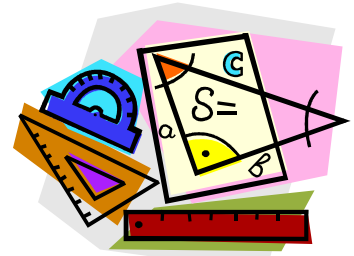
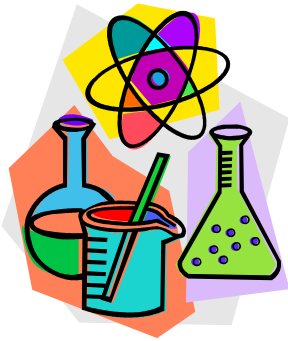


LeRoy - Ostrander Parent-Student Handbook



2026-2027

- *Update all dates/years
- *Update Staff names
- *Remove "Statement of Philosophy and Rationale"
- *Remove "Transcripts"
- *Remove "\$5 lock charge if not returned" under Lockers
- *Remove "School Dress Code still applies" under MS-HS Dance/Prom Guidelines
 - *Remove "Grade 6" under Promotion Policy
 - *Remove "Religious, Racial and Sexual Harassment"
 - *Remove "Hazing Policy"
 - *Remove Volunteer Packet (on school website)
 - *Updated Attendance Policy
- *Remove Progressive Discipline Plan (located on the school website)

2026-27 LeRoy-Ostrander MS/HS Staff

Jeff Tietje Superintendent
Aaron Hungerholt Principal
Trevor Carrier.....Dean of Students/Activities Director
Georjeanne Carlin.....Sub/SSC
Nikki Bergan MS/HS Secretary
Shannon Twait.....Social Studies/MS English
Kari Olson.....Math/Computers
Chrissy Schumann.....English
TBD Math/DAC
Emily Nehl Social Studies
Nina GoodaleChoir/Band
Jeanne Woolverton..... .Physical Education/**Health**
Becky Morrow..... Social Worker
Tiffany TimmAg
Nick Schmitz.....Science/STEM
Ian Thomason.....Special Education
Anna Passe..... MS/HS SMEC CARDS
Angela Emerson Library Assistant
Mary Medinnus School Nurse
Dylan Emerson.....Technology

LeRoy-Ostrander High School.....1-507-324-5741 ext.2221

LeRoy-Ostrander Public School Fax Number.....1-507-324-5004

LeRoy-Ostrander Middle School/High School STUDENT HANDBOOK 2026-2027

*(**Refer to District Policies located on the school website)*

The following policies are adopted by the school board and apply to all students. The board recognizes the uniqueness of each classroom and the activities that go on. Teachers have the right to establish such rules and procedures as are necessary to create a good learning environment, provided that they are not in opposition to laws or policies of higher agencies.

*(**Please note these policies/practices can change under administrative discretion.)*

General School Information

School Day

Students will not be allowed in the school until 7:30 a.m. due to no supervision.

Morning Bell	8:01
1 st Period	8:04-8:54
2 nd Period	8:57-9:47
3 rd Period	9:50-10:40
1 st Lunch (6 th -8 th)	10:43-11:03
4 th Period (9 th -12 th)	10:43-11:33
4 th Period (6 th -8 th)	11:03-11:53
2 nd Lunch (9 th -12 th)	11:33-11:53
W.I.N. Time	11:56-12:16
5 th Period	12:19-1:09
6 th Period	1:12-2:02
7 th Period	2:05-2:55

Before and After School Hours

School hours are from 8:00 a.m. – 3:00 p.m. Breakfast starts at 7:30 a.m. Students should not be in school before 7:45 a.m. or after 3:15 p.m. This policy is designed for the safety and well-being of all students. **No student is to enter upon school property more than 30 minutes prior to the official school day or to remain on school property more than 15 minutes after the close of the official school day unless expressly authorized by the school principal, presently enrolled in an on-site extended day program, or participating in an authorized extracurricular school activity or program. Due to safety concerns, once the school day begins, students must enter through the main office front doors. Anyone letting others in through any other door (Pool, etc.) may be subject to consequences.** Students found not following this policy will be escorted out of the building by a LeRoy-Ostrander District staff member and/or parents will be notified.

Infinite Campus Parent/Student Portal: Campus Student and Campus Parent put school information at your fingertips with real-time access to announcements, assignments, attendance, grades, schedules, and more! If you have not yet signed up for parent/student portals, please call/email the office and we will help you in setting up an account.

Communication

Teachers will communicate with parents via email and/or telephone, including both disciplinary and academic issues, as well as positive feedback.

