

**VISITOR AGENDA
MAHNOMEN PUBLIC SCHOOLS
REGULAR MEETING
MONDAY, AUGUST 18, 2025
6:00 PM HIGH SCHOOL LIBRARY**

1. CALL TO ORDER
2. PLEDGE OF ALLEGANCE
3. ROLL CALL:
Board Members Present: _____Chris Otto, _____Nicole Ose, _____Ashley Neis,
_____Kimberly Scott-Neisen, _____Traci Turner, _____Craig Bower
4. ADOPTING THE AGENDA
As presented or modified
5. VISITORS AND GUEST COMMENTS
6. MONTHLY ROUTINE CONSENT BUSINESS
Minutes from previous School Board Meetings
Bills
Financial Reports
Donations
7. COMMUNICATION
8. COMMITTEE AND SCHOOL BOARD REPORTS
 - **Negotiations Committee** - The committee has met and is in full swing, with updates pending as discussions progress.
 - **Facilities Committee** - Met to open lines of communication and streamline accountability measures.
 - **Pairing Committee** - Discussed ways to enhance collaboration through great communication and more frequent meetings, with the goal of aligning handbooks. Examples include consistent enforcement of policies, alignment of eligibility procedures, and creation of a shared code of conduct for both districts.
 - **Policy Committee** - Met this evening immediately preceding the board meeting; a summary will be provided at the next board meeting.
Special Note - Visitor Policy Update: Beginning Fall 2025, all visitors must check in at the main office and wear a visitor pass during school hours. All staff will wear visible ID badges daily. Goal: Strengthen safety while maintaining a welcoming, engaged school community.
9. ADMINISTRATION REPORTS
 - 9.1. Superintendent's Report
 - 9.2. Elementary Principal Report
 - 9.3. High School Principal's Report

9.4. Community Education Board Report
Community Education Board Report

9.5. Athletics & Activities Program Board Report
Athletics & Activities Program Board Report

10. ACTION ITEM

10.1. Accepting Product Bids for FY25

10.2. Head Start Catering Agreement

10.3. Resource Office Agreement
Approve the Mahnommen County Sheriff's Office Resource Officer Agreement for the 2025-2026 school year

10.4. Approve E-Learning Plan for 2025-2026 school year.

10.5. Setting Federal Programs/Impact Aid Hearing Meeting
Set October 22, 2025 at 7:00 p.m. in the location of the high school media center for the District's Federal Programs/Impact Aid Hearing Meeting for the 2025-2026 school year.

10.6. 2025-26 Student Handbooks
MOTION to approve the 2025-26 elementary and high school student handbooks as presented or modified at this meeting. These handbooks become school district policy once the board approves them.

10.7. 2025-26 Thunderbird Handbook
First reading of the 2025-26 Thunderbird Handbook

10.8. Approve parking lot adjustment
Approve parking lot adjustment referenced in the superintendent's report.

11. PERSONNEL TOPICS

11.1. Hiring
MOTION to hire Kelsey Bingham as a High School English teacher for the 2025-2026 school year
MOTION to hire Danielle Uran as the Head Cook/Food Service Director for the 2025-2026 school year
MOTION to hire Emily Fox as ECSE (Early Childhood Special Education) paraprofessional for the 2025-2026 school year
MOTION to hire Robin Bendickson as a paraprofessional for the 2025-2026 school year.
MOTION to hire Courtney Stueness as a Communication Arts/Literature teacher for the 2025-26 school year with a Tier-1 license.
MOTION to hire Preston Halvorson as a SPED teacher for the 2025-26 school year, pending Tier II licensure.

MOTION to assign JH volleyball coaches as listed, including an increase of 1 JH coach per pairing committee recommendation (Aspen Thompson, Tiffany Hanson, Sydney Clark, Brynn McArthur)

MOTION to hire Crystal Blue as a Tier II Science teacher for the 2025-26 school year.

11.2. Resignations

11.3. Lane Change Request

11.4. Leave of Absence

Approve a leave of absence for Courtney Stueness as a paraprofessional for the 2025-26 school year. Moving to hire her to teach Communication Arts/Literature with a Tier I license for the 2025-26 school year.

