LE SUEUR-HENDERSON MIDDLE SCHOOL/HIGH SCHOOL

Parent - Student Handbook

2026-2027

LE SUEUR - HENDERSON MIDDLE/HIGH SCHOOL

901 E. Ferry Street Phone 507-665-5800

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Updated July 2026

STUDENT AND PARENT HANDBOOK

WELCOME TO LSH MIDDLE/HIGH SCHOOL

Welcome to Le Sueur-Henderson Middle and High School. It is a privilege to partner with the families, staff and communities on behalf of our students. At LS-H we are cultivating the skills and knowledge that our students will need in order to become independent, productive adults with the ability to determine their own future.

We provide a safe, caring environment for students to make mistakes and grow from these experiences. There is a strong sense of community at LS-H that has been developed throughout our rich history. The dedication of our staff to do what is right for each student has led to a school culture we can all be proud of. At LS-H, students are encouraged to make individual choices regarding their course selection and during their daily curricular activities to continually discover their interests and future career fields. We set high expectations for our students to engage in high quality academic learning opportunities in the dynamic learning community at LS-H Middle/High School.

We believe, in addition to learning content at high levels, students must be able to: think critically, solve problems, consume information, demonstrate effective interpersonal skills, and have the grit and perseverance necessary in order to adapt to a constantly shifting landscape. They must be prepared to learn beyond high school and be ready to engage in personalized learning opportunities.

It is for this reason Le Sueur-Henderson Middle/High School sets and consistently adheres to high expectations around academics and positive behaviors. These expectations apply to each and every student at LS-H. We strive to personalize our approach to student learning needs and develop systemic pathways to meet the needs of our students each and every day. We will continue to focus on student learning through our PLC process, through continued development of guaranteed and viable curriculum aligned to state standards, and engage students in rigorous and relevant learning. We will hold students accountable for their learning and behaviors in a safe, supportive learning environment.

We look forward to supporting each of our students to reach their potential, discover their strengths, and celebrate their successes.

Go Giants!

Sincerely,

Cynthia Schmidt
Middle School/High School
Principal

LaRea Ludwig
Middle School/High School
Dean of Students

Paul Theorin
Activities Director

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INDEPENDENT SCHOOL DISTRICT 2397
District Office
100 Kingsway Drive
Le Sueur, Minnesota 56058
www.isd2397.org
507-665-4600

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STATEMENT OF NON-DISCRIMINATION

The Le Sueur-Henderson School District does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, creed, religion, recipe of public assistance, marital status or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Section 504 Coordinator:
Cynthia Schmidt
901 E. Ferry Street
Le Sueur, MN 56058
507-665-5800

Title IX Coordinator:
Paul Theorin
901 E. Ferry Street
Le Sueur, MN 56058
507-665-5800

Alternate 504 Coordinator:
Cassie Wilke
901 E. Ferry Street
Le Sueur, MN 56058
507-665-5800

Alternate Title IX Coordinator:
Darren Kern
100 Kingsway Drive
Le Sueur, MN 56058
507-665-4600

For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves this area, or call 1-800-421-3481.

ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning program, among others. Students and parents/guardians with questions about these programs should contact the School Counselor or Principal.

Assessment Requirements

To ensure students are adequately prepared for assessments, a minimum of 3-5 assignments, determined by the classroom teacher which specifically address the standards taught, must be completed by the student. These assignments will be noted in Infinite Campus with the abbreviation "AR".

Computing Grade Point Average

Each grade is given a value. The quarterly GPA is the average value of the grades earned in the quarter just completed.

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Grades are valued as follows:

A = 4.00	B + = 3.333	B- = 2.667	C = 2.000	D+ = 1.33	D- = .667
A- = 3.667	B = 3.000	C+ = 2.333	C- = 1.667	D = 1.000	F = .000

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the Special Education Director.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Principal. Participation in nonapproved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Grading Scale(High School) ....*See Standards-Based Grading for Middle School*

A: 93% and higher	B-: 80-82%	D+: 67-69%
A-: 90-92%	C+: 77-79%	D: 63-66%
B+: 87-89%	C: 73-76%	D-: 60-62%
B: 83-86%	C-: 70-72%	F: 59% and lower

*Alternate grading scales will be used as required for concurrent enrollment, PSEO, and courses sponsored by other institutions.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal(s).

Graduation Recognition

Le Sueur-Henderson High School will give special recognition for student academic achievement at the Commencement Ceremony as follows:

- Honors: (GPA 3.0 to 3.5) will be recognized at the Graduation Ceremony with a single yellow cord as graduating with Honors and noted in the program.
- High Honors: (GPA 3.51 to 3.85) students will be recognized at the Graduation Ceremony with double yellow cords and noted in the program.
- Graduating with Distinction: (GPA 3.86 and above) will be recognized at the Graduation Ceremony with double yellow cords, a medal and noted in the program.

*Graduation recognition will be determined at the end of the first semester of senior year.

Graduation Requirements

A primary goal of Le Sueur-Henderson High School is that each student who attends will be college and career ready upon graduation. We also strive to help each student be healthy, safe, engaged, supported, and challenged.

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All students must meet the requirements for graduation as prescribed by the State of Minnesota and the School Board of Independent School District #2397. For a detailed explanation of graduation requirements, see the Le Sueur-Henderson High School Student Registration Guide.

Honor Roll (High School)

1. Students must carry a minimum of three classes with letter grades to be listed on the honor roll.
2. Any class which is graded S (satisfactory) or U (unsatisfactory) will not be computed for honor roll purposes.
3. High school students have the opportunity of being recognized each quarter in one of three levels:

A Honor Roll:	GPA of 3.667 or above
B+ Honor Roll:	GPA of 3.333 - 3.666
B Honor Roll:	GPA of 3.000 - 3.332

Incomplete Grades

Incomplete grades are given only due to circumstances beyond the control of the student. Students who receive an incomplete at the end of a grading period have 2 weeks (10 school days) to complete the work. After that time, work not turned in will receive a failing grade.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Academic Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards, Health
Minnesota Academic Standards or Local Standards, Arts K-12

Postsecondary Enrollment Options

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. Qualifying credits granted to a student through a PSEO course or

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program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the school counselor by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact Jessica Kirschner, School Counselor.

Students participating in PSEO must provide interim and final grades to the Le Sueur-Henderson School Counselor.

According to the MN State Statute Colleges are required to give notice to high schools if the student is not attending or withdraws.

Relearning Opportunities

At Le Sueur-Henderson Middle/High School, we believe that all students should have the opportunity to make mistakes and demonstrate growth throughout the learning process. Our goal is that all students demonstrate mastery of our essential content area standards. As a result, reassessment opportunities may be provided to all students on summative assessments at the discretion of the teacher.

Students are expected to work with their teacher to develop a relearning plan that must be completed prior to a reassessment opportunity being provided. Reassessment scores will replace the initial summative assessment score. Relearning opportunities will not be provided on assessments that occur at the end of a Semester.

Schedule Changes

Students, parents/guardians, and the counseling department are encouraged to work together to select appropriate courses. Despite careful planning, schedule changes may occasionally be necessary. Please note that schedule changes are not guaranteed and may not be approved.

Add/Drop Guidelines:

- Students may request to add or drop a course (semester or year-long) during the week *prior* to the start of the semester or school year. Written approval from a parent/guardian is required.

- Any course dropped *after* the semester begins must be approved by the Middle/High School Principal. If approved, the course will be recorded on the transcript with a grade of Withdraw or Withdraw/Fail (WF), which will be included in the student's cumulative GPA.

Students and parents/guardians will be notified electronically when schedules become available in Infinite Campus. For specific questions or to request a change, please contact the school counselor.

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Section 504 Policy Statement:
Section 504 is a federal regulation that prohibits discrimination against persons with a disability in any program with federal financial assistance. It defines a person with a disability as anyone who:

1. Has a physical or mental impairment which substantially limits one or more major life activity such as caring for one's self, performing manual tasks, seeing, hearing, speaking, breathing, learning and working;
2. Has a record of such an impairment; or
3. Is regarded as having such impairment. (34 Code of Federal Regulations Part 104.3)

It is the policy of the Le Sueur-Henderson Board of Education to provide a free and appropriate education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Act (IDEA). Due process rights of handicapped students and their parents under Section 504 will be enforced. Questions or concerns can be directed to the school office.

Special Education
The district takes pride in offering high quality staff and programs to students with special needs for learning. Several special needs programs are offered within the school or in cooperation with the SouthWest Metro Intermediate District.

Student & Parent Communication Timelines
Students and parents should check final grades on Infinite Campus at the end of each term. Dates for the 2026-2027 school year are as follows:

End of Quarter 1: Oct. 29, 2026
End of Semester 1: Jan. 14, 2027
End of Quarter 3: March 18, 2027
End of Semester 2: May 20, 2027

Standards-Based Grading (Middle School)
Middle school courses use a standards-based grading system to communicate how well students demonstrate proficiency on specific learning standards. Rather than averaging points from assignments, grades reflect a student's current level of understanding of the essential skills and knowledge taught in the course.

