

STUDENT HANDBOOK

Lester Prairie School District

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Lester Prairie, MN 55354
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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 6/26

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
Administrative Assistant	Melissa Berget

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
Amber Hlavka - Secondary ELA
Wes Kapping - Secondary SPED
Sarah Kepler - Social Worker/Greater MN
Danny Mages - Secondary Science
Matt Meyer - Secondary Tech Ed.
Sharon Mayol - 6-8 SPED
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
Jennifer Widman - Secondary Math

ELEMENTARY FACULTY

Chris Bayerl - ELL
Angelica Biondo - Art
Hannah Boger - Grade 3
Jennifer Brandel - Grade 1
Whitney Dhoore - Kindergarten
Jessica Flies - Title I
Naomi Grein - Grade 5
Katelyn Gosh - Elementary Physical Education
Morgan Hughes - Grade 6
Sarah Kepler - Social Worker/Greater MN
Kelly Kramer - Grade 2
Marnie Lauritzen - Reading Corp
April Lee - K-5 SPED
Helen Lester - PreSchool/ECFE
Derek Litzau - Grade 5
Jacob Oie - Grade 4
David Rue - Elem. Music
Ryan Sinda - Success Coach

PARA-PROFESSIONALS
Tabatha Ainsworth
Ashley Alberts
Lisa Feltmann
Ashley Heckson
Kim Heimerl
Ashley Ostlie
Sara Ross
Kim Schauer
Carolyn Toenies
Lauren Trittabaugh
Janina Wall

Southwest West Central Special Education Cooperative
Hannah Hanson - Director of Special Education
Nichol Roskamp - Due Process Specialist
Dana Hamilton - Physical Therapist
Danielle King - Occupational Therapist
Katie Ovitt - ECSE Teacher
Karen Pauly - School Psychologist
Sarah Kreuter - Behavior Analyst
Katie Grems-Nelson- Teacher of the Deaf and Hard of Hearing
Jessica Wolterstorff-Weber - Speech/Language Pathologist (virtual)

Greater Minnesota Family Services
Sarah Kepler - Mental Health Counselor

Food Service
Lori Bebo - Supervisor
Vicky Fasching - Cook
Mark Nelson - 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
Sue Calvin - Custodian
Layton Schwing - Custodian
Jaelynn Soto - 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.

Academic Dishonesty
Academic Dishonesty includes cheating, fraud and plagiarism, the theft of ideas and other forms of intellectual property, whether they are published or not.

Cheating
Cheating is any deceitful or fraudulent attempt to evade rules, standards, and practices to gain an unfair advantage or to protect someone who has done so. Cheating includes but is not limited to:

- Giving or receiving information during an exam, test, assignment, or quiz.
- Using unauthorized materials, like notes, during an exam or in-class essay, or unauthorized dissemination or receipt of exams, exam materials, in-class prompts/notes, answer keys, or electronic devices.
- Taking an exam or writing an assignment or doing a project for another student.
- Submitting the same paper, or different versions of the same paper, in more than one class without the permission of the instructor.
- Fabricating or misrepresenting research or sources.

- Helping another student to commit an act of academic dishonesty or lying to protect a student who has committed one.
- Creating an oral presentation for another student without the permission of the instructor.
- Recreating existing work and submitting it as your own.

The penalties for cheating depend on the severity of the infraction and may include disciplinary referral, detention, suspension, administrative conference, reassignment of work/test and/or reduction of points, and/or a student code of conduct violation from extra-curricular activity. Teachers are encouraged to give students an **opportunity to demonstrate learning** by allowing them to retake the assessment or redo the assignment for a maximum of 70% of the original score.

AI/ChatGPT

As new technologies, including AI tools, become available, students are responsible for following instructor guidelines for acceptable and unacceptable use. When in doubt, students should ask their instructor before using AI tools to complete academic work. Teachers are directed not to accept the work if they believe AI was used inappropriately for the assignment. Students will receive 0% until acceptable work is turned in. Teachers are encouraged to give students an **opportunity to demonstrate learning** by allowing them to retake the assessment or redo the assignment for a maximum of 70% of the original score. If the deadline for the assignment has passed and an extension is not allowed, the grade will remain at 0%.

Plagiarism

Plagiarism is the use of another writer's words, syntax, and/or ideas (including another student's) without acknowledging the source. According to the Harvard University's book by Gordon Harvey, *Writing with Sources*, plagiarism is defined as passing off a source's information, ideas, or words as your own by neglecting to cite them. It is theft of intellectual property belonging to another. The offense is the same if a student allows another student to copy or modify his or her writing for an assignment.

The penalties for plagiarism depend on the severity of the infraction and may include disciplinary referral, detention, suspension, administrative conference, and reassignment of work/test and/or reduction of points, and/or a student code of conduct violation from extra-curricular activity. Teachers are directed not to accept the work if they believe it was plagiarized. Teachers are encouraged to give students an **opportunity to demonstrate learning** by allowing them to retake the assessment or redo the assignment for a maximum of 70% of the original score. Students will receive 0% until acceptable work is turned in. If the deadline for the assignment has passed and an extension is not allowed, the grade will remain at 0%.
**Repeat violations will result in a parent conference and possible removal from class.