- **Mid-Quarter reports will be posted on Infinite Campus Parent Portal**
- **Quarter report cards will be posted on Infinite Campus Parent Portal**
- **Semester report cards will be mailed to parents/guardians**

(IF YOU DO NOT HAVE ACCESS TO PARENT PORTAL, PLEASE EMAIL/CALL THE OFFICE & WE WILL HELP SET UP AN ACCOUNT FOR YOU)**

Teachers will create and maintain a webpage designed to provide a clear picture of expectations for the courses being taught, homework and other assignments and other communication that enhances the understanding of the learning community.

Promotion Policy

A student must pass core classes each year in grades 6, 7 and 8 in order to be promoted to the next grade. Academic classes are as follows:

<u>Grade 7</u>	<u>Grade 8</u>
Science	Science
English	English
Math	Math
Geography	History

Failure to pass these classes may result in the student being assigned to the same grade for the next year. A student may be promoted to the next class but be required to make-up a class or classes that he failed during the previous year. Teachers must notify the principal at the end of the 1st semester, if a student fails. At that time, parents will be contacted. The principal will make the final decision regarding the student's placement based on evidence and recommendation gathered from the student's teachers, counselor and parents.

Visitors

During school hours, all visitors must check into the office first before entering the building.

Bus Transportation is a privilege that may be revoked if students do not follow the posted safety rules or any other school policies. The bus driver is responsible for the safety of the students and is in full charge of the bus.

- Students may lose their privilege of riding for special events for willful misconduct.
- Before a student is excluded from the regular bus route, an informal hearing before the superintendent must be held.
 - Written notice of the time and place of the hearing will be sent to all concerned parties.
 - The superintendent will notify all concerned parties in writing of the actions determined to be appropriate.
 - The superintendent's decision may be appealed to the school board in writing within five school days.

Lunch is available to all students in the commons area. **Any student or staff with a lunch balance greater than negative \$10.00 will not be allowed to charge seconds or ala carte until the lunch account has a positive balance.** Lunch balances can be viewed on Infinite Campus Portals or by asking in the office.

- During the lunch period, all students **MUST** remain in the commons area unless they have permission to leave.
- Food may be brought from home to eat at this time, **but the lunch hour will be closed and all students are required to stay in the building.** There will be **NO** exceptions to this, **including** parent phone calls/emails. ***Failure to follow this rule will result in consequences outlined in the school progressive discipline plan. (refer to step 2)***
- Students will be expected to maintain conduct appropriate to any place where people would be eating.
 - Avoid loud talking or shouting across the room.
 - Keep the room and tables as clean as possible.
 - Push chairs under tables when leaving.
 - File in line without cutting in.

Lockers are provided for all students.

- **Students may only use the locker to which they have been assigned.** If there is a maintenance issue with the locker, please notify the office.
- Lockers are available for students in 6th – 12th grades for their academic & locker room lockers. If interested, please see Mr. Carrier in the Student Service Center. ***All students in physical education or athletics are encouraged to use a lock in the locker room.***
- ***The school assumes no responsibility for lost or stolen items that are not in a locked locker.***
- **The school has a right to open and inspect any locker when there is a reasonable suspicion to do so.**
- Students may not display offensive words or pictures on or in their lockers. Lockers are to be kept clean, and a student may be required to remove items at any time.

Hall Content & Student Pass Book

Students will refrain from running, pushing, or making loud noises in the hallway at all times. Students **MUST** use the provided (1 per student) pass book if needed to leave the classroom for ANY reason. If students are in the hallway without their pass book, they will be escorted back to the classroom. If a student loses their pass book, another may be purchased for \$5.00.

Licensed students may drive motorized vehicles to school provided they abide by the following rules:

1. Park vehicles in a manner that allows the most space for others.
2. Observe safety rules and drive carefully near the school building and busses. Any reckless or dangerous driving near the school building/busses will be reported to authorities.
3. Do not go to your vehicle during the school day without permission from the principal.
4. Students must park on the street or in designated student parking areas. The lot west of the school is reserved for staff parking only.

Leaving School Premises

Students are not to leave the school building or grounds without prior approval from the principal. All students are required to bring a signed note from home or a telephone call/email from the parent in order to be dismissed from school for any reason (**excluding lunch**). Students must also have a "Permit to Leave Building" pass from the office.

Cell Phone Policy

Cell phones are permitted in the school building and are available for use under specific conditions. The use of cell phones has and will remain a cultural phenomena and the staff at L-O schools understands and supports this area of communication.