Performance Levels:

- 4 – Exceeds the Standard: Demonstrates advanced understanding and consistently applies learning independently and in new situations.
- 3 – Meets the Standard: Demonstrates proficiency and consistently meets grade-level expectations.
- 2 – Approaching the Standard: Demonstrates partial understanding but needs additional practice or support to consistently meet expectations.
- 1 – Beginning the Standard: Demonstrates limited understanding and requires significant support to develop the necessary skills.

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Students are provided multiple opportunities to learn, practice, receive feedback, and demonstrate growth throughout a unit. The goal of standards-based grading is to provide clear, meaningful feedback that supports student learning and encourages continuous improvement.

Weighted Grade Categories

Le Sueur-Henderson Middle/High School supports and encourages our students to make mistakes. We understand that mistakes are an essential part of the learning process. The weighted grade categories below will be used to reduce the impact of students' formative mistakes on their reported grade. They will also help to ensure each students' grade accurately communicates their mastery of content area standards.

Summative Assessments: 80%
Formative Assessments: 20%

*Course exceptions will only be granted as approved by administration or as required by a post-secondary institution.

ATTENDANCE

Attendance Procedures (Policy 503)

It is the responsibility of the students, parents/guardians and the school to assure that the student attends school every day classes are in session. Absence, for whatever reason, is detrimental to a student's success. It is the student's responsibility to make up all work missed due to absence. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Attendance Law (MN. Stat.120A.22), students are required to be full time students and attend all assigned classes every day school is in session. For detailed information, see the "Student Attendance" policy 503.

Attendance procedures are designed to address the problems of absenteeism at Le Sueur-Henderson Middle and High School. School absences may result in one or all of the following:

- Parent notification by phone call, text, written communication and/or a requested conference.
- Remedial Intervention: detention, in-school suspension, referral to nurse or MTSS team.
- Required medical verification for illness.
- Referral of student and parent for truancy to Juvenile Court, in accordance with Minnesota Statutes.
- Referral to the County Social Service Department for further investigation.
- Excessive absences are a concern to all involved with the student's education. When an absence is necessary, the parents or guardian must notify the school explaining the reason for the student's absence.
- The school requires a phone call as early as possible. Office hours are 7:30 AM to 4:00 PM. Voicemail will be checked for those parents calling before the office is open.

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Absences not reported by parents will be recorded as unexcused. THE ATTENDANCE LINE PHONE NUMBER is 507-665-5801.

- The school has the right to verify any and all absences. (The school will make the final determination if the absence is excused or unexcused.)
- Homework - if a student is absent due to illness, homework may be obtained by checking their Google Classroom site or by contacting teachers and/or counselor.

Any student who leaves school without permission from the office for any purpose will receive an unexcused absence and may be suspended out of school for the remainder of the day. Parents/guardians may not excuse a student for leaving the building if the office has not been notified prior to the student leaving. Students who are ill during the day are required to check out through the nurse's office.

Students are not allowed to sit or be inside of a parked vehicle for any reason during the school day. Office permission must be obtained in order to go inside of a vehicle at any time during the school day; this includes the lunch period. Seniors who have obtained and intend to use Senior Privileges must leave school grounds during their study hall or lunch period. Loitering on school grounds is not allowed.

Truant Absences (MN. STAT. 127.20)
All absences not otherwise excused are considered unexcused. **Following the 3rd unexcused absence within the school year,** the child's parent or guardian will be notified that the child is a truant in accordance with section 260A.03.

What To Do If Absent
For a student's absence to be excused, the parent or guardian shall notify the school by phone the morning of the absence. (507-665-5801)

Excused Absences
When excused absences reach 7 in a semester, medical verification will be required to be considered excused.

Pre-Excused Absences
Appointments with a doctor, dentist, campus visits, etc., should not be made during school hours. However, if a student must be absent from school, parents/guardians are to call the Attendance Office and provide the reason for the absence.

Parents/Guardians must notify the school of planned vacations for prior approval.

Students must obtain an office pass before leaving the building and check in upon return.

Unexcused Absences
Absence requests may be denied or counted as unexcused if they are for reasons other than stated in the Attendance Policy 503.

Personal business such as hair appointments, haircuts, buying groceries, etc., is to be done before and after school hours.

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Consequences of Unexcused Absences:

- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.
- In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- A letter will be sent to parent/guardian after 3 (three) unexcused absences.
- If a student reaches 5 (five) unexcused absences a letter may be sent home The county attorney's office may be notified along with the county social worker.
- If a student reaches 7 (seven) unexcused absences they are considered habitually truant. A parent/student meeting will be scheduled with the Attendance Manager to make an attendance plan and the county attorney's office will be notified.
- Consequences of tardiness may include detention after 3 unexcused tardies. In addition, 3 unexcused tardies are equivalent to one unexcused absence.

Habitual Truant Definition

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

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

A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes, chapter 260A.

PSEO Students

Any student enrolled in PSEO courses, work experience programs, or on-line courses not affiliated with Le Sueur-Henderson School District #2397 may not be in the building without prior authorization during those periods due to a lack of supervision and potential disruption of the educational setting.

Ill or Injured While at School

Students who become ill or injured while in school must report to the Nurses Office before going home. **Any student who leaves school without permission from the office for any purpose will receive an unexcused absence and may be suspended out of school for the remainder of the day. Parents/guardians may not excuse a student for leaving the building if the office has not been notified prior to the student leaving.**

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College Visits
Students are allowed a combination of 3 (three) college visits during their junior and senior years. Additional days may be used with school approval. Parents should notify the attendance secretary in advance of the visit.

Tardiness
Reporting late for school, classes or any other required activities without approval of the school personnel will be counted as an unexcused absence. **For purposes of definition: tardy is reporting to class/school 10 minutes or less after the start of the class period. Absences of greater than 10 minutes will be considered absent.** Three unexcused tardies for the same class will count as one truant (unexcused) absence with the teacher assigning the consequences. Students with six tardies for a class will be referred to administration and may result in further consequences.

How does a parent update attendance?
1. Call the attendance line within 24 Hours of the voice/text/email notification.
2. A written note may be provided to the attendance desk located in the main office by the student the next school day.

Extracurricular Activities and On-The-Job Training Programs
This procedure applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
- School-initiated absences will be accepted and participation permitted.
- A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- If a student is suspended from any class, he or she may not participate in any activity or program that day.
- If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

Parent/Guardian Communication Unknown Absences
If the Attendance Office does not receive parent/guardian notification regarding attendance, an automated communication will occur. ***Note: Parents are responsible for setting types of notifications they receive on Campus Portal through the Infinite Campus student management system.*

CONDUCT EXPECTATIONS

Backpacks
All backpacks will remain in lockers from 8:10 to 3:08 each day. Students will not carry backpacks/excessively large purses/briefcases and any other item administration deems too large to and from classes each day.

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

Closed Campus
Le Sueur-Henderson Middle and High School is a closed campus. Only Seniors eligible for Senior Privileges may leave during lunch and/or afternoon Study Halls. Students who have signed up to take online classes or PSEO must elect to be on campus or off-campus for the entire semester. Students who remain on campus during online classes or PSEO will be assigned to a designated area of the building where attendance will be taken each day. Students who elect to be off campus during their online class must leave school property each day and sign in/out through the school office.

Investigations
Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct.

Pledge of Allegiance
Schools in the district recite the Pledge of Allegiance to the United States of America one or more times each week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

Student Publications and Materials
The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

Distribution of Non School-Sponsored Materials on School Premises
The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees" policy 505.

Posters, Banners, Signs, and Bulletin Boards
School sponsored co-curricular activities may post signs/banners/posters to advertise activities concerning school functions with the approval of their group's advisor. School clubs may post signs to advertise meeting times and location with the approval of school administration. Functions that are not school sponsored must have approval of school administration before being posted. Le Sueur-Henderson Middle/High School will have designated posting areas within the building, and all signs/banners/posters must be within these designated posting areas. Any sign/banner/poster not posted in the approved areas or posted without administrative approval will be removed. Those who post information are

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expected to remove it the school day following the event. Prior permission of administration is required of anyone for the distribution or selling of pamphlets in or about Le Sueur-Henderson Middle/High School.

School-Sponsored Media

School district policy 512 sets forth the rights and responsibilities of student journalists. Student media advisers shall supervise student writers journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal.. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. advocates sexual, racial, or religious harassment or violence or prejudice; or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

Senior Privileges

Senior Privilege is a program for seniors who are on track to graduate and are in good academic and behavioral standing. This privilege is offered at the discretion of LSH M/HS administration. Senior Privilege will begin no earlier than the second week of school. Eligibility may be determined at mid-term and semester.

In order to qualify students must:

- Have attained a minimum of 20 credits at the start of their senior year
- Have attained a minimum of 22.5 credits by the end of their first semester senior year.
- Students must demonstrate responsibility by maintaining a minimum cumulative GPA of 2.0
- Sustain a positive attendance record (no more than 7 excused or unexcused absences per semester).
- Positive conduct.

Seniors who qualify for this are free to leave campus during afternoon study hall and during lunch. They may not leave campus with underclassmen during either of these times. Senior

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Privilege may be revoked if disciplinary, behavioral or attendance expectations are not met. Seniors who qualify for the Senior Privilege Program must complete the application form, have their parent or guardian submit it to the main office during the first week of school. Seniors will be informed when they have been approved and can then begin to exercise their privileges.