12. ADJOURNMENT

Committee Meeting Cycle 25-26

Jul 7, 2025 Negotiations/Personnel Committee
Jul 10, 2025 Buildings & Grounds Committee
Jul 18, 2025 Negotiations/Personnel Committee
July 21, 2025 Buildings & Grounds Committee
July 30, 2025 Negotiations/Personnel Committee
Aug 5, 2025 Pairing Committee
Aug 7, 2025 Buildings & Grounds Committee
Aug 11&12, 2025 Negotiations/Personnel Committee (if needed)
Aug 18, 2025 Policy Committee
Sept 22, 2025 Technology Committee
Oct 20, 2025 Meet & Confer Committee
Nov 17, 2025 Finance Committee
Dec 15, 2026 Negotiations/Personnel Committee
Jan 26, 2026 Buildings & Grounds Committee
Feb 23, 2026 Policy Committee
Mar 23, 2026 Technology Committee
Apr 20, 2026 Meet & Confer Committee
May 18, 2026 Finance Committee
Jun 15, 2026 Negotiations/Personnel Committee

*Pairing Committee meetings need to be coordinated with Waubun. I will add them to the calendar as they are scheduled.

Ensuring a Safe and Welcoming School Environment

Dear Mahnomon Public Schools Community,

As we begin the 2025–2026 school year, I want to share an important update about our commitment to safety in our school buildings.

Beginning this fall, **all visitors will be required to check in at the main office and wear a visitor pass** while in the building during school hours. In addition, **all staff will be wearing visible ID badges** throughout the day.

These practices are not meant to discourage family or community engagement — quite the opposite! We *want* you in our schools. Whether you're visiting a classroom, attending an event, or simply stopping in to drop something off, you are a valued part of our school community.

That said, **student safety is our top priority**. Wearing visitor passes and staff badges helps ensure that everyone in the building is accounted for and recognized. It's a simple way to help us maintain a secure environment for all our students and staff.

We're grateful for your understanding and support as we implement this updated procedure. If you have any questions or concerns, please feel free to reach out to the school office or my office directly.

We look forward to seeing you in our buildings and working together for a safe, successful year!

Warmly,

Dr. Andrea Simon



Superintendent's Report

August 18, 2025

1. Entry Plan – Top Opportunities for Leadership Action

- **Fey Findings from Listening Sessions**
 - Clear leadership roles & accountability systems.
 - Improved internal communication & decision-making transparency.
 - Stronger hiring, onboarding, and role clarity.
 - Aligned student behavior systems & improved safety protocols.
 - Secondary-level instructional coherence via PLCs & curriculum review.
 - Elevation of Indian Education & districtwide cultural integration.
 - Formalized operations & technology procedures.
 - Culture of recognition, inclusion, and shared ownership.
 - Enhanced board transparency & governance visibility.

Note: Many of these priorities will guide us as we move toward a formal strategic planning process.

2. Operations & Facility Updates

- Construction remains on schedule, with major work now focused on interior finishes (ceiling materials have arrived!), furniture installation, and exterior site improvements.
 - **Parking Lot Project – Scope Extension:** Discussion on the possibility of extending the scope of the current parking lot project. Convert the grassy area to more gravel parking.
- Coordinating a narrow window to move spaces and resources while still allowing access for the cleaning crew.
- Custodial and maintenance teams are preparing for fall, with special attention to bus loop safety.
- Kudos to the team for completing the new roof on the concessions stand — it looks great.
- Planning is underway for the **Ribbon-Cutting Ceremony on September 24.**

3. Staffing & Personnel

- Moving to hire a new ELA teacher and Food Service Director/Head Cook at tonight's meeting, allowing Delane to transition into the Transportation Director role. Moving to rehire one para. Still seeking paraprofessionals, with active recruitment efforts underway, including targeted outreach and expanded posting locations.
- Unable to secure a pool teacher for this year, but will continue to explore options tied to the pool for the future.
- Continuing search for an Ojibwe Language teacher with the goal of hiring for the second semester if a candidate is found.



5. Committee Meetings Summary

25-26 Committee Meeting Cycle - As part of our district goal to enhance transparency and encourage community involvement, **committee meeting dates and materials will be posted on BoardBook** moving forward.