Cell phone use will NOT be permitted in the classroom and phones will be placed in the pocket organizers during class periods. Students that must use their cell phone may do so by getting a pass to the high school office and making the necessary call in the office. **Picture taking/video recording during school hours IS prohibited.**

Violations of this policy will result in the following manner:

1. **Violation #1:** Cell phone stays in the Deans office until the end of the school day.
2. **Violation #2:** Cell phone stays in the Deans office for 24 hours. Student can pick up at the start of the next school day.
3. **Violation #3 or more:** Cell phone will stay in the Deans office for 24 hours, parents will need to pick up & other disciplinary actions may follow.

*****Continued abuse of the policy will result in parents being required to pick up the student's cell phone the day after the continued infraction.***

*****Consistent abuse of this policy and any disrespectful student behavior exhibited during the confiscation of the cell phone will result in other disciplinary actions.***

Electronic Devices

Unless otherwise noted by school personnel the following rules apply:

Electronic devices may not be visible or used from 8:00 a.m. – 3:00 p.m. Electronic devices include but are not limited to iPods, mp3 players, video games, CD players, headphones, walkmans or gaming devices.

Any violation of this policy will result in the loss of the electronic device for **24 hours**. Continued abuse of the policy will result in parents being required to pick up the student's device the day after the repeated infraction.

Consistent abuse of the policy and any disrespectful student behavior exhibited during the confiscation of an electronic device will result in other disciplinary actions.

Recording Devices

Any use of a recording device by any person, pupil or otherwise, without prior consent of both the teacher and the principal is prohibited.

Computer and Internet Use (Acceptable Use Policy)

Students are responsible for appropriate and acceptable behavior on school computer network just as they are in the classroom. Communications on the network are often public in nature. General school rules for behavior and communications will apply.

The network is provided for students to conduct research and learn the skills needed in today's work environment. Access to network services is allowed for students who agree to act in a considerate and responsible manner. **Access is a privilege and entails responsibility.** A student may lose the privilege of using the computer network for intentional misuse or at the parents' request. *(See progressive discipline plan)*

Network storage areas may be treated like school lockers. Network administration may review files and communications to maintain system integrity and insure that students are using the system responsibly. Users should not assume that the files and communications would be private.

The following activities are specifically not permitted on computers:

- Sending, displaying, or viewing offensive messages or pictures.
- Using obscene or abusive language,
- Harassing, insulting, or threatening others.
- Damaging computers, computer systems, or computer networks including the sending of viruses or worms.
- Violating copyright laws.
- Using another person's password,
- Trespassing on another person's property including folders, work, or files.
- Using the computer equipment for commercial purposes or for profit.
- If an inappropriate site does come up on your computer screen, close the browser and report the incident to your teacher or the area supervisor.
- Using Proxy Servers to avoid blocked sites.

Honor Roll

LeRoy-Ostrander recognizes three levels of academic excellence:

1. Principal's Honor Roll: A student has earned all A's or A-'s.
2. A Honor Roll: The quarter GPA is 3.7 to 4.0 with no grade lower than B-.
3. B Honor Roll: The quarter GPA is 3.0 to 3.69 with no grade lower than C-.

Academic Letter

Students in grades 9-12 may earn an academic letter by having a cumulative GPA of 3.75 at the end of third quarter each year. This award will be given at the Spring Awards program.

Co-Curricular Activities

All school-sponsored activities fall under this category except classroom activities. Classes such as band and chorus and those activities such as FFA that have a classroom component will give an alternate assignment when ineligibility removes a student from a required performance. Enforcement of the participation rules is governed by the LeRoy-Ostrander Activities Code.

Student Conduct – (Addition 10/24/05)

High School Seniors are expected to be leaders of the school and to clearly exhibit respect and responsibility in their choices and behaviors. These attributes are taken into account in order to qualify for school honors such as homecoming royalty, graduation escorts and so forth. Students who have any major Minnesota State High School League Code of Conduct violations during their senior year will not be eligible for said public honors. This policy does not apply to student scholarship eligibility. ***However, it may be taken into consideration when determining recipients.***

Student Discipline

The LeRoy-Ostrander school district recognizes that student discipline is a prerequisite to a good educational setting. Teachers and advisors to activities will have primary control of student behavior and may add specific requirements appropriate to their area. The principal, superintendent, and Board will support the staff as long as their efforts are reasonable and in the best interest of the student. **(See the Progressive Discipline Plan located on the district website.)**

Valedictorian/Salutarian –

Any student that violates the drug or alcohol policy during their senior year may retain the title of Valedictorian or Salutarian; however, they will not be considered to represent their class in giving a speech during graduation ceremonies.

College Visits and Job Interviews

A request must be made in advance with the administration. Students are encouraged to attend college and career days with approval of administration. Pre-arrange slips must be completed before going.

Graduation Requirements and Class Load

The Minnesota Standards will be used for determination of the right to receive a diploma from L-O High School, except that the Board may make additional requirements. Specific information is available in the registration handbook.