Student Lockers

Students and parents are reminded that lockers are school property and "on loan" to the student for the school year. **It is the responsibility of the student to ensure that no one else has the combination for the locker, and to keep the contents of the locker free of illegal or dangerous items.**

- Valuables; including wallets or purses, should not be kept in the locker, as the district assumes no responsibility for lost or stolen items.
- Only school locks are allowed on lockers; this does not apply to athletic lockers. Other locks used in locker rooms will be removed, even if the lock is destroyed (with no replacement compensation), when deemed necessary by school administration.
- Students are reminded to report any problems with their locker, repairs needed or theft immediately. If the locker is damaged, a fine will be assessed. The fine will be based on the cost of the repairs.

According to District **Policy #502,** school officials may inspect the interiors of lockers for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Students may be held responsible for damage done to his/her locker. All lockers must be emptied completely by the last day of the completion of each school year.

Student Parking

Student parking will not be assigned and will be on a first come, first choice basis each day. Students will need to complete a parking permit registration form and submit payment to the Le Sueur-Henderson High School office. This can be done beginning on the third Monday in August. The cost for a parking pass will be determined by the following dates of purchase and be valid through the school year:

- Permits purchased between Aug 17-Oct 29, 2026: $70.00
- Permits purchased between Oct 30-Jan14, 2027: $52.50
- Permits purchased between Jan 15-March 18, 2027: $35.00
- Permits purchased between March 19-May 20, 2027: $17.50

Upon receipt of payment and registration, the student will receive a parking permit allowing them to park in the South off of Ferry Street or West parking lots at LSH High School.

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Vehicles on Campus
The school bus lot and faculty lot (at the back of the school) are off limits to students from 7:30 a.m. to 4:00 p.m. The parking lot will be randomly checked for vehicles that do not have permits as well as cars parked in nonstudent locations. Vehicles parked on school grounds without the proper permit, parked in nonstudent locations, or not in a designated parking stall will be towed at the owner's expense.

Patrols and Inspections
School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle
The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request. **POLICY #506**

CO-CURRICULARS, ACTIVITIES & ATHLETICS

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Le Sueur-Henderson School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For

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more information about the MSHSL rules and student eligibility requirements, contact Paul Theorin, Activities Director.

A MSHSL Parent Permission form must be signed by both parent and student once each year; also, a physical examination form must be on file signed by doctor, parent and student and must be renewed every three years. (Participants cannot begin without these forms).

Co-Curricular Academic Eligibility Standards

Academic achievement and co-curricular activity participation go hand in hand to promote the educational growth of each student. Whenever there is a question of priority, however, we at Le Sueur-Henderson High School believe that academics take precedence. For this reason and to encourage achievement in both curricular and co-curricular areas, the following academic standards and eligibility guidelines have been established.

In order to be eligible for all co-curricular events, students must have all school work current and up to a passing level. Every two weeks, starting with the 3rd week of each semester, a "deficiency list" will be generated by the Activities Director. All students whose name appears on the "deficiency list" will forfeit their privilege to participate in co-curricular events until they are passing all of their classes. In order to regain eligibility for co-curricular participation, ineligible students are required to bring teacher-signed verification to the Activities Director or the Activities Director's Secretary that their schoolwork is at a passing level.

Family / Church Night

By virtue of a long standing agreement with the Le Sueur-Henderson Ministerial Association, Wednesday evenings are to be free of school activities. No school activities are to be scheduled after 5:45 p.m. on Wednesdays unless specifically approved by the Superintendent.

Student in Good Standing Expectations

All Homecoming/Snow Week Dance/Prom/School Dance/Valleyfair attendees must qualify as a student in good standing. To qualify as a student in good standing, A student must:

- Complete all assigned detention time.
- Pay all fees.
- Not be serving any in or out of school suspension or exclusion during the scheduled event.
- Not have a record of repeated behavioral violations. Such a record may result in loss of participation as determined by school administration.
- Not have more than 4 unexcused absences at school for Homecoming.
- Not have more than 6 unexcused absences at school for Snow Week.
- Not have more than 7 unexcused absences at school for Prom or Valleyfair.

A student who is not in good standing significantly compromises their education and the integrity of the school environment. Students must understand that going to homecoming and/or prom is a privilege and that their primary responsibility is to maximize their academic opportunities while at LSH.

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Mood Altering Chemicals
Students are subject to Minnesota State High School League Rules.

PENALTIES FOR CATEGORY I:
Athletic Activities, Debate, Speech, One Act Play

1st Offense: Student will lose eligibility for the next 2 consecutive contests or 2 weeks of a season in which the student is a participant, whichever is greater.
2nd Offense: Student will lose eligibility for the next 6 consecutive contests or 3 weeks of a season in which the student is a participant, whichever is greater.
3rd Offense: Student will lose eligibility for the next 12 consecutive contests or 4 weeks of a season in which the student is a participant, whichever is greater.

PENALTIES FOR CATEGORY II: Musical Activities, Visual Art Activities

1st Offense: Student will lose eligibility for the next activity performance.
2nd Offense: Student will lose eligibility for the next two (2) activity performances.
3rd Offense: Student will lose eligibility for the next four (4) activity performances. If a student is involved in both categories, they are required to serve penalties in each.

*Students with a chemical violation that have not completed their penalty are ineligible to be royalty candidates for Homecoming or Snowball or participate in other school sponsored activities.

Due Process Procedure
A student, parent or guardian wishing to contest a school's decision regarding eligibility may appeal that decision by contacting the Activities Director's office for a copy of the Due Process Procedure.

Fee Waiver
District policy allows activity fees to be waived on the basis of undue hardship or family income/family need. The Activities Director will determine eligibility.

- Students who qualify for "free lunch" will have their fee waived.
- Students who qualify for "reduced lunch" will pay 1/2 the required fee.

Please notify the Activities Director if you qualify for free/reduced lunches.

Activity Passes
Activity passes may be purchased at the High School Activities Office or at the ticket gate before games. The passes may be used for all regular season home events, *excluding tournaments and/or playoffs. These passes cannot be used for post-season events.*

- Student Season Pass: $45
- Adult Season Pass: $90
- Sr. Citizens - LSH Taxpayer (60 & Over): Free
- Sr. Citizen Non - LSH Taxpayers: (60 & Over): $30

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South Central Conference Sportsmanship Code

- Accept the decisions of the contest officials.
- Avoid unsportsman-like gestures or language.
- Display modesty in victory and graciousness in defeat.
- Show respect for opposing coaches, players and fans.
- Show respect for public property.
- Show respect for coaches' decisions during and after games.
- Be positive and refrain from negative comments

School Dances

All students attending school dances are required to have a LS-H photo ID for admission. Non-LSH students may only attend with a LS-H student and have completed a school dance verification form available in the office. Guests must at least be in 9th grade and younger than 21 years of age. Appropriate behavior and dancing must be displayed at all times, or students will be asked to leave the dance.

Prom is a formal evening that is sponsored by the Junior class and includes a grand march and dance. All 11th and 12th grade students are invited. The following guidelines must be followed to participate in the event:

- All couples must register in the office.
- All participants are expected to dress formally.
- Administration reserves the right to deny a student from participating if they deem a student has not followed dress expectations for this event or the school dress code.
- 10th grade students may attend as the guest of an 11th or 12th grade student. Any student below 10th grade may not attend as a guest.

National Honor Society

The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Membership in the Le Sueur-Henderson High School Chapter of the National Honor Society is an honor bestowed upon a student at an induction ceremony each May. To be eligible for membership, the candidate must meet the following criteria:

1. Be a member of the sophomore, junior or senior class.
2. Have a cumulative scholastic average of 3.33 ("B+") for the sophomore and/or junior year.

When candidates have met these scholastic criteria, they become probationary members and will be evaluated on the basis of service, leadership, and character. Probationary members become official members by a majority vote of the Honor Society Faculty Council and are inducted at a special ceremony in the spring.

Each year all members of the Le Sueur - Henderson Honor Society are required to plan and participate in one or more service projects that have the following characteristics: fulfill a need within the school or community; have the support of the administration and the

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faculty; be appropriate and educationally defensible; and be well planned, organized and executed.

DAILY SCHEDULES

Student Schedules

Students must be registered and attending LS-H High School for seven periods each semester. Students may only register for two periods of study hall. Any variation from these guidelines is at the principal's discretion.

Regular Daily Schedule			Two Hour Late Start Schedule			Two Hour Early Release Schedule	
RISE	8:10-8:35		PERIOD 1	10:10-10:45		PERIOD 1	8:10-8:45
PERIOD 1	8:39-9:27		PERIOD 2	10:50-11:25		PERIOD 2	8:50-9:24
PERIOD 2	9:31-10:19		HS LUNCH	11:25-11:55		PERIOD 3	9:29-10:03
PERIOD 3	10:23-11:11		PERIOD 3 - HS	11:55-12:30		PERIOD 4	10:08-10:42
HS LUNCH	11:11-11:41		PERIOD 3- MS	11:30-12:05		HS LUNCH	10:42-11:12
PERIOD 4 - HS	11:45-12:33		MS LUNCH	12:05-12:35		PERIOD 5 - HS	11:17-11:51
PERIOD 4 - MS	11:15-12:03		PERIOD 4	12:35-1:10		PERIOD 5- MS	10:47-11:21
MS LUNCH	12:03-12:33		PERIOD 5	1:15-1:50		MS LUNCH	11:21-11:51
PERIOD 5	12:37-1:25		PERIOD 6	1:55-2:30		PERIOD 6	11:56-12:30
PERIOD 6	1:29-2:17		PERIOD 7	2:34-3:08		PERIOD 7	12:35-1:08
PERIOD 7	2:21-3:08						

DISTRICT CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the school district's website at https://www.isd2397.org.

