has a mailbox in the office. Correspondence, phone messages, and general mail will be put into mailboxes. It is important that mailboxes are checked at least twice during the day: once in the beginning and again at the end of the school day.

Out of class

No student should be allowed out of any supervised area without a pass. It is the teacher's responsibility for any student out of their class. **Students should not be released from class unless they are called to the office over the intercom or they present a pass from the office or another staff person.**

As a teacher, if you want a student to be released from another class, give the student a pass prior to the class period, whenever possible.

Teachers should never leave their class, or students under their supervision, unattended.

Only **ONE** student at a time is allowed out of your classroom. You should keep a written document on who leaves your room, when, why/where and when they return. A common avoidance tactic used by

some students is to ask to use the bathroom. When a student leaves the room they need to leave their cell phone with the teacher, including students who go to the SPED room, unless accompanied by an adult.

When a teacher takes their class out of their assigned space (classroom) the teacher should leave a note on their door where they are and notify the main office. This is to help locate specific students, when needed.

Personal Leave

See the Master Agreement for specifics on leaves. To request a leave, fill out for personal leave on Frontline Absence Management. It is important to complete the form so that administration is notified as soon as possible. Once a request has been received, administration will give notification if the request has been approved. Administration will not approve more than two personal leave requests on a given day until substitutes are in place.

Phone Calls

Telephones are in every classroom. When calls are made to the school for individual teachers, the office staff will forward the call or a message to the teacher. Parents will have the ability to call and/or leave a message directly to the teachers phone. Notification will be sent to the teacher's email when a message is left. **Teachers must check their email and phone message before dismissing from their last period class.** Personal calls should only be made before school, after school, or during a preparation hour. Each teacher has a long distance access code. Teachers who do not want a long distance access code should inform the superintendent in writing.

Photo Identification Badges

Identification badges will be provided to all employees. Your name badge is an important part of your work attire. It lets students, parents, coworkers, vendors and the general public know who you are. It is an important part of providing a secure environment for our students to ensure that everyone who enters our schools is identified. **You need to wear the name badge any time you are at work.**

Visitors are required to wear a visitor badge. If you see someone in the building without an ID badge during school hours; ask them who they are, what they are in the building for, then direct them to the office. Report to the office or principal.

Recess and other breaks

“Recess detention” means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.

The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.

The school district must not use recess detention unless:

1. A student causes or is likely to cause serious physical harm to other students or staff.
2. The student's parent or guardian specifically consents to the use of recess detention.
3. For students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

The school district must not withhold recess from a student based on incomplete schoolwork.

The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of non exclusionary discipline.

The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

Record Keeping

Teachers must record all grades in the SYNERGY Student Management System. The grade book must also contain all attendance information, including absences and tardiness. Teachers should backup grades with a printed copy. **Grades are expected to be updated weekly.**

Requisitions/Purchases

Procedure for Requesting Materials or Purchase Orders

For Teachers:

1. **Complete the Requisition Form:** Fill out the requisition form in its entirety and submit it to the principal.
2. **Principal Review:** The principal will review the requisition and decide whether to approve or deny the request.
3. **Funding Check:** The business office will check if funds are available for the requisition.
4. **Superintendent Approval:** The Superintendent will give final approval for the requisition.
5. **Notification:** The teacher will be informed of the approval or denial of the requisition.
6. **Ordering:** The business office will place orders for approved requisitions.

For Staff (coaches, custodians, food service, etc.)

1. **Complete the Requisition Form:** Fill out the requisition form in its entirety and submit it to the business office.
2. **Funding Check:** The business office will check if funds are available for the requisition.
3. **Superintendent Approval:** The Superintendent will give final approval for the requisition.
4. **Notification:** The teacher will be informed of the approval or denial of the requisition.
5. **Ordering:** The business office will place orders for approved requisitions.

*****The School District will not be responsible for items ordered without proper authorization.**

Snow Days and E-Learning Days

In the event that school is canceled or late due to the weather, listen to WCCO or KDUZ for updates and reports. You can also watch KSTP-TV5, FOX 9, WCCO-TV4, and KARE-11. In addition, we will use School Messenger to communicate to families and staff.

Student Attendance

For information on the attendance policy for students, please refer to the Student Handbook.