PSEO Requirements (Part – time PSEO = 11 credits or less. Full – Time PSEO = 12 + credits)

- Students wanting to take PSEO or online classes **MUST** meet with L-O Principal first!
- All PSEO students need to understand that their choice to utilize PSEO has advantages and disadvantages. Some disadvantages include but are not limited to the following: missing out on class connections, missing out on having their college/tech school scores being counted from their second semester classes for GPA purposes, missing out on some school sponsored scholarships. **Utilizing PSEO may also affect your ability to access financial aid in future years.** If a student is put on academic probation or does not pass at least 50% of their credits they will not be eligible for financial aid. The student **may** have their financial aid reinstated once they are off academic probation or are passing 50% or more of their credits. Also, according to Minnesota Statutes 2004, 124D.09 Subd. 14. **Grants and financial aid are prohibited.** A pupil enrolled in a postsecondary course for secondary credit is not eligible for any state student financial aid under chapter 136A. This means that a student is not eligible for any financial aid while enrolled as a PSEO student.
- PSEO students (and their parents or guardians) will be responsible for making sure their graduation requirements are on track (a dropped or failed PSEO class is not reported to the school until three or four weeks after the semester ends—too late for us to notify the parent or student of problems with course credit.)
- **SENIOR PSEO students MUST** 1.) meet with the English teacher during 1st semester & follow ALL timelines for Senior Paper. 2.) attend IN PERSON for Senior Project, 5 days a week.
- PSEO students that do not meet L-O graduation requirements will not participate in graduation ceremonies.
- PSEO students are responsible for checking with school personnel as to activities, dates, and news for juniors/seniors and any other announcements.
- Students taking PSEO courses should check with the college/institution regarding dropping or adding a class timeline.
- Students taking PSEO courses are responsible for the pick-up and return of text books, if needed.
- Students must take and pass the MCA II tests – reading, and math.
- The Minnesota State Colleges and Universities system has set the following standards for admission to PSEO:
 - for juniors, class rank in the upper one-third of their class or a Cumulative GPA of 2.5 or better or a score at or above the 70th percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT;
 - for seniors, class rank in the upper one-half of their class or have a Cumulative GPA of 2.5 or better or a score at or above the 50th percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT.

PSEO Requirements cont.

- Please note that four (4) college credits are equal to one (1) high school credit.
- PSEO students will be recognized at the end of the 2nd quarter (1st semester) and at the end of the 4th quarter (2nd semester) for any awards, honor rolls, or accomplishments.
- Students choosing to go full-time PSEO (12+ credits), will not be eligible for the scholarship opportunities that the L-O School offers.

College Course and On-Line Course Student Agreement

Any student that enrolls in a college level course or an on-line course agrees that they will follow all deadlines and grading requirements. If a student drops a class after the appointed deadline and the school cannot be refunded the tuition, it then becomes the responsibility of the student. Also, if a student fails to maintain and receive a passing grade that tuition amount will become the responsibility of the student. The student will not be allowed to enroll in another college course or on-line course until that tuition has been paid. If the student refuses to pay the tuition and no longer takes a college or on-line course then the student will not be checked out at the end of the year until all fines are paid or an agreement has been made.

****STUDENTS TAKING PSEO/ON-LINE CLASSES ARE REQUIRED TO BE IN THE L-O SCHOOL BUILDING 100% OF THE TIME.**

Student Dress

The principal or the teacher will determine if a student is dressed in a manner that interrupts the educational process. Parents and students should consider the following guidelines:

- Clothing may not be considered hazardous to health and safety – this may change for certain classes.
- Words or pictures that indicate sexual activity, violence, or the use of drugs, alcohol, or tobacco will not be allowed.
- Shoes must be worn **at all times**, and Heely's (shoes with wheels) are not allowed.
- Heely's (shoes with wheels) are not allowed.
- Hats/hoods may not be worn except on special dress up days or with the purchase of a hat/hood pass.
- Clothing should not be in any manner considered indecent or offensive and should not cause a disruption in class.