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GENERAL INFORMATION

18 Year Olds

Minnesota Law 120.06 states that school districts may impose the same rules and regulations on students 18-21 years of age as those imposed on students under 18. All Le Sueur-Henderson High School students are expected to adhere to the same set of policies and guidelines.

Fees

Materials that are part of the basic educational program are provided with state, federal and local funds at no charge to a student. Fees may be charged to students under circumstances including:

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Cost of school equipment or material either lost, destroyed, broken, or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service.
- Use of musical instruments owned or rented by the school district.
- Participation fee for co-curricular activities such as athletics. See the activities office for information about these fees.
- Cost of the yearbook, graduation announcements, or class rings.
- A school district sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, calculators, other personal items.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information contact the Principal.

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Lost and Found

The lost and found service is located by the office. Contact the receptionist if you have lost or found items. Students should not leave money or valuables in lockers. Keep your locker locked at all times and do not share your locker combination with others.

Messages/Deliveries

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. **Personal cell phone use during the instructional day is prohibited.** Students are expected to stop in the office for packages delivered from parents. No work related messages from employers will be delivered. No student-to-student messages will be delivered.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Paul Theorin, Athletic Director, 901 Ferry St, 507-665-5804, as the Title IX Coordinator and Darren Kern, Superintendent, 100 Kingsway Drive, 507-665-4600, as the Americans with Disabilities Act (ADA) coordinator.

Parent Right to Know

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

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

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

School Hours

Students are scheduled into classes from 8:10 to 3:08 each day. Students are responsible to report to their assigned classes in the time allowed. The building is open from 7:30 a.m. to 4:00 p.m. for students to use the library or meet with teachers. Students are expected to

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conduct themselves appropriately and be under the supervision of school staff at all times. Loitering in the building is not allowed.

Staff Phone Extensions and Directory

High School Office	507-665-5800
Nurses Office	507-665-5811
Attendance Line	507-665-5801
LS-H Middle & High School Staff Directory	isd2397.org

Student Insurance
The school district has no student insurance for accidents occurring at school.

Student Records
Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at **[Policy 515].**

Student Surveys
Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations. A complete copy of the school district's "Student Surveys" policy may be obtained at **[Policy 520].**

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.

Extracurricular Transportation
The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

HEALTH AND SAFETY

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The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Accidents

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

Crisis Management

The Le Sueur-Henderson School District has a Crisis Management Plan in place to provide guidelines, structure, and a process in dealing with a range of crisis situations which may interrupt the normal operation of school at our building sites and/or in our community. The plan provides a process to deal with any situation that has the potential to result in physical injury to one or more students, staff, or community members.

The key elements of the Crisis Management Plan involve the following:

- Routine and emergency building security procedures
- Keeping our students and staff safe and out of harm's way
- Identifying the specific role of each member of the school staff during a crisis
- Informing school district staff using information channels to communicate effectively
- Dealing effectively and fairly with the news media and
- Stopping the rumor mill (internally and externally).

For more information, please review District **Policy 806**.

Data Privacy/Release of Student Information

Student records are classified as public, private, or confidential. State & federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. The directory information identified by the Le Sueur-Henderson School District can be found in **Policy 515.** Per Federal law, Le Sueur-Henderson Schools provides a list of high school students to secondary institutions and military recruiter offices as requested, unless the parent or student requests in writing that their name be removed from the listing. This information is public. The parent or student may, however, notify the school in writing that any or all of the information listed here not be released to that individual student. Parents (or students 18+) who do not want this information to be shared should give notice in writing to the district by October 1st of each year. For more complete information on the rights of parents/guardians and eligible students regarding student records, please review District Policy 515.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours.

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Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy.

Emergency Evacuation Procedures

Emergency evacuation procedures are posted in each classroom. It is the student's responsibility to know the procedure for each classroom.

Employment Background Checks

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

Essential Oils and Scented Products

Staff will not administer essential oils to students. If the student has a Doctor's prescription for essential oils, this should be administered by the nurse or designee. Staff will be cognisant of student health concerns that may be heightened with scents. Some students are sensitive to air fresheners, diffusers, essential oils or other scented products. If a classroom has a student or staff member that is sensitive, that classroom should not use these products. Please talk to the school nurse if you are unsure if a student is sensitive to these products.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

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Health Information

First Aid

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

The district has installed automated external defibrillators (AEDs). Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

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

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

Immunizations

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

Medications at School During the School Day

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administrating Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504

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of the Rehabilitation Act (section504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

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

Suicide Prevention Information
Le Sueur-Henderson school district issues identification cards to students in middle and high school, which provide contact information for the National Suicide Prevention Lifeline (1-800-273-8255) and Crisis LifeLine (988 LifeLine), the Crisis Text line (741741), and the Le Sueur County Mobile Crisis Services (1-877-399-3040).

Video and Audio Recording

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

Places Other Than Buses
The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

Visitors
To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the school office upon entering the building, with the exception of events open to the public.

During the school day, visitors will be asked to present a government-issued ID, such as a driver's license or passport, which will be scanned into the system. The Raptor system will then conduct an on-the-spot background check against the national sex-offender database. Once entry is approved, **a sticker badge will be issued and will be required to wear (must be visible) while in the building.** The system does not create a copy of the ID. The Raptor scanner collects the ID photo, name, date of birth, and the last four digits of the license number.

Visitors must have the approval of the principal before visiting a classroom during instructional time.

An individual or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district

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procedures and regulations or if the visit is not in the best interest of students, employees or the school district. ***All visitors will both register and check out in the school office.***

We value and encourage parental involvement. We also encourage parent visits to school, especially for special events such as concerts, conferences, open house, and sporting events, and also for volunteering opportunities. In the interest of assuring student safety and minimizing disruptions to the educational process, visitors who plan to come in during the student day (8:10 AM-3:08 PM) must abide by the following guidelines:

1. Parents are welcome to visit the counseling or administrative offices at any time during the school day, but appointments are advised.
2. Notify the school office at least 24 hours in advance if you wish to visit a classroom.
3. Classroom visits for parent-teacher conferencing will not be permitted. Teacher conferences need to be scheduled for before 8:10 AM or after 3:08 PM.
4. Please do not bring others, especially young children, on your visit.
5. Classroom visitation will only be permitted for classes in which your child is enrolled and presently attending.
6. Actions or demonstrations that draw attention or disrupt the class in any way are prohibited.
7. Visitors will not audiotape, record video or take photographs during the class without prior permission from the principal.
8. The names of students shall not be mentioned by the visitor when publicly discussing anything observed during the visit.
9. If a parent requests a visit to his or her school and custody of the child is an issue, the principal will abide by existing legal agreements.
10. School administrators have the discretion to adopt or enforce more specific and/or restrictive rules governing visits to school buildings.

Students enrolled in other school districts may not attend LSH Middle and High School during the academic day. They are welcome to attend extra curricular activities and must follow the guest procedures outlined for all school dances.

Weather Emergencies

School cancellations or emergency late starts will be announced through the school notification system and on radio stations KEEZ (Z99) 99.1 FM; KYSM 103.5 FM; KRBI 105.5 FM; KMKO 95.7 FM (all are Three Eagles Radio Stations in Mankato); KCHK New Prague 103.5 AM, 95.5 FM and TV stations WCCO Channel 4, KSTP Channel 5, KMSP Channel 9, KARE Channel 11 and KEYC Channel 12. Please use these notification systems, rather than calling the school. It is important our lines are available for emergency calls. In most instances, if there is an emergency school closing or if school is closed due to inclement weather, all co-curricular practices, games, or events will be canceled or postponed. Exceptions to this policy may occur if conditions improve throughout the day and travel is deemed safe for games and/or practices. A final decision on participation in Activities during emergency closing situations will be made by the Superintendent, Activities Director, Building Principal, and Director of Transportation.

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STUDENT SERVICES

Meal Program
All students will receive one free breakfast and one free lunch each day. Students may also purchase 2nd meals and ala carte items from the school cafeteria during scheduled meal times.

Meals are to be eaten in designated areas only. Meal times vary by grade level. Students will be notified of their assigned meal time on the first day of school. Students may receive a meal at school or bring a prepared meal from home. Milk will be available to supplement meals brought from home.

***TICKET SALES:** We have a computerized system that allows parents/students to add money to their account. When a student eats a meal, we will deduct from the amount available.

Students will give their PIN number for meals. Students will be expected to settle their accounts in the mornings at the high school kitchen. Checks should be made payable to ISD 2397, please indicate your child's name on your check memo.