- **Negotiations Committee** – The committee has met and is in full swing, with updates pending as discussions progress. EdMN has tentatively agreed to the district's proposal. Other groups have received proposals for review.
- **Facilities Committee** – Met to open lines of communication and streamline accountability measures.
- **Pairing Committee** – Discussed ways to enhance collaboration through great communication and more frequent meetings, with the goal of aligning handbooks. Examples include consistent enforcement of the no “F-word” policy, alignment of eligibility procedures, and creation of a shared code of conduct for both districts.
- **Policy Committee** – Met this evening immediately preceding the board meeting; a summary will be provided at the next board meeting.
 - *Special Note – Visitor Policy Update:* Beginning Fall 2025, all visitors must check in at the main office and wear a visitor pass during school hours. All staff will wear visible ID badges daily. Goal: Strengthen safety while maintaining a welcoming, engaged school community.

6. Leadership Evaluation Procedures

- **Superintendent Evaluation:** Draft process aligning with MSBA guidelines is in development.
- **Board Self-Evaluations:** Proposal for an annual process to strengthen governance, identify areas for growth, and reinforce continuous improvement.
- **Principal & District Staff Evaluations:** Reviewing state guidelines and best practices to implement a consistent, evidence-based process supporting leadership, climate, and achievement. Procedure and timeline will be presented at the next board meeting.

7. NAFIS State Chair Role

- Superintendent Simon has accepted the role of **Minnesota State Chair for the National Association of Federally Impacted Schools (NAFIS)**, continuing a tradition Mahnomen has held since the 1980s. The State Chair serves as the primary communicator to federally impacted districts in Minnesota and organizes twice-yearly congressional visits to advocate for Impact Aid.
- This role keeps Mahnomen in a leadership position at the state and national levels, strengthening our voice in federal education policy.

MAHNOMEN ISD#432
ELEMENTARY PRINCIPAL'S REPORT

- Summer STEAM Camp 60 students
- Back to school in-service; new staff orientation, annual trainings
- Open House Aug. 27th 4-7pm
- Letters were sent out to families from their homeroom teachers with a supply list
- Josh & Steve put new steel on concession stand
- Wood chips added to the playground
- Seeking to fill Paraprofessional positions
- Room changes; 6th grade moving into their new classrooms & Elem. Music will move into one of the vacant 6th grade classrooms, ASD to move into the vacant Mahube classroom which will have bathroom access.
- Schools starts Sept. 2!!!!



High School Report-August 2025

- Schedules are completed for 7-9th and 12th grades, and currently in progress for 10-11.

Class sizes as of 9.3.25

7-63

8-61

9-52

10-41

11-46

12-45

Total: 308

Community Education Program - Board Report – August 2025

- Fall Community Education calendar and newsletter have been completed; this information can be found online at Community Education Program page of the school website
- VPK staff has begun generating class lists and collaborations with services, in preparation for the upcoming year!

Athletics & Activities Program - Board Report – August 2025

Fall sports have begun this week and schedules are complete and will be live on the Activity Scheduler found on the Athletic Page of the school website.

Numbers in all sports look positive!

All Sports Meeting was held in Waubun on July 28th; brief discussion was had with all in attendance regarding the handbook, highlighting important policies and procedures in relation to eligibility and transportation, along with a segment for fall coaches who discussed season details and practices. Essentia Health and Indian Health Service offered physicals, White Earth Tribal Health offered immunizations.

Coaches list as presented

Pairing Committee Update:

- M/W Cooperative Pairing Committee met in August to review and establish goals for the year, policy and procedure, etc.

MSHSL & Section information: No major updates

District #432
Mahnomen Public School
Andrea Simon, Superintendent

Hourly rate pushing snow off lots \$150.00
Hourly rate for hauling snow \$250.00

Equipment used

2 pk plows.
2014 Dodge 3/4 ton with 9-2 snowplow \$150.00
2003 Ford 3/4 ton with 9-2 snowplow. \$150.00
Kobota skid steer on tracks \$200.00
Giat loader with 2 1/4 yd bucket \$250.00
Dump trailer 7-2 by 14 ft. \$200.00
10' snow bucket
All equipment by the hr.

Owner
Stanley Anderson

Mahnomen School District #432
P.O. Box 319
Mahnomen, MN 56557
ATTN: Andrea Simon, Superintendent

-2025-2025- School Year-

DAIRY BID SHEET

	<u>Escalator Price</u>	<u>Firm Price</u>
1% Milk (1/2 pt)	<u>.326</u>	<u>—</u>
Skim Milk (1/2 pt)	<u>.312</u>	<u>—</u>
Chocolate Skim Milk (1/2 pt)	<u>.323</u>	<u>—</u>
Skim Milk (gallon)	<u>3.659</u>	<u>—</u>
1% Milk (gallon)	<u>3.922</u>	<u>—</u>
Lactose Milk (1/2 pt) specify count	<u>.59 24/cs</u>	<u>—</u>

Please use this form to bid and include your company name and address. Please state the escalator price and the firm price if at all possible.