In addition, the following expectations and consequences were set by a committee of students from the student council:

- Tops: No cleavage or mid-drift showing. Shirts and/or tank tops must have shoulder straps that are a minimum of 1 inch in thickness. No see-through clothing. No A-shirt / white undershirt.
- Shorts/Skirts: We understand that shorts come short, but be reasonable with what you wear to school. Shorts and/or skirts must be at or below fingertip length.
- For guys and girls: **No undergarments of any kind showing.**

Consequences are:

- The 1st time being told – Student will be asked to put on appropriate clothing
- The 2nd time being told – Student will be asked to put on appropriate clothing as well as having a detention and parents will be called.
- The 3rd time – Detention
- The 4th time – ISS

MS-HS Dance/Prom Guidelines

****Admin reserves the right to deny access to L-O HS dances for any reason.**

****Guest student must be in good standing at their present school**

****L-O students are responsible for their personal conduct and that of their guests. If the conduct of either the host or guest violates the L-O Public School Student Discipline Policy, student handbook and/or applicable laws, both the host and guest will be removed from the dance and will not be allowed to attend future dances.**

****L-O students and their guests who leave the dance will not be readmitted for any reason.**

****Middle school students (grades 6-8) OR anyone above 20 years of age may not attend high school dances/Prom.**

****Drinks or containers will not be allowed into the building.**

Graduation Dress Code

Administration discretion will be used if clothing is questionable based on school dress code. If the student or students don't comply they will be denied participating in graduation ceremonies.

SENIOR/GRADUATION

SENIOR SKIP DAY

It is the policy of the LeRoy-Ostrander School District to not sponsor, advocate, encourage or authorize any Senior Class "Skip Day." The LeRoy-Ostrander School District will fully apply its attendance policy on all absences from school for non-school sponsored activities including but not limited to: a "Senior Skip Day." In addition to receiving an unexcused absence (See LeRoy-Ostrander Parent-Student Handbook: Attendance Procedures 2a., Sec. 5), students who participate in a "Senior Skip Day" will be required to attend all school days after graduation day through the end of the regular school year before receiving their signed High School Diploma.

SENIOR CLASS TRIP *(is still considered a school function. ALL school rules apply)*

- Site TBD
- Any violation resulting in early dismissal from trip the student will not participate in graduation ceremonies.
- Any violation resulting in early dismissal from the trip may lead to forfeiture of any deemed scholarships as determined by the scholarship committee.
- If a violation occurs, parents will be notified and required to pick up their student at the location.

SENIOR CLASS TRIP ATTENDANCE POLICY

The Senior Class Trip is a school-sponsored event. Any student who chooses not to participate MAY be required to attend school as usual on those days the Senior Class is on their trip.

ADDITIONAL INFORMATION

School Nurse

Mary Medinnus (ext. 2224 / mmedinnus@leroy.k12.mn.us) is our school nurse and is here part-time. **PLEASE NOTE: If a student becomes ill during the school day, they must report to the office to be seen in the nurses office PRIOR to calling parents or leaving school. If a student leaves school due to illness without first visiting the nurse, the absence will be unexcused.**

Band Information

Students who rent musical instruments belonging to the school must pay a rental fee of \$17.00 for percussion instruments, \$57.00 for brass instruments, and \$67.00 for woodwind instruments by first quarter mid quarter. Failure to make the payment will result in loss of playing privilege. Students may charge reeds, oil, or other supplies but payment must be made at the end of each quarter or their music grade will be an incomplete.

Physical Education

Physical Education is required for all students in grades 7-10. Illness or injury may excuse a student from participation under the following circumstances:

1. A note from a medical doctor or chiropractor must be presented to the instructor or principal if a student needs to be excused for more than one day.

Students in physical education are required to equip themselves with athletic shoes and clothing.

Guidance Program

The social worker welcome students and parents who have concerns they might be able to help with. A full time school social worker is on staff at LeRoy-Ostrander in helping meet students' needs in area of individual counseling, small group work and classroom presentations. The school social worker can help students and their families with a wide range of problems such as disabilities, alcohol/chemical concerns, violence, serious illness, unacceptable behavior or excessive absences. He/she can help identify concerns, consider solutions, and find resources.

Lost Library Books

If the book has been lost for less than four weeks, we ask you to keep looking for it. Your child will receive a verbal, friendly reminder in library class to remind him/her to keep looking for the missing item. Once an item is two weeks overdue, electronic overdue notices will be sent home with your child.

After four weeks have passed since the book was due, the book is officially considered lost. At that point, your family must choose to either return the missing item or pay the replacement cost. Please provide the library with either the cash (correct change only, please! We cannot give change) or a check (made out to Leroy-Ostrander Public School) to cover the replacement cost. Once a book is four weeks overdue, students may not check out any more books until the book is paid for or found.

Refunds can only be given within the current school year. If a missing book is located after this time, it then becomes the property of your family.

Please be aware that library books are becoming more and more expensive. The average cost of a hardback children's book is \$20.00. Many parents experience "sticker shock" when they are presented with a bill for lost library books.

It is also important to know that the library cannot accept new or used copies of missing items in place of paying the replacement cost. Many of our books are purchased with special library bindings to make them more durable for heavy use. For this reason, our policy only permits library staff to accept cash or check payments for the replacement of lost items.