Breakfast will be available in the school cafeteria each morning from 7:40-8:00 a.m. Students should not arrive for breakfast until the scheduled time. School lunch menus are available in the serving line

Information regarding free and reduced meal application procedures are made available to families in the fall of each year. If you need a form during the year please contact Becky Eades at 507-665-5813 or the school office.

Food Service Prices 2026-2027		
Student Breakfast		$3.00
6-12 Lunch		$5.25
Extra Milk		$.50

Please note: *When a family applies for Educational Benefits, the school receives more state aid funding, even if the student(s) do not use the hot lunch program.* ***Please complete the Educational Benefits form through the Infinite Campus Parent Portal. More state funding means more educational opportunities for our students!***

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Food Deliveries
To ensure campus safety and minimize disruptions to the learning environment, commercial food deliveries for students (via parents, friends, apps like DoorDash, UberEats, and Grubhub) or deliveries from local restaurants are strictly prohibited during the school day. Any such delivery brought to the main office will be turned away or held until the final bell.

Forgotten Lunches: We understand that mornings can be hectic. If a student forgets their lunch at home, a parent or guardian may drop it off at the main office.

- It is the student's responsibility to check the office for their lunch during their designated mealtime.
- Classes will not be interrupted, and pages will not be made for lunch pickups.

Alternatively, students can always obtain a meal through our school cafeteria program. Thank you for helping us keep our building secure and our focus on learning.

Notification of Account Status

A. Food account balances are posted to the Infinite Campus Parent Portal daily for families to review.
B. The parent/guardian will be notified when any of their children's accounts are $5.00 or less according to the following procedures.
    a. Middle / High School
        i. Once a student's balance becomes $5.00 or less, email notification will be sent to the parent/guardian contact by the Food Service Director.
        ii. If the account becomes below $0, an email and letter will be sent home by the Food Service Director.
        iii. When the balance is -$15.00, a phone call to parent/guardian will be made by the food service director. Students will not be allowed to take items beyond a single reimbursable meal.
        iv. When the balance is at -$30.00, the Building principal or designee will meet with the family.
C. Families using Non-Sufficient Fund Checks to replenish their lunch accounts will be charged $15.00 for collection charges.
D. At the end of the year, significant negative accounts (below -$50) for Food Service Fund Balances and/or unreturned or damaged school district property will be sent to collections after attempts have been made to contact parents/guardians.

School Nurse
A certified school nurse is in the district during the school day to provide health services for all students and staff. A diagnosis of any illness is not made by the nurse. Health services include: first aid, hearing and vision screening, limited classroom teaching, individual student/family health counseling, keeping of health records on each child, and a resource for teachers.

If a student becomes ill at school, the student is required to report to the nurse's office. The parent or guardian, or a person designated by the parent or guardian is called by the school nurse. It is the parent's responsibility to take the student home. In case of an accident, first aid will be administered and the parent or guardian will be called. If the student needs further treatment, it is the responsibility of the parent or guardian to

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transport the student to the doctor. In the event that a parent or guardian cannot be reached, the school will contact the physician listed on the student information form or make whatever arrangements necessary to provide health service to the child.

It is very important to update the student information form for each of your students each Fall, so we have the most current information should illness or an accident occur during the school day. If any changes occur during the year please contact the school secretary with a new address, phone number, work phone, neighbor contact, etc.

Illnesses

Students not feeling well must report to the nurse's office. Students calling a parent/guardian for pickup from school prior to seeing the school nurse will receive an unexcused absence. When your child is ill, please call the school daily to report the illness. If we call because your child has become ill, arrangements are expected to be made for your child to be picked up within an hour.

Many students and parents are concerned about when students should stay home or attend school. The following information is intended to help with this decision:

- Students with a fever of 100 degrees or more are expected to stay home for 24 hours after the temperature returns to normal without medication.
- If the student has vomited or had diarrhea, he/she is expected to stay home until 24 hours after the last episode.
- If the student has any rash that may be disease-related or the cause is unknown, check with your health care provider before sending him/her to school.
- If the student has open/draining skin sores, or inflamed/draining eyes or ears the student should stay home until seen by your healthcare provider.

COUNSELOR

Mission Statement

The mission of the Counseling Program is to empower all learners to lead satisfying lives in the present and to make successful connections to the future.

Services available to every student

- Helping students plan a program, select courses and change schedules if necessary.
- Testing and interpretation of test scores.
- Providing career information.
- Helping students deal with a personal crisis.
- Assisting individual students with decision making and goal setting.

Location

The Counseling Center is located in the main office. Jessica Kirschner is the School Counselor for students in grades 6-12. Cassie Wilke is the Child Life Specialist.

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P.O.W.E.R. Lounge

The POWER Lounge is a dedicated space in our school designed to support students in various ways. It stands for **Pride, Ownership, Willingness, Empathy, and Respect**—the core values we strive to uphold in our community. The POWER Lounge provides a safe and supportive environment where students can de-escalate from stressful situations, reflect on their actions, and relearn appropriate behaviors. It also offers a haven for social-emotional support, helping students navigate their personal and academic challenges with the guidance of trained staff. Our goal is to foster a positive school experience by encouraging students to take ownership of their actions, demonstrate willingness to improve, show empathy towards others, and maintain respect in all interactions.

Appointments

To make an appointment with the counselor, check with the counselor and set an appointment. Parents who wish to make an appointment to discuss their student's needs may do so by contacting the counselor or Child Life Specialist.

Jessica Kirschner: (507) 665-5807
jkirschner@isd2397.org

Cassie Wilke: (507) 665-5806
cwilke@isd2397.org

Program Outcomes

1. To provide counseling services that are flexible and relate to a variety of current student needs.
2. To assist all students to develop self-understanding and a positive self-concept.
3. To assist all students to develop effective human relations.
4. To assist teachers in their classroom relationships with students.
5. To provide positive intervention for students in need.
6. To support students' social emotional learning and development.
7. To assist all students to develop decision-making competencies.
8. To provide students with developmental career education experiences and information.
9. To help students relate their high school studies to their abilities and to their future career goals.
10. To assist students in applying to and being accepted at colleges and technical schools.
11. To provide students with information on post-high school opportunities in the workforce, the military, and other specialty careers.
12. To provide parents and students with current information on financial aid and scholarships.
13. To facilitate the administration of district-wide testing programs.
14. To provide students, parents, teachers and administrators with standardized test results and interpretations.

Library Media Center

The Library Media Center (LMC) serves as an instructional facility for all students and staff. It is here that the critical skills of information gathering, analyzing, and evaluating are practiced and reinforced. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

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The resources of the LMC are made available to all students. Students, in turn, are expected to demonstrate proper care of the materials, equipment and facilities. This includes sharing resources with others by returning them when due. Students will be charged fees for lost or damaged materials.

Use of the Library/Media Center (LMC)
The library is a place for quiet study. Students using the center must not interfere with others working there. No food or pop is allowed in the library or the computer labs. Students are expected to come to the center prepared.

Grades 6-8 Procedure: Teachers will take their students to the LMC during classes and stay with them while they are in the LMC.

Grades 9-12 Procedure: To use the LMC during study hall, students must follow the pass system requirements to obtain a pass from the academic teacher who assigned the materials being worked on. No more than 5 students from any one study hall will be allowed to use the LMC during any given class period. Classroom teachers will accompany their students to the LMC and stay with them if more than 5 students need to use the LMC. Students who are taking online courses will not be allowed to use the LMC unless appropriate technology/resources are unable to be provided in their designated school location.

Penalty for Misuse
Students who do not behave in a responsible manner will not be allowed to use the LMC for a time determined by the teacher and Assistant Principal/Dean of Students or Principal.

STUDENT CONDUCT

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" **Policy 506** (Appendix 5).

PERSONAL DEVICES (Cell phones,etc)

ALL GIANTS need to use common sense when posting on the internet sites, texting, or tweeting. Any posts that are related to school (including the use of school logos), harmful to students, or cause a disruption of the school environment are subject to potential school consequences.

LSH recognizes that cell phones and personal devices can serve an educational purpose. Students are reminded that having a cell phone and/or personal device in your possession

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is a privilege at LSH MS/HS. It is the responsibility of the student to be aware of cell phone and personal device (including wearable technology) expectations.

Personal Devices (Cell Phones, wearable technology) Expectations Grades 6-12

AWAY FOR THE DAY: ALL students are expected to turn off and leave cell phones/ personal devices at home or in their locker from 8:10-3:08 pm.

- Wearable technology, earbuds, headphones, smart watches, Meta glasses, etc, is expected to be AWAY FOR THE DAY.

Le Sueur-Henderson Middle/High assumes NO RESPONSIBILITY for the loss or theft of any personal devices nor is it obligated to investigate any loss or theft. If you are concerned about loss or theft, leave the device at home.