Examples of How Retakes are Graded

If a student is accused of cheating by the teacher on an assessment or assignment, the original

score is recorded as **0%**. Teachers are encouraged to give students an **opportunity to demonstrate learning** by allowing them to retake the assessment or redo the assignment for a **maximum of 70% of the original score.**

Example 1:

- Student cheats on a test = Original score: **0%**
- Student retakes the assessment and earns **85%**
- Because of academic dishonesty, the **recorded grade is capped at 70%**.

Example 2:

- Student cheats on a test = Original score: **0%**
- Student retakes the assessment and earns **60%**
- Since the score is **below the 70% cap**, the **recorded grade is 60%**.

Summary:

- If the retake score is **higher than 70% = Final grade = 70%**
- If the retake score is **below 70% = Final grade = actual retake score**

This ensures students have an **opportunity to demonstrate learning** while maintaining accountability for the academic dishonesty violation.

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 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.

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 <u>per semester</u>** 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. Upon return students will have the number of days they missed to turn in all work they missed during their absence. Example: miss 5 days of school - have 5 days of school to turn in all work. 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 1 school day to make up the schoolwork missed, unless extended time is arranged with the teacher. (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.**

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

2 Hour Late Start Schedule - Day 1

10:15-10:57	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

2 Hour Late Start Schedule - Day 2

10:15-10:57	1st hour
11:00-11:52	2nd 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

2 Hour Late Start Schedule - Day 3

10:15-10:57	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	1st hour
2:09-3:00	2nd hour

Full Day eLearning Day

Student Start time
8:15 - Grades 7-12
8:30 - Grades 4-6
K-3 Choice Boards

> **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

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

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 4th-6th 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	1st Hour
10:50-11:20	2nd Hour
11:25-11:55	3rd Hour
12:00-12:30	Lunch – All 7th -12th grade
12:35-1:05	4th Hour
1:10-1:40	5th Hour
1:45-2:15	6th Hour
2:20-2:50	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 Director or Community Education.

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 KSTP-TV 5; WCCO-TV 4; FOX KMSP 9; and KARE-11 TV. Lester Prairie also utilizes the School Messenger communication system, school website, and school Facebook page.

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 (including "AI and smart glasses"), 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 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 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 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 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 or other electronic devices 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 or other electronic devices 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

2026-2027 Class Advisors

Grade	Advisors
12th	Angelica Biondo
	Matt Meyer
	Devyn Triebenbach
11th	Christine Mattson
	Matt Thode
	Rachel Raduenz
10th	Claire Turner
	Amy Smith
	Sarah Kepler
9th	Joshua Dumas
	Jennifer Widman
	Danny Mages
8th	Amber Hlavka
	Wes Kapping
	Lisa Feltmann/Kim Heimerl
7th	Terri Helland
	Jenn Smith
	Marc Wawrzyniak

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.

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. Parents will be sent an email notifying them of their children's detention and students will receive a paper copy of the detention notice, typically on the day it is to be served.

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/Dean of Students*

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*, 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.

<u>OUT OF CLASS PROCEDURES</u>
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, an 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.

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 4th-6th 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	1st Hour
10:50-11:20	2nd Hour
11:25-11:55	3rd Hour
12:00-12:30	Lunch – All 7th -12th grade
12:35-1:05	4th Hour
1:10-1:40	5th Hour
1:45-2:15	6th Hour
2:20-2:50	7th 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 extracurricular activities must pass all classes or credits.

2. A student who receives a failing quarter grade or 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.

4. A student who receives an F at the end of 4th quarter or 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.

5. A student who has a learning disability documented in an IEP, may participate in any activity as long as the teacher(s) and case manager 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 (personal finance standards embedded)
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 are expected to regularly check their assignments and grades and complete all work by the assigned deadlines. Incomplete grades may only be issued with administrative approval. Students who experience extenuating circumstances (unforeseen and unavoidable events outside of their control that significantly impact their ability to meet academic obligations) may request additional time to complete assignments or assessments after the grading period has ended. Requests for extensions must be submitted to the administration by the teacher for approval.

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.

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 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. Few students should be out of their assigned room during the class period.

PSEO - Postsecondary Enrollment Options

The Minnesota Postsecondary Enrollment Options (PSEO) program allows eligible high school students in grades 11 & 12 to enroll in college-level courses and earn both high school and college credit simultaneously. PSEO courses may be taken on college campuses or online and are taught and graded by college faculty. Credits can be earned for both high school and college.

Students who are thinking about participating in PSEO, either part time or full time as a Junior or Senior will need to schedule a meeting with the counselor and administration, along with their parents to discuss the PSEO eligibility and expectations. Minimum requirements are Juniors need to have at least 3.3 GPA and in the top third of their class. Seniors need to have at least a 3.0 and in the top half of their class. College transcripts must be received by the school before requirements are confirmed for graduation and/or continued eligibility for the PSEO program.

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

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 will be very limited for 9th-12th grade students. Students who are taking 2 or more College Now classes may be assigned an independent study hall in the commons. All other students are expected to take 7 classes throughout the school day.

7th and 8th grade students will have a study hall opposite of Band or Choir. If they take both Band and Choir they will not have a study hall.

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 it related curricular, co-curricular, and extracurricular activities. School officials will develop, implement, and revise all policies that are necessary in operating the school.