Damaged Library Books

During library classes, your children learn to protect their books from the four most common ways library books end up damaged:

- Pets—especially dogs
- Babies and Toddlers—who are too young to know how to take care of books properly
- Food—keep library books away from the kitchen table, please!
- Liquids—cups spill, juice boxes explode, rain and puddles develop, all of these are dangerous for library books.

Students are instructed to keep library books in a safe place to avoid these problems. Yet, despite best intentions, occasionally a library book is accidentally damaged.

If this happens to a book checked out to your child, please reassure your child that he or she will not "get in trouble" in the library. Explain that he/she will have to tell the library staff about what happened and that your family will have to pay to replace the damaged item(s) if it is beyond repair. The library staff stresses this with all students while teaching lessons about good book care, but many students feel very guilty and upset if their library books accidentally become damaged despite her many reassurances.

Send the damaged item back to school with a note explaining what happened. The library staff will then take a look at the damaged item and see if we can repair the problem, and if we cannot, your family will need to pay the replacement cost. In some special cases, your family may be assessed the costs of repairing any damage. Each damaged book will be assessed on a case-by-case basis. Once again, if you must pay replacement costs you may pay by cash (correct change only, please) or by check (made out to Leroy-Ostrander Public School). Money paid for damaged items cannot be refunded.

The library staff pays very close attention to the condition of books. We will not check out a book that is torn from its binding to a student. It would be repaired or withdrawn from circulation. If a student returns a book that is torn from the binding, they will be responsible for the damages accrued while in their care. On a rare occasion, a child will find a book with some torn pages and insist on wanting to check it out rather than waiting for the repair. In this case, the librarian will make a note of the book condition in the record, and the student would not be responsible for the damages.

Textbooks

As with library books, textbooks that are given out at ANY time during the year must be taken care of in the same manner. If a textbook is returned with extensive damage (at the discretion of the teacher), you will be responsible in replacing the textbook. If a textbook is not returned/is lost at ANY time, you will be responsible in replacing the textbook for that class. Prices for those textbooks will differ from class to class.

Attendance Policy

According to Minnesota's new accountability system (Annual Yearly Progress), elementary schools, middle schools and districts must have an average daily attendance rate of 90% or show acceptable growth towards 90%. Annual yearly progress will be reported annually for all schools and districts. Federally mandated consequences extend to schools not complying with the attendance requirement.

Daily Absence Notification: Parents/Guardians must send an email or call the Office
Middle School/High School: 507.324.5741ext. 2221, nbergan@leroy.k12.mn.us

Absence Verification: Absences in which the school does not receive communication from the parent/guardian will be marked as unexcused. It is the responsibility of the parent/guardian to provide the necessary documentation or communication.

Late Arrival: Students arriving after the school day begins must check in at the front office to obtain a late arrival slip **before** heading to class. Parents/Guardians should call the office or send an email regarding their late arrival. Late arrivals with no parent/guardian communication will be marked as unexcused.

Leaving School Early: If a student has to leave early or attend an appointment during the school day, the parent/guardian should call the office or send an email. Office personnel will provide the student with a pass to leave class at the designated time. Students must sign out before leaving the building and sign back in if/when they return.

Attendance Guidelines

Every minute of a student's time at school is important. Students who are absent for even one day, or who arrive later than their classmates, miss valuable instruction time and can easily fall behind in school. The LeRoy-Ostrander School District recognizes the importance of regular attendance for student success. However, we also understand that circumstances such as illness or personal matters may occasionally require students to be absent. Chronic absence is defined as missing 10% (about 17 days) of school days for ANY reason (illness, vacation, appointments, etc.).

Both parents/guardians and students share the responsibility for ensuring regular school attendance. Below are the attendance guidelines outlining how absences will be managed.

Please review this policy with your student.

1. Tardiness:

The Middle School/High School follows a 7-period day schedule. Attendance is recorded for each class period, and punctuality is essential. The following guidelines apply:

- Tardy: Students who arrive up to 10 minutes late will be marked tardy for that hour.
- Absent (Late Arrival): Students who arrive more than 10 minutes late will be marked absent for the entire hour.
- Early Departure (Present): Students who leave with 10 minutes or less remaining will be marked present but left early.
- Absent (Early Departure): Students who leave more than 10 minutes before the end of an hour will be marked absent for the entire hour.

Please make every effort to arrive on time and stay for the full duration of each class. If tardiness becomes a recurring issue, students will be referred to an administrator for further support and follow-up.