**Students suspected of any inappropriate use (cheating, pictures, social media, etc) of any cell phone or personal device in their possession may be asked to show the contents of the phone. Refusal to show the contents may result in the student not being allowed to bring the phone to school for the rest of the year.*

The use of electronic and/or personal devices or other objects, which cause distractions to the educational environment; **making, distributing or posting recordings, either audio or video, of any school activities, classroom, or school employee without prior approval of a building administrator; and the use of personal devices in locker rooms, as well as, classrooms or other areas requiring a private, secure, or distraction-free setting are examples of unacceptable behavior subject to disciplinary action by the school.** These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings; school grounds and school property; school-sponsored activities or trips; school bus stops; school buses; school vehicles; school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with, or obstructs, the mission or operations of the school or the safety or welfare of the student, other students, or employees.

Violation 1: **Parents pick up the cell phone/personal device.**

Violation 2: **Alternative Learning Day, Parents pick up the cell phone/**personal **device.**

Violation 3: **In-School Suspension, Parent Pick up of device, Check in all personal devices to the office at the start of the school day for the rest of the school year.**

Refusal to give up a cell phone or personal device including wearable technology to a staff member will result in up to and including suspension.

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Communication
Parents shall be notified as deemed appropriate by school personnel of the rules of conduct and resulting disciplinary actions except as provided otherwise by the Minnesota Pupil Fair Dismissal Act.

Bullying Report Form
A bullying report form has been established in an ongoing effort to maintain a safe learning environment. The purpose of the form is to provide students and parents with a simple way to report unsafe situations. Students can still share any concerns they might have with school staff. The Bullying Report Form is one more option students and parents have to help keep schools safe and communicate with district administrators.

LSH Bullying Report Form Link

Food and Beverages
Parents and/or students are not allowed to schedule an outside vendor to deliver food to the school (ie. Pizza, Door Dash).

In an effort to maintain high quality school facilities, **food and beverages may not be consumed in classrooms, other instructional areas, or hallways** (Ex. fine arts and physical education areas). Students are allowed to carry a water bottle in instructional areas of LS-H Middle/High School. Food and beverage purchased from Food Service may be consumed in the commons or near a second chance breakfast location. Only a principal may grant an exception to the food and beverage policy stated above. Students with special health needs may possess and consume food and/or beverages by arrangement through the health office.

Nuisance/Contraband Items
"Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. Such items as fireworks; lighters of any kind; paintballs & paintball guns; squirt guns; knives of any kind; laser pointers/pens; inappropriate media (pictures, magazines, items displaying the Confederate flag or other racial symbols/innuendos, etc.); incense; etc. are all contraband & are NOT allowed in school, on school property/grounds, at school activities, and/or on school buses. If a student inadvertently brings such an item(s) to school, the student needs to report directly to the school office with the item & turn it over to appropriate staff. If this is done accordingly, no consequences will be considered. These items will be confiscated and must be picked up by a parent. Repeated violations of this policy will be considered insubordination and will be subject to further disciplinary consequences.

Pictures/Video/Audio Recordings
Students shall not photograph or record other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting events or public performances. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms. Assuring academic integrity: Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question

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whether the student may be cheating on tests or academic work or violating copyright policy.

Use of cellular phones or other personal electronic devices must not violate any other district policies, including those regarding student privacy, copyright, cheating, plagiarism, civility, student code of conduct, electronic technologies acceptable use, or harassment. If a violation occurs involving more than one District policy, consequences for each policy will apply.

Technology Use

The Le Sueur-Henderson School District is committed to teaching 21st century skills. We believe that using technology for teaching and learning supports communication, collaboration, critical thinking and creativity in the classroom. LSH Schools want to ensure students develop the skills and knowledge necessary to responsibly navigate this emerging modern world. Therefore, Le Sueur-Henderson Schools has implemented a 1:1 (student to computing device) program for grades 4-12 using chromebooks to create a seamless and dynamic educational experience for students. **All chromebooks are the property of Le Sueur-Henderson Schools and as a result may be seized and reviewed at any time. Students should have no expectation of privacy of materials found on the chromebook. Please review District Policy 524 and the Device Handbook for further information.**

Data Privacy Notice (TENNESSEN WARNING)

During investigations of student misconduct, students may have the right to say nothing. There may be consequences applied, regardless of the student's decision. Students have the right to know the intended use of any personal information requested and who is authorized to see such information.

Detention and Lunch Workshop

Detention or Lunch Workshop may be assigned by a teacher or principal for unacceptable behavior addressed under the Rules of Conduct. Parents will be notified by email or a call when a detention/Lunch Workshop is assigned.

Lunch Workshop will be served on the day of or the day following the violation. Students will be notified by the teacher who assigned Lunch Workshop or Detention.

Students who are to serve detention will receive notification through their school email and/or their assigning teacher, Dean of Students, or Principal. It is the responsibility of the student to check their school email daily. Students who skip Detention or Lunch Workshop may face additional consequences, which may include suspension. Students who have more than 3 detentions or Lunch Workshops will face further consequences up to and including suspension.

Detention/Lunch Workshop Rules

1. Students must bring schoolwork or a book to read. Chromebooks can only be used for schoolwork or reading (no games, social media, or messaging).
2. No other electronic devices are allowed
3. No sleeping.
4. No food or beverages are allowed.

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5. Students should be seated quietly and spread throughout the room.
6. Failure to listen to the detention supervisor's instructions may result in dismissal of the student with no credit for time served.
7. Skipped detentions or dismissal from detention for poor behavior will result in further consequences up to and including suspension.

Behaviors Defined and Consequences

The following guidelines have been established in order to help students, parents, and teachers better understand the behavioral expectations for students. The consequences are aimed at assisting students in meeting expectations. They are not, however, absolute. Each disciplinary situation that arises will be handled with the best interests of the student involved and the school as a whole in mind. Therefore, professional judgment may be used when determining what, if any, consequences are enforced in a given disciplinary situation. The principal or designee may impose or recommend longer suspensions, expulsion, or any other discipline as appropriate on a case by case basis. Definitions of violations follow the table.

Violation	First Offense	Second Offense	Subsequent Offenses
Abuse of Technology	Varies depending on offense: Warning to possible recommendation for expulsion		
Inappropriate Use of School Logos & Branding	Warning, delete posting, and parent contact	Alternative LearningDay, delete posting, Parent contact	Suspension, Contact Law Enforcement, Parent conference
Physical Contact	Warning	Lunch Workshop	Alternative LearningDay, Parent Contact
Assault/Staff or Student	Suspension and possible recommendation for expulsion; parent conference; contact law enforcement		
Bullying	Varies depending on offense: Warning, suspension, or recommendation for expulsion Bullying education with counselor/ Lunch Workshop		
Bus Misbehavior	Warning and parent contact	Loss of riding privileges for 3 days and parent contact/meeting	Loss of riding privileges for 5 days or up to the remainder of the school year and parent meeting.
Cafeteria Misconduct	Warning orLunch Workshop/Detention	Lunch Workshop, Regular Detention and/or assigned seating. Parent Contact	Possible permanent seating. Suspension and parent contact.

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Chronic Insubordination	1-3 days of Alternative Learning days or possible out of school suspension and parent contact	1 - 3 days of in-school or out of school suspension and Parent conference.	3-5 Day Suspension and possible recommendation for expulsion. Contact parents.
Cyberbullying	Varies depending on offense: Warning to possible recommendation for expulsion		
Disorderly Conduct (Outside of classroom)	Warning	Detention/ Lunch Workshop and parent contact	Alternative Learning Day or In-school suspension and parent contact
Disruptive Conduct (Classroom)	Removal from class for one class period; and/or Lunch Workshop and parent contact	Alternative Learning day, Behavior plan and parent contact	See Classroom Removal Policy
Personal Devices	Confiscation of device and Parent Pick up	Confiscation of device, Parent Pick up, and Alternative Learning Day	Confiscation of device, Parent Pick up, In-School Suspension, and Student is required to check Personal devices into the office by 8:10 am each day until 3:08 pm for the rest of the school year.
Fighting	Alternative Learning Day or Suspension; parent conference; and/or contact law enforcement; and/or Counseling	Suspension; parent conference; contact law enforcement; Counseling	5 day suspension and possible recommendation for expulsion; parent conference; contact law enforcement; Counseling
Harassment/ Threats	Varies depending on offense: Warning to possible recommendation for expulsion		
Hazing	Varies depending on offense: Warning to possible recommendation for expulsion		
Improper Dress See Dress Standards	Change into proper clothing; Parent contact.	Change into proper clothing. Detention/ Lunch Workshop. Parent Contact.	Considered to be Insubordinate. Parent contact.
Insubordination	Warning and/or Reflection and student action plan	Lunch Workshop and Parent contact.	Referral to MTSS and Behavior Intervention Plan
Leaving the building without a pass. (This includes lunch.)	Detention/ Lunch Workshop; contact law enforcement	Increased time in detention.	Suspension
Nuisance Objects	Varies depending on offense and object.	1 – 3 day suspension; parent	Suspension; possible recommendation for expulsion