CASS CLAY CREAMERY
200 20th St N
Fargo, ND 58102

Any questions, please call Andrea Simon at 218-935-2211.

Mahnomen School District #432
P.O. Box 319
Mahnomen, MN 56557
ATTN: Andrea Simon, Superintendent

-2025-2025- School Year-

DAIRY BID SHEET

	<u>Escalator Price</u>	<u>Firm Price</u>
1% Milk (1/2 pt)	<u>.320</u>	<u>NA</u>
Skim Milk (1/2 pt)	<u>.310</u>	
Chocolate Skim Milk (1/2 pt)	<u>.345</u>	
~~Skim Milk (gallon)~~	<u>3.95</u>	
~~1% Milk (gallon)~~	<u>4.05</u>	
Lactose Milk (1/2 pt) specify count - 27	<u>.79</u>	

Please use this form to bid and include your company name and address. Please state the escalator price and the firm price if at all possible.

Ron McNamara
7-30-25

Any questions, please call Andrea Simon at 218-935-2211.



Ron McNamara
Assistant Area Sales Manager
ron_mcnamara@prairiefarms.com
p:(651) 501-3470
c:(651) 260-5825
1930 Wooddale Drive
Woodbury, MN 55125

PrairieFarms.com



Child and Adult Care Food Program Contract for Vended Meals

An Institution that participates in the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP) must meet CACFP requirements for meals that will be claimed for CACFP reimbursements, as specified in this contract. The food service vendor shall operate in accordance with current Program regulations 7 CFR 226; including the meal pattern and nutrition requirements by age group of children in care 7 CFR 226.20. The sponsoring organization or site that enters into the contract will be referred to as the *Institution*. The supplier who enters into the contract with the Institution will be referred to as the *Vendor*.

This template must be used for CACFP vended meal contracts, without change or removal of any provisions except for inserting required information.

I. Purpose and Authority

This contract, between the Institution participating in CACFP: Mahube-Otwa Head Start

Cyber-Linked Interactive Child Nutrition System (CLICS) ID Number: 1000003504

and Vendor: Mahnomen Public Schools ISD #432

authorizes that Vendor will provide meals to the Institution in accordance with this contract and federal CACFP regulations at 7 Code of Federal Regulations (CFR) 226,

for the period of Sept. 2nd, 2025 through May 22nd, 2026. Use Program Year, October 1 – September 30.

Vendor will provide the meals to the CACFP site listed below or if more than one site, to the sites listed on the last page in "Table 1 Delivery Schedule." The number of meals by meal type to be delivered to each site location must also be indicated in the contract. Indicate time that meal will be delivered or picked up by the site. *Note that increases and decreases in the number of meal orders may be made by the site, as needed, within a time period prior to the meal service mutually agreed upon in the contract referenced in Section IV of this contract.*

II. Meals

A. Vendor will provide the following delivery schedule and meal types:

Site Name & Site Address	CLICS Site ID	Days of the Week	Meals Delivered & # of Meals Delivered	Time(s) of Delivery
Mahnomen Center 118 West Madison Ave. Mahnomen, MN 56557	1000000474	Monday-Friday	☒ Breakfast #: <u>10</u> ☒ Lunch #: <u>10</u> ☐ Supper #: <u> </u> ☒ Snacks #: <u>10</u> ☐ Extra Milk #: <u> </u>	Breakfast: pick-up 7:45am Lunch: pick-up 10:30am

B. If delivering to more than one site fill in "Table 1 Delivery Schedule" which is the last page of the contract.

- C. Vendor will provide meals that meet CACFP meal pattern requirements in accordance with 7 CFR 226.20.
- D. Vendor has attached to this contract the menus that were used in solicitation of this contract. The meals served under the contract shall conform to the cycle menus upon which the bid was based, and to menu changes agreed upon by the Institution and Vendor;
- E. The Vendor shall not be paid for meals which are delivered outside of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements contained in the contract;
- F. Vendor may not subcontract for the total meal, with or without milk, or for the assembly of the meal.
- CACFP meal pattern requirements are available on the CACFP Centers Meal Patterns webpage (<https://education.mn.gov/MDE/dse/FNS/prog/CACFPCen/ops/meal/>).
- G. Vendor will also provide: (Indicate items such as condiments, eating utensils, paper items, extra milk, and transportation containers, if applicable. If more than one site, indicate any differences between sites.)
Vendor will provide:
Extra milk (upon request), serving dishes/utensils, safe transportation containers.