2. Illness-Related Absences:

- After 12 total absences (illness and personal combined), a letter of concern regarding attendance will be sent to each household.
- Up to 16 illness-related absences per school year will be considered excused.
- After 16 illness-related absences, further absences due to illness will require medical documentation from a healthcare provider to be considered excused. A letter will be sent to each household to notify them of this.
- Alternatively, if a medical office visit is not necessary or possible, students may be screened by the school nurse.
- If the student exceeds 16 illness-related absences and fails to provide proper medical documentation or be screened by the school nurse, the absences will be considered unexcused unless the school administration grants an exception.

Good Practice for Medical Documentation:

- Keeping a consistent record of medical visits ensures that the school has appropriate documentation on file, helping to prevent misunderstandings or issues with excused absences.

Illness while at school:

- If a student becomes ill during the day, they should get a pass from a teacher to go to the nurse. The nurse will determine whether a call home is warranted. If the nurse sends a student home from school, that absence will be excused and not count toward the 16 absence threshold. If a student leaves school due to illness without first visiting the nurse, the absence will be unexcused.

3. Appointments:

- Non-emergency medical and dental appointments, along with college visits, should be scheduled outside of school hours or on non-school days whenever possible.
- Students should come to school before and/or after appointments, as they generally do not need to miss the whole day.
- This helps minimize disruptions to students' learning and ensures they stay on track with their studies.
- It is recommended that parents/guardians obtain medical documentation each time their student misses school for an appointment, and provide this documentation to the school.

4. Unexcused Absences:

An absence will be recorded as unexcused if one or more of the following applies:

- No communication has been received from a parent or guardian,
- Required medical documentation has not been submitted,
- A student leaves school due to illness without first being evaluated by the school nurse,
- The absence does not fall under the categories of illness or personal days, or absences beyond the limits identified. Examples of unexcused absences or tardies include, but are not limited to:
 - Missing the bus
 - Sleeping in
 - School refusal
 - Skipping school or class periods
 - Car trouble
 - Babysitting/Helping out at home
 - Work
 - Any other absence that does not meet the criteria for an excused absence

Minnesota Statute (120A.22) gives schools specific guidelines around what can and cannot be considered an excuse for missing school. Please be aware that the school administration holds the final say in whether an absence is excused. Parents/guardians notify the school of the reason for a student's absence. The school must determine whether the reason fits the school board approved criteria and meets the requirement of the law.

It is the responsibility of the parent/guardian to provide the necessary documentation or communication.

6. Consequences for Unexcused Absences:

- When a student has accumulated **7 unexcused absences** during the school year, a letter will be sent to the parents.
- When a student has accumulated **9 unexcused absences** in a class period during a semester, the student and parents/guardians will be required to meet with administration.
- When a student has accumulated **10 or more unexcused absences** during the school year, school administration can file truancy with the county.

7. Responsibilities of Parents and Guardians:

- Parents/Guardians are responsible for ensuring that students attend school each day and arrive on time.
- Parents/Guardians are responsible for notifying the school of all absences, preferably before the absence occurs.
- For illness or medical-related absences, parents/guardians must provide appropriate medical documentation when required.
- It is important for parents/guardians to communicate with the school to avoid any confusion or misunderstanding regarding the status of their student's attendance.
- Parents should monitor their students attendance and tardy status regularly through Infinite Campus Parent Portal.

8. Responsibilities of Students:

- Students are responsible for attending school each day and arriving on time.
- Students are responsible for attending each class period and arriving on time.
- Students should remind parents/guardians to notify the school of all absences.
- Students should monitor their attendance and tardy status in each class regularly through Infinite Campus Student Portal.

NON-DISCRIMINATION POLICY STATEMENT

LeRoy-Ostrander Public School does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation, or disability in its programs and activities. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Section 504 Coordinator:

Aaron Hungerholt
406 W. Main St., LeRoy, MN 55951
507-324-5741
ahungerholt@leroy.k12.mn.us

Alternate Section 504 Coordinator:

Jeff Tietje
406 W. Main St., LeRoy, MN 55951
507-324-5741
jtietje@leroy.k12.mn.us

Title IX Coordinator:

Trevor Carrier
406 W. Main St., LeRoy, MN 55951
507-324-5741
tcarrier@leroy.k12.mn.us

Alternate Title IX Coordinator:

Aaron Hungerholt
406 W. Main St., LeRoy, MN 55951
507-324-5741
ahungerholt@leroy.k12.mn.us

PERMISSION FORMS

(Sign, Remove, and Return to your Advisor/Classroom Teacher)

Handbook

WE, THE PARENTS/GUARDIANS AND STUDENT, HAVE READ THE HANDBOOK AND UNDERSTAND ALL THAT IS WITHIN.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

STUDENT SIGNATURE _____ DATE _____

Field Trips

Our child, _____, grade _____, has our permission to participate in field trips planned by the school for educational purposes during the school day. It is understood that our permission is to remain effective for the current school year, provided we do not notify the school of any changes.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

Media

On occasion, students have the opportunity to be photographed and/or interviewed by radio, newspaper, or television personnel. Please indicate below whether you grant or deny permission for your son/daughter to participate in such opportunities should they occur during the 2026-2027 school year.