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		conference; possible law enforcement contact	
Plagiarism/Inappropriate use of Artificial Intelligence(AI)	Possible no credit, teacher discretion on possible retake, and Parent contact.	Parent conference and possible failing quarter/semester grade.	
Cheating	Possible no credit and teacher discretion on retake. Parent Contact	Parent conference and possible failing quarter/semester grade.	
Theft, buying or receiving stolen goods	Return/replace; 1 - 5 day suspension. Contact parents and may involve law enforcement.	Return/replace; 3-7 day suspension; Contact parents and may involve law enforcement.	5-9 day suspension and possible recommendation for expulsion. Contact parents and law enforcement.
Unnecessary use of physical force	Warning to suspension depending on the offense		
Use or possession of tobacco, Cannabis, vaping products, including matches or lighter	1 - 2 day suspension; confiscation; contact parents and law enforcement; possible Counseling	3 day suspension; confiscation; contact parents and law enforcement; Counseling	Up to 5 days suspension; confiscation; contact parents and law enforcement Counseling
Use/possession of chemicals, alcohol, Cannabis, THC, or items intended to be used as mood altering	3-5 day suspension; contact parents and law enforcement Counseling	5 days suspension; contact parents and law enforcement; possible recommendation for expulsion Counseling	
Vandalism	Restitution; 1 - 3 day suspension. Contact parents and potential law enforcement involvement.	Restitution; 3-5 day suspension; contact parent and law enforcement.	Restitution; suspension and possible recommendation for expulsion; contact parent and law enforcement.
Vulgar Language 1.General 2.Toward Staff	1.Detention/ Lunch Workshop 2.ISS/Alternative Learning Day	1.Alternative Learning Day or ISS	Suspension & parent meeting

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		2. .Alternative Learning Day, ISS or suspension	
Weapons, Possession and distribution	Suspension; contact parent and law enforcement; recommendation for expulsion.		

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

A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy 524 is available at www.isd2397.org.

Alternative Learning Day
A designated day where students receive educational instruction in an alternative learning environment to accommodate diverse academic and behavioral needs.

Assault: Staff or Student:
Assault is committing acts of verbal and/or non verbal coercion through intimidation or threat of force. Assault and battery is committing a physical attack upon another person with the intent of causing bodily harm.

Bus Misbehavior
Safety is of prime concern for the school bus driver. A student is in violation of this rule when he/she interferes with the safe and efficient transportation of students to and from school and/or fails to accept and carry out reasonable instructions given by the bus driver. Students must remember that riding the school bus is a privilege, not a right.

Cafeteria Misconduct
Le Sueur-Henderson Middle/High School has a closed campus (Except for Seniors) and students are expected to stay in school for lunch. Students are expected to behave appropriately and cannot take food out of the Commons.

Chronic Insubordination
A persistent, repeated pattern of willful refusal by a student to follow reasonable directives, rules, or requests made by school administrators, teachers, or staff members.

Unlike a single instance of poor judgment or talking back, insubordination becomes "chronic" when it occurs repeatedly over time, demonstrating a continuous disregard for school authority and established behavioral expectations.

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Cyberbullying
Cyberbullying is the act of using technology, such as the Internet or cellular phones, to bully or intimidate. Cyber bullying most often occurs outside of school; however, when the behavior causes a disruption at school and has a direct effect on school safety, students are subject to discipline. Cyber bullying includes messages intended for both students and staff members. Students who engage in cyberbullying will suffer consequences ranging from a warning to expulsion.

Disorderly Conduct
This is defined as engaging in obscene or abusive language or in boisterous and noisy conduct tending to arouse alarm or resentment in others (i.e. poor sportsmanship at athletic events, inappropriate cheers.) False fire alarms will result in an automatic five-day suspension and notification of police.

Disruptive Conduct (Classroom)
Students who are disruptive in the classroom stop their own learning process and interfere with the learning process of other students.

Dress Standards
At Le Sueur-Henderson Middle/High School, we take pride in the appearance of our students and our learning environment. Our dress reflects the quality of our school, conduct, and adhering to basic standards of dress is preparation for adhering to standards of dress in professional settings after high school. Refer to Policy 504 for a complete list of details.

Drug-Free School and Workplace
The possession or use of alcohol, controlled substances, toxic substances, medical cannabis, nonintoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

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

Fighting
Fighting is mutual combat in which both parties have contributed to the situation by verbal and/or physical action. Students are expected to avoid fights and to seek other non-violent means of resolving conflicts. To that end, they are expected to walk away from situations in which they are provoked if at all possible.

Harassment: Religous, Racial, and Sexual Harassment
See District 2397 Policy Against Religious, Racial and Sexual Harassment and Violence at the end of the Le Sueur-Henderson Middle/High School Parent/Student Handbook. www.isd2397.org

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Hazing Prohibition
Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy 526

Inappropriate Use or Representation of School Logos or Branding
The use of the school's name, logos, mascots, and any other branding materials on personal social media accounts must be approved by school administration. Unauthorized use or alteration of school logos and branding that misrepresents the school is prohibited.

Insubordination
Each person, regardless of position or role at Le Sueur-Henderson Middle/High School, has the right to be treated with respect. The deliberate refusal to follow and obey the reasonable request or order of a school staff member or employee will be considered insubordination. For example, any student who refuses to give the proper name to a district employee or go to the office when directed to do so will be considered insubordinate.

Insubordination is also involved when students directly attack a staff member or employee, either physically or with words or manner including but not limited to swearing or obscene language or gestures.

Leaving the Building Without a Pass
Students are not allowed to leave the building during the day without a pass from the office. This includes going out to the parking lot to retrieve books or supplies from cars. If students need to leave the building, they need to stop in the office to receive a pass. Teachers do not have authority to give students passes to leave the building.

Lunch Workshop
Students referred to Lunch Workshop for misconduct will receive/eat lunch with a designated staff member who will conduct a mini workshop directed towards the offense in which the student committed. Students are required to be present for their entire 30 minute lunch period and actively participate in the workshop in various ways. Failure to participate in the activities or adhere to the designated staff member's instructions may result in dismissal of the student with no credit for time served.

Students who skip Lunch Workshop may face additional consequences, which could include suspension. Students who have more than 3 Lunch Workshops may face further consequences up to and including suspension.

Notice of Violent Behavior by Students
The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Nuisance Objects
Nuisance devices detract from the learning environment and can be potentially dangerous. Nuisance items include but are not limited to firecrackers, water pistols, water balloons, and

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smoke bombs. Students cannot be in possession of these items on school grounds, at school events, or on school buses. Depending on the seriousness of the item, police may be called.

Physical Contact

Physical contact between a student and another person that is not age-appropriate or developmentally appropriate. Physical contact can be intentional or unintentional, and it may involve harm.

Physical contact includes age- or developmentally inappropriate pushing, shoving, hitting, knocking over others, playfighting, and rough housing.

Plagiarism/Cheating

Cheating and plagiarism are prohibited. The following are the most common types of plagiarism that occur in student work:

A. Blatant plagiarism or the direct copying of another's material without acknowledging that source
B. Plagiarizing material or using an original idea of someone else without crediting the source of the material or idea.
C. Using artificial intelligence (AI) on assessments and/or when not approved by the teacher.

To cheat is to mislead an instructor in some way so as to receive a grade for work that the student did not originate, or work performed with unauthorized aid and assistance. Providing work to another student who then claims it as his/her own is considered cheating.

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction (Policy 419)

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" **Policy 419** Contact Principal Cindy Schmidt or Dean of Students Eric Lewis if you have questions or wish to report violations.

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

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Theft/Buying or Receiving Stolen Goods
Students should not bring large amounts of money or valuable property to school. Theft is the unauthorized taking of the property of another. A student knowingly in possession of stolen items is in violation of this policy.

Unnecessary Use of Physical Force or Roughness
This is defined as irresponsible/inappropriate behavior that presents either the potential for or is the cause of physical injury to self or others.

Vandalism
All members of the school community want to be proud of their school. Vandalism is the willful destruction and/or defacement of property or the destruction and/or defacement through negligence. Students will be responsible to pay restitution for all acts of vandalism.

Vulgar Language
An effective learning and work environment is free of inappropriate language. Students should refrain from swearing while at school. This includes before school, during class, between classes and at lunch, after school, at school sponsored events, and during bus transportation. Using vulgar language towards a staff member may likely result in greater consequences.

Weapons
Items included in this policy:

1. Any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, a firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains, arrows; and objects that have been modified to serve as a weapon.
2. Additionally, items treated like weapons which includes, but is not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. Articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate.

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in her or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. The superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

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DISTRICT POLICIES AND PROCEDURES

The policies printed in the following section of this handbook are summarized. Not all district policies are referenced in this handbook. Copies of these policies in their entirety may be obtained by visiting www.isd2397.org.

Asbestos Management Plan

The school district has developed an asbestos management plan. A copy of this plan can be found in the Facility Director's Office and is available on the district's website.

Classroom Removal Procedure (POLICY 506 VIII.A)

To maintain a proper learning environment, students will sometimes need to be removed from the classroom. Disruptive, uncooperative, or inappropriate behavior that affects the learning environment is subject to Le Sueur-Henderson Middle/High School's classroom removal policy. Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which is at the discretion of the teacher or administration, requires removal of the student from class. Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

Grounds for dismissal(§MN Statute 121A.45)

A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;

(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Lead in Drinking Water Results

Drinking water results will be posted on the District Website when available.