☐

Unitized meals

☒

Bulk quantities, accompanied by written instructions on planned portion size and number of portions contained in each bulk container of each food component to meet meal pattern requirements. In addition, Vendor will provide appropriate scoop, spoodle, or ladle equal to the planned portion size for assurance of proper serving size.

☐

If checked, Vendor will serve meals. Vendor will not count the number of meals to be claimed for reimbursement, responsibility for the reimbursable meal count at point of service must be retained by the Institution and cannot be delegated to the Vendor.

☐

Other: _____

Note: Per USDA Regulation 7CFR 226.6(i)(11) all breakfasts, lunches, and suppers delivered for service in outside-school-hours care centers shall be unitized, with or without milk, unless the State agency determines that unitization would impair the effectiveness of food service operations. For meals delivered to childcare centers and day care homes, the State agency may require unitization, with or without milk, of all breakfasts, lunches, and suppers only if the State agency has evidence which indicates that this requirement is necessary to ensure compliance with §226.20

III. Substitutions and Modifications for Medical or Special Dietary Needs

- A. Vendor will provide meal substitutions for participants with a disability who provide a statement from a licensed physician, physician assistant or advanced practice registered nurse such as a certified nurse practitioner, that they are unable to consume the regular Program meals due to their disability. The statement must identify how the disability affects the participant's diet, the food or foods to be omitted from the participant's diet, and the food or choice of foods that must be substituted.
- B. The Institution will pay the regular meal charges for meals with substitutions or modifications unless other charges or adjustments are specified in Section V. Participants with disabilities may not be charged any fees for modifications or substitutions.

IV. Ordering and Delivering

- A. The Institution will notify Vendor in advance of the number of meals needed. Vendor will use an organized system for receiving orders for delivery adjustments; documenting orders for delivery adjustments; adjusting production levels, if necessary; ensuring that delivery receipts are changed to reflect adjusted meal orders; and ensuring that adjusted meal orders for each site are correctly packaged and loaded for delivery.

Indicate deadline(s) for the Institution to send meal orders (such as by a set time on the previous day or the same day of the meal service) and how notice will be provided, by e-mail, telephone or in person. Indicate timeline(s) for increasing and decreasing an order that has been made. If more than one site, indicate any differences between sites. Describe here, or reference here to attached information.

Mahnomen Center meal counts will be determined by the Nutrition Coordinator and remain the same each day unless notified. Meal count change notifications will be made by email at minimum one day prior.

- B. Responsibility for transport containers: Indicate whether Vendor or the Institution will be responsible for cleaning transport containers and, if applicable, schedule for Vendor to pick up or the Institution to return transport containers. If more than one site, indicate any differences between sites. Describe here, or reference here to attached information.

Center staff will rinse dishes/utensils and clean transport containers after meal service. Transport containers will be returned by 1:00pm the same day.

Vendor will be responsible for washing and sanitizing serving dishes/utensils.

V. Meal Charges and Billing

- A. The Institution will pay the following charges for meals. Per meal pricing must be fixed and include all fees including delivery, server, etc. built into the per meal cost. Any additional fees outside of the original contract are unallowable, only fixed meal costs, per meal can be adjusted based on the Consumer Price Index for All Urban Consumers (CPI-U). Indicate charge for each meal type with/without milk:

Breakfast	\$ <u>3.00</u>	each	☒ with milk /	☐ without milk
Snack	\$ <u>2.35</u>	each	☒ with milk /	☐ without milk
Lunch	\$ <u>4.00</u>	each	☒ with milk /	☐ without milk
Supper	\$ _____	each	☐ with milk /	☐ without milk

When applicable, indicate pricing for extra milk, adult meals, or adjustments to meals to accommodate special dietary needs below. If additional information is needed to reference this, include here or attach to this contract. Should there be more than one site, indicate any differences between sites also.