☐ I give my child, _____, permission to be photographed and/or interviewed for radio, newspaper, or television media releases related to school activities during the 2026-2027 school year.

☐ I DO NOT give my child, _____, permission to be photographed and or/interviewed for radio, newspaper, or television media releases related to school activities during the 2026-2027 school year.

PARENT/GUARDIAN SIGNATURE _____ DATE _____

Statewide Assessments:

Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. When all students participate in statewide assessments, schools and educators have more information to see how all students are doing. This helps schools continuously improve the education they provide and identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K-12 districts and charter schools. Minnesota prioritizes high-quality education, and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCAs)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are annual assessments in reading, mathematics, and science that provide a snapshot of student learning aligned to the Minnesota K-12 Academic Standards.

WIDA ACCESS and WIDA Alternate ACCESS for English Learners

The WIDA ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments gives families a snapshot of their student's learning so they can advocate for their success in school. High school students may use MCA results for:

- Postsecondary Enrollment Options (PSEO) enrollment eligibility in grade 10.
- Course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the WIDA ACCESS or WIDA Alternate ACCESS and meet certain requirements have the opportunity to exit from EL services.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes, and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the following page. Contact your student's school to learn more about locally required assessments.

Updated March 2026

Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For WIDA ACCESS and WIDA Alternate ACCESS, the student will not have the opportunity to exit from EL services.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Certain statewide assessment calculations include all eligible students, including those who do not participate. Non-participation impacts accountability results, which may affect the school's ability to be identified for support or recognized for success.

Explore the
[Statewide
Testing page](#)
for more
information.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Check with your local school or district to see if there are any additional consequences for not participating.

Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota Statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by October 1 each school year. Refer to your district or charter school's website for more information on assessments.

Statewide Assessments: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. **This form must be submitted to your student's school or district office prior to testing.**

First Name: Middle Initial: Last Name:

Date of Birth: Current Grade in School: Student ID Number (if known):

School: District:

Parent/Guardian Name (print):

Parent/Guardian Signature: Date:

Reason for Refusal:

Please indicate the statewide assessment(s) your student will not participate in this school year:

- | | |
|--|--|
| ☐ Reading MCA/Alternate MCA | ☐ Science MCA/Alternate MCA |
| ☐ Mathematics MCA/MTAS | ☐ WIDA ACCESS/WIDA Alternate ACCESS |

Contact your school or district for more information on participation decisions for local assessments.

(Note: This form is only applicable for the 20 to 20 school year.)

Updated March 2026

MEDIA CENTER – READING LEVEL PERMISSION

We have had to put some rules into place regarding library checkouts. We cannot possibly know what language or words are in every book in our school library, nor are we aware of the values you strive for at home. We have children's picture books, Junior Fiction/Nonfiction, Young Adult, and Adult Fiction/Nonfiction (as staff utilizes our school library also).

Please read the following, check the box appropriate for your child, and please sign below to acknowledge that the Media Center specialist and your student's teacher will do their best to adhere to your wishes. Please be understanding that there may be absences or other conditions that may happen during the school year. If you have concerns at any time, please contact Angela Emerson, Media Center specialist, or your student's teacher.

Kindergarten & 1st grade: Picture books only.

2nd & 3rd grade: Picture books and Junior Fiction/Nonfiction.

4th grade & up: Please check the box below to signify what you deem appropriate for your student.

- ☐ My child should not be allowed to check out anything above Junior Fiction/Nonfiction.
- ☐ My child should not be allowed to check out anything above Young Adult.
- ☐ My child has permission to check out anything in the school Media Center. If any questions arise from what they read, I will discuss with my student.

DEFINITIONS:

Picture books – Age ranges for all young readers.

Junior Fiction/Nonfiction – The common definition is readers from 5 to 8 years old, extending to 12 years old.

Young Adult – The common definition is readers 12 years old and above. Please note: Some Young Adult may have bad language and other topics that parents might find uncomfortable for their child to read.

Adult Fiction/Nonfiction – This can and often includes bad language and other situations parents might find uncomfortable for their child to read.

Printed Name of Parent: _____

Signature: _____

Date: _____ (This will be good for the current school year unless the parent wishes to make a change which should be provided in writing to the Media Center specialist.)