Parent notification and meeting (§MN Statute 121A.45)

If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and

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the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

Student Discipline (POLICY #506)

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects students (Some of the policies printed in the following section of this handbook are summarized. Not all district policies are referenced in this handbook. Copies of these policies in their entirety may be obtained by visiting www.isd2397.org.) attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

Searches of Student Lockers, Desks, Personal Possessions, and Student's Person (POLICY 502)

Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the

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convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Desks

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

Personal Possessions and Student's Person

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

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

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 by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Todd Vrklan, Director of Building and Grounds.

Statewide Reasonable Force Statute(MN Statute 121A.582)

This law allows use of reasonable force by a teacher, school employee, bus driver, or other agent of a school district. Reasonable Force may be used when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This law does not authorize corporal punishment, which is prohibited by M.S.121A.67 nor does it authorize aversive and deprivation procedures, which are prohibited by M.S.121A.67.

Student Transportation Safety (POLICY 709)

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

Rules on the Bus

1. Immediately follow the directions of the driver.

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2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. No fighting, harassment, intimidation, or horseplay.
7. Do not throw any object.
8. No eating, drinking, or use of alcohol, tobacco, or drugs.
9. Do not bring any weapons or dangerous objects on the school bus.
10. Do not damage the school bus.

Rules at the Bus Stop

1. Get to your bus stop 5 minutes before your scheduled pickup time. The school bus driver will not wait for late students.
2. Respect the property of others while waiting at your bus stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus.
6. Wait until the bus stops before approaching the bus.
7. After getting off the bus, move away from the bus.
8. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
9. No fighting, harassment, intimidation, or horseplay.
10. No use of alcohol, tobacco, or drugs.

Consequences

All students who have the opportunity to ride district buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior will result in the loss of bus privileges.

Field Trip Notification Procedure

Some of the classes at Le Sueur-Henderson High School (9-12) will require students to travel during school hours from time to time. Teachers will notify parents of the requirements of the course and will make the necessary arrangements so that all students can participate. If you have any questions about travel during school hours, please contact your child's teacher or the school office. **Le Sueur-Henderson Public School assumes parents approve of their son or daughter traveling for class unless they notify the school otherwise.**

Students in grades 6, 7 & 8 may also leave school grounds for a class. Due to the age of these students, parents must consent to any field trip their child attends. Teachers will notify parents before any events. These notifications will explain when and where the trip will take place and ask parents to notify the school if they decline the opportunity. **If parents do not notify the school, it will be assumed that parents approve their child's attendance.**

Hazing Prohibition (POLICY 526)

A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

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C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act
I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

Internet Acceptable Use and Safety Policy (POLICY 524)

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. The school district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Unacceptable Uses:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
    a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
    b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
    c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
    d. information or materials that could cause damage or danger of disruption to the educational process;

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e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

Use of the district's electronic technologies is for educational purposes. Students (and employees) are expected to use electronic technologies to further the district's educational mission, goals and strategic direction. Students (and employees) are expected to use the district's electronic technologies to support classroom activities, educational research or professional enrichment. Use of the district's electronic technologies is a privilege, not a right. Use of the technologies in violation of any district policy and specifically the school discipline policy is expressly prohibited and may result in the loss of the privilege.

The district's network, an educational technology, is a limited forum; and the district may restrict speech for educational reasons.

Participation in "distance learning" or "hybrid learning" is subject to all district policies and rules. The district's acceptable use policy governs this participation and can be found at the link above.

Drug-free Workplace/Drug-Free School (POLICY 418)

1. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
2. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses alcohol, toxic substances, or controlled substances in any school location.
3. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

Harassment & Violence(POLICY 413)

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

Bullying(POLICY 514)

School Board Policy 514 defines "bullying" as intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

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1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

School Weapons Policy (POLICY 501)

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

Definitions

A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

Exceptions

A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

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Student Disability Nondiscrimination (POLICY 521)
The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
B. The responsibility of the school district is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
C. For this policy, a learner who is protected under Section 504 is one who:
    a. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
    b. has a record of such an impairment; or
    c. is regarded as having such an impairment.
D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

Protection and Privacy of Pupil Records (POLICY 515)
The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

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 FERPA and the regulations promulgated thereunder.

Surveys that contain questions from one or more of the eight protected areas and are funded by the Department of Education, the school will notify parents of the survey and obtain written consent before the student submits to the survey. The school also administers surveys that are not funded by the Department. Parents may wish to opt-out their students, but the school district does not need written consent to administer these surveys. However, we do notify parents of surveys that we administer.

Wellness Policy (POLICY 533)
The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

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A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

Building Guidelines For Classroom Celebration Incentives
The Board encourages classroom celebrations that promote non-food or beverages as classroom or individual rewards and incentives. Schools shall not withhold food or beverages as punishment. There will be no opportunities for a student to feel shamed when incentives and rewards are provided to class and individuals.

Non-Food Celebration Suggestions
Talk time, late assignment pass, have class outside, nature hike outside, group game, recognition in morning announcements, music choice, etc.

Smart Snack Suggestions
100 calorie packs of whole grain crackers, whole grain pretzels, baked tortilla or potato chips, sugar-free pudding cups, boxed raisins, dried fruits, fruit cups, etc.

Tobacco-Free Environment (POLICY 419)
The purpose of this policy is to maintain a learning and working environment that is tobacco free.

1. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
2. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or

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electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

3. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
4. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

E-Learning Guidelines

The term "flexible learning day" refers to a school day when instead of coming to our school buildings, teachers and students will be working off-site. Students in grades K-12 will do different learning activities throughout the flexible learning day.

Staff Availability during E-Learning days

Teachers, administrators, and other licensed professionals will be available by email, phone (via voicemail) from 9:30 am - 11:30 am and then from 12:00 pm until 3:00pm. The staff directory includes all district email addresses and voice mail extensions.

Student Work

E-Learning Days for students in grades 6-12 will consist of communicating online as well as having packets available for each of their courses. Teachers will physically and /or virtually share assignments and hold virtual office hours, while students complete assignments and receive guidance from teachers.

Unique Learners, as required under Chapter 125A:

Any unique learners requiring further accommodations or modifications will receive individual directions from their case managers.

- At the annual IEP meetings, the key stakeholders (case manager, parent, teacher and student) will collaborate on individual flexible learning day plans.
- On an E-Learning Day the classroom teacher will be the main resource for help on assignments and lessons. If a child ordinarily leaves the classroom and goes to another teacher for math, reading, or some other subject, then that special area teacher should be the point of contact on the assignment for that particular area.

Certified Teaching Staff Responsibilities

- Check email and/or voicemail throughout the E-Learning Day from 7:30 am-3:08 pm.
- Continue working on professional development topics.

Employment Background Checks (POLICY 404)

The Le Sueur-Henderson School District has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants

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who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Student Sex Nondiscrimination (POLICY 522)

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
B. It is the responsibility of every school district employee to comply with this policy.
C. The school board hereby designates the Activities Director Eric Lewis as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

PARTICIPATION IN STATEWIDE TESTING

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

LE SUEUR-HENDERSON PUBLIC SCHOOL GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION

The following grievance procedure applies to claims of sex and disability discrimination:

A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school

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district official designated by this policy. The complaint must be filed within 30 calendar days of the alleged violation.

B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or student directly with the Human Rights Officer, the school board or other school district official.
C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.
D. Upon receipt of a complaint, the Human Rights Officer shall immediately notifY the superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notifY the school board.
E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district encourages the reporting party to complete the complaint form for written complaints. It is available from the principal of each building or the school district office.
F. The school district shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

Investigation

A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall promptly undertake an investigation if deemed appropriate. The investigation may be conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504 Coordinator for complaints of disability discrimination, or a school district official or neutral third party designated by the Title IX coordinator, Section 504 coordinator or Human Rights Officer. The investigation shall be completed within 30 days of the complaint, unless impracticable.
B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint.
C. The investigation may also consist of other methods deemed pertinent by the investigator.
D. In determining whether the alleged conduct constitutes a violation of this policy, the school district shall consider the facts and the surrounding circumstances such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incident occurred.

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E. The school district may take immediate steps to protect the parties involved in the complaint process, pending completion of an investigation of alleged unlawful discrimination.
F. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.
G. The district shall comply with federal and state law pertaining to retention of records.

Appeal
If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

School District Action
A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such actions may include, but are not limited to, warning, suspension, expulsion, transfer, remediation or termination.
    a. School district action taken for violation of this policy shall be consistent with the requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
B. The result of the school district's investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

Retaliation
The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

Conflict of Interest
If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

Dissemination of Policy
The school district shall adopt and publish these procedures.

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Right to Alternative Complaint Procedures
These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the agencies listed below or initiating action in state or federal court.

Claims of discrimination may also be pursued through the following agencies where appropriate:

U.S. Department of Education
Office for Civil Rights, Region V
500 W. Madison Street- Suite 1475
Chicago, IL 60661
Tel: 312-730-1560
TDD: 312-730-1609

MN Department of Human Rights
190 E 5th Street
St. Paul, MN 55101
800.657.3704
651.296.5663
TDD 651.296.1283

For complaints of employment discrimination:
Equal Employment Opportunity Commission
330 S. 2nd Avenue
Suite 430
Minneapolis, MN 55401
800.669.4000
612.335.4040
TDD 612.335.4045

This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

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