Adult Breakfast: \$3.20, Adult lunch: \$5.25, Adult snack: same as above.
Special dietary needs are TBD.

The Vendor shall not be paid for meals which are delivered outside of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements contained in the contract.

The Institution will pay Vendor for ordered meals that meet CACFP meal requirements including health and sanitation standards in Section VII and are delivered in accordance with the contract.

- B. Describe when Vendor will bill the Institution (for example weekly or monthly) and when payment is due:
Vendor will bill on a monthly basis and payment is made monthly.

Note: Neither the Minnesota Department of Education (MDE) nor the U.S. Department of Agriculture assumes any liability for payment of meal charges.

VI. Recordkeeping and Availability of Records

- A. Vendor agrees to maintain full and accurate records, which the Institution requires to meet its responsibility for claiming reimbursements through the Child and Adult Care Food Program. Required Food Production records including: 1) daily menu and portion records; 2) daily quantities of food in particular amount of meat/meat alternate prepared, and any mixed item recipes, processed food labels, nutritional and ingredient label information regarding whole grain rich items, and sugar content of yogurt and cereals, by type of meal 3) daily number of meals furnished, by type of meal.
- B. At the end of each month, Vendor will submit copies of the records of menus, food item and production records lists above, and numbers of meals furnished to the Institution. Vendor will also submit copies of food production records to the Institution as specified. Records will be provided at minimum monthly for purposes of verifying meal pattern prior to submitting the monthly claim.
- C. Vendor shall maintain such records (supported by invoices, receipts or other evidence) as the Institution will need to meet its responsibilities under this part and shall promptly submit invoices and delivery reports to the Institution no less frequently than monthly.
- D. Vendor agrees that the books and records of the food service vendor pertaining to the Institution's food service operation shall be available for inspection and audit by representatives of the Institution, the State agency, the Department, and of the U.S. General Accounting Office at any reasonable time and place, for a period of 3 years from the date of receipt of final payment under the contract, or in cases where an audit requested by the State agency or the Department remains unresolved, until such time as the audit is resolved.
- E. Vendor will cooperate in studies and evaluations conducted by or on behalf of USDA related to programs authorized under the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966.
- F. The State agency may conduct an inspection of the vendor's food preparation facilities. The Vendor and the Institution shall receive a copy of the results of these inspections when corrective action is required. If a Vendor fails to correct violations noted by the State agency during a review, the State agency shall notify the Institution and the Vendor that reimbursement shall not be paid for meals prepared by the Vendor after a date specified in the notification.

VII. Health and Sanitation

- A. Vendor and the Institution agree that state and local health and sanitation requirements will be met at all times. Vendor will meet all state and local health regulations that apply to Vendor facilities and any other facilities in which meals are prepared. Vendor will maintain applicable health certifications for facilities where meals are prepared.
- B. All food will be properly stored, prepared, packaged and transported free of contamination and at appropriate temperatures.

- C. The Institution will not pay for meals or snacks that are unwholesome or spoiled at time of delivery.

VIII. Institution Control of Food Service

The Institution will maintain overall responsibility for administration of the food service, in accordance with CACFP regulations and policies. The Institution will:

- A. Retain control of the quality, extent and general nature of the food service, including counting the numbers of reimbursable meals and claiming CACFP reimbursement from the Minnesota Department of Education.
- B. Ensure that the food service operation is in conformance with the Institution's agreement with the Minnesota Department of Education to participate in CACFP.
- C. Retain control of the nonprofit food service account, overall financial responsibility for the nonprofit food service operation, and meal prices.
- D. Maintain all applicable health certifications for the Institution(s) and ensure that state and local health regulations are being met by Vendor, if Vendor prepares or serves meals at the Institution's facility.
- E. Monitor meals to ensure the food service is in conformance with program regulations.
- F. Retain signature authority on the agreement with the Minnesota Department of Education. Retain signature authority for the annual application and monthly claims by electronically submitting required information to the Minnesota Department of Education.
- G. Prepare contract for vended meals documents.
- H. Review, approve or deny, and if applicable verify CACFP Household Income Statements.

IX. Additional Vendor Responsibilities

Vendor agrees to comply with the following. As applicable, incorporated into this contract by reference.

- A. If contract exceeds \$10,000: Executive Order 11375 of the Equal Employment Opportunity Act, and as supplemented in Department