- 7-12 grade teachers are required to record attendance each hour.
 - After the third unexcused absence, the respective teacher will send a Progress Report to the parent/guardian.
 - On the fifth day of absence from any class, the instructor will send a Progress Report to parents stating that the student has missed five days of class.
 - The Principal or Dean of Students will include with the Progress Report a letter informing parents about the district's Attendance Policy. *The letter will also include a warning that continued absence may result in loss of credit for the grading period. Students who miss more than five classes in one class will be required to do all make-up work and to make up the time missed on an hour-for-hour basis in order to achieve a passing grade.*
 - After the 3rd unexcused absence, the administration will request a conference with the student and parent/guardians regarding the student's absences, academic progress, and potential disciplinary action.
 - After the 7th unexcused absence, the administration will request a 2nd conference with the student and parents/guardians, regarding the student's absences, academic progress, and potential disciplinary action. The county of residence Truancy Office will be informed of the continued truancy.
 - After the 7 unexcused absence during the semester, the administration may impose the loss of academic credit in the class or classes from which the student has been absent. Prior to loss of credit, an administrative conference must be held among the principal, student and parent/guardian.
 - After 7 cumulative unexcused absences during the school year, administration shall refer a habitual truant child and the child's parent/guardian to appropriate service in the county of residence.

This policy will be modified as needed by a student's IEP/504 Team for students with disabilities.

Student Maltreatment

School District Policy #414

What Qualifies as Maltreatment- Information about what constitutes maltreatment.

Maltreatment of students includes physical abuse, sexual abuse and neglect.

- Physical abuse: A report should be made in any case involving physical injury or threatened injury that is not inflicted by accidental means. Egregious and documented mental injury is also included in the definition of physical abuse.
- Sexual abuse: A report should be made in any case that involves illegal sexual contact. This does not include verbal sexual harassment.
- Neglect: A report should be made in any case involving failure to provide required care for a child, failure to protect a child from endangerment, or failure to provide appropriate supervision.
- Mental injury: A report should be made in any case involving injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior with due regard to the child's culture.

How to make a report: Information on reporting requirements.

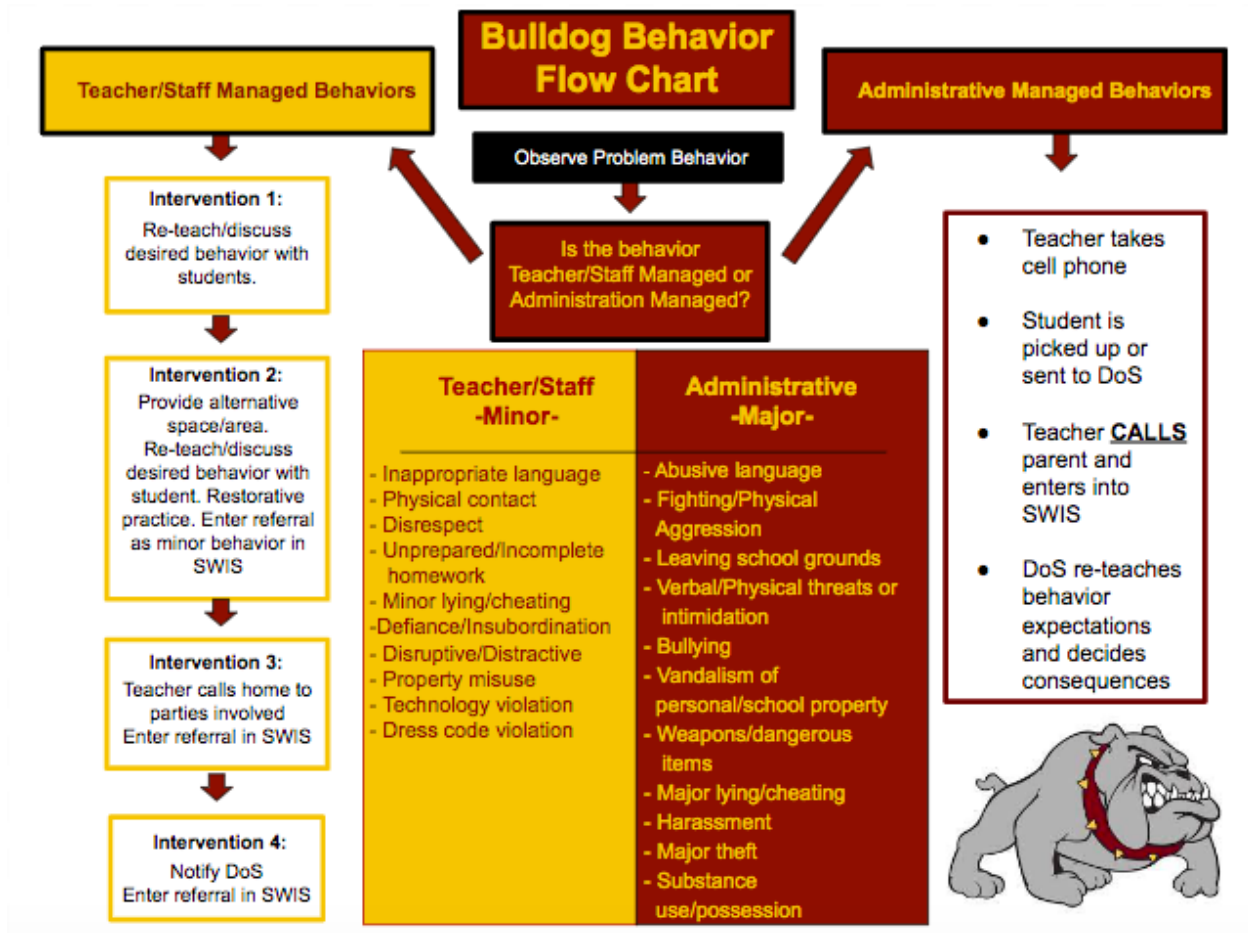
- Report within 24 hours via a phone call.
- Report to local authorities (police or social services). Please contact the principal as well to notify him/her of the report.
- Reports should include the identity of the child, the identity of the alleged offender, the nature of the abuse or neglect, and the name, address, and telephone number of the reporter.
- A written report should follow within 72 hours.
- School employees and other mandated reporters must make their report to MN Department of Health and Human Services and McLeod County Welfare Agency or to law enforcement immediately, which state law defines as no later than 24 hours after learning of the alleged maltreatment.
- Anyone who knows or has reason to believe that a student is being neglected or physically or sexually abused within the preceding three years by a Minnesota school district employee must report the information immediately to local law enforcement.
- If a child is in imminent risk of abuse, neglect, or harm notify local law enforcement or call 911.
- Mandated reporters include teachers, administrators, and other school personnel. They are required by law to report maltreatment of students.
- Parents and others can make a report voluntarily.
- All cases of alleged maltreatment of students by school employees must be reported by the school to MDE and local law enforcement.

McLeod County Social Services

Student Management

When a student is removed from class, the teacher is expected to **CALL (not email)** the parent(s) to inform the parent(s) of the student's inappropriate behavior. The teacher must submit a discipline report to SWIS.

Under no circumstances should a teacher tell a student that they are removed from class permanently. Only the Principal can remove a student permanently from class.



Study Halls

Study Hall is an assigned duty. Besides supervision, this duty is to help students with questions they may have on their work and check to see if they are passing their classes. Teachers should complete a weekly grade check for each student. **Chromebooks are not to be used for gaming during school hours.**

Teacher Attendance/Sick Days

For information on sick or disability days, please refer to the current Master Agreement.

- In the event of an illness, teachers must enter the absence into the Aesop website.
 - If it is an emergency during the school day, please notify administration or Kim Dye for approval and coverage.
- Workshop and personal days must be requested at least 1 week in advance when possible.

Due to lack of substitute teachers, teaching partners/departments will be assigned to help cover classes when subs cannot be found.

- K and 1st Grade

- 2nd & 3rd Grade
- 4th, 5th, and 6th Grade
- PreK, ELL, Title, Elementary Art - if no sub is found classes will be canceled
- Elementary PE and Music
- HS PE, Art, Industrial Tech - must have work to be completed in a classroom environment
- Science/Math Departments
- Language Arts/Spanish Departments
- Social Studies Department
- SPED Department/SPED Para-professionals

Detailed lesson plans/videos are expected to be completed for when a substitute teacher can be found.

Transportation Requests

Anytime a bus is needed to transport students, a transportation request form must be filled out. Turn the completed form into the Principal and the request will be forwarded to the proper officials. Athletic or extracurricular transportation requests go to the Activities Director. A copy of the approved form will be returned to the teacher. Make requests at least two weeks in advance. Transportation requests can be found on the school website.

Videos

All videos shown in the classroom need to be approved by the Principal at least one day in advance. A video with an audience age rating higher than the age of the students should not be shown. Also, rated “R” videos are not to be shown without administrative and parent/guardian approval.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator

Mrs. Christine Mattson
131 Hickory Street North
320-395-2521
mattson@lp.k12.mn.us

Title IX Coordinator

Ross Scheevel
131 Hickory Street
320-395-2521
scheevel@lp.k12.mn.us

Human Rights Officer

Dr. Melissa Radeke
131 Hickory Street North
320-395-2521
radeke@lp.k12.mn.us

Lester Prairie School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities.



Lester Prairie Schools

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

Phone: 320-395-2521
Fax: 320-395-4202
Website: www.lp.k12.mn.us/

Date of Board Meeting: January 12, 2026

Topic: Resolution Regarding Acceptance of Gift Donations

Issue: Minn. Stat. 465.03 - GIFTS TO MUNICIPALITIES

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

THEREFORE; the Business Manager recommends the following Resolution:

BE IT RESOLVED by the Board of Education of Independent School District No. 424 that the Board of Education accepts with appreciation the attached gifts, which are in compliance with current District policy and guidelines.

Recommendation: Approve the listed gifts below to be used as designated.

School and/or Program	Date	\$ Value of donation	Donor(s)	What will the donation be used for?
Outreach	12/11/2025	\$100	Anonymous	Outreach
		\$100		

LESTER PRAIRIE PUBLIC SCHOOL
SCHOOL DISTRICT 424
131 North Hickory Street
Lester Prairie, MN 55354-0158
(320)395-2521 FAX (320)395-4204

EXTRA CURRICULAR CONTRACT
LESTER PRAIRIE ISD #424
2024-2025

DATE: 12/17/2025


The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, at a meeting on the ____ day of _____, 2025, enters into this agreement with **Alex Engrav** for the following extra curricular assignment:

Assistant Girls Basketball Coach – BA-0 (7% @ \$Prorated late start 12/17/2025)

For this assignment you will be paid a total of \$2,165.00. ***In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.**

This amount will be paid as follows: To be paid at the end of the season after all equipment and student fees have been collected and the Activities payroll form has been signed and turned in to payroll by the Activities Director.

I hereby accept the assignment as indicated:


Coach's Signature

12/17/2025
Date

AFTER VERIFYING THAT YOUR PLACEMENT, PERCENTAGE, AND SALARY ARE CORRECT, THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

In Witness thereof, on behalf of the school district, we have subscribed our signatures this ____ day of _____, 2025. Ind. District No. 424

Chairperson's Signature

Clerk's Signature

Lester Prairie Public Schools

LANE CHANGE REQUEST

Must be submitted by September 1 (effective September 15) or January 1 (effective January 15).

I have completed the following courses which qualify me to be granted a lane change.

Name of Course	Credits	Year Completed
ELE 616 Teaching for Empowered Citizenship	3	Summer 25
ELE 605 Equitable Practices for Teaching Elementary Mathematics	3	Summer 25
ELE 644 Cultivating Equity through Formative Assessment in Mathematics	3	Fall 25
KSP 689 Supporting Learning Through Technology	3	Fall 25

I am currently on step 1 lane BA+0 at a salary of \$ 44,778

This would place me on step 1 lane BA+10 at a salary of \$ 45,222

Taylor Bayerl

12/22/25

Instructor's Signature

Date

Approval

Date

**TEACHER CONTRACT FOR MINNESOTA
PUBLIC SCHOOL DISTRICTS**

The School Board of Independent School District No. 424 of the State of Minnesota, Lester Prairie, Minnesota, enters into this contract, pursuant to M.S. 125.12 as amended, with **Sarah Kepler**, a legally qualified and licensed teacher who agrees to teach in the public school of said district as **(.50) Social Worker with assigned duties** for the remainder of the 2025/2026 school year. Starting February 23rd 2026

The following provisions shall apply and are a part of this contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the school board or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and State Board of Education, and any additions or amendments thereto, for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This contract is subject to the provisions of M.S. 125.12 as amended and to all laws, rules and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination and discharge for cause of teachers. Thereafter this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 125.12.
3. **Duty Year:** The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board.
4. **Additional Services:** The school board, or its designated representative, may assign the teacher to extracurricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph one. Said extracurricular, co-curricular or other assignments may be described in paragraph six of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extracurricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's Continuing Contract rights unless the words "continuing contract" are recorded immediately following the assignment.
5. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative if any, and the provisions of the Public Employment Labor Relations Act as amended.
6. **Special Provisions:** Must maintain a current Minnesota license.

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Additional Service	Additional Compensation
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____

7. In consideration thereof, the school board agrees to pay said teacher the following annual salary:

\$ <u>9,465.12</u>	For Basic Services (BA Level -11)
\$ _____	For additional services as set forth in paragraph six.
\$ <u>9,465.12</u>	Total salary, exclusive of fringe benefits.

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties. In those years when negotiations have not been completed, salary amounts will be adjusted to reflect changes governed by the Master Agreement, if any.

AFTER VERIFYING THAT YOUR LANE, STEP AND SALARY ARE CORRECT, THIS FORM IS TO BE RETURNED TO THE SUPERINTENDENT WITHIN TEN (10) DAYS OF RECEIPT.

IN WITNESS THEREOF I have subscribed my signature this 8 day of Jan, 2026.


Teacher

IN WITNESS THEREOF we have subscribed our signatures this ____ day of _____, 20 ____.
INDEPENDENT SCHOOL DISTRICT NO. 424

Chairman

Clerk

WHITE – School Board's Copy
GREEN – Teacher's Copy (to be returned after school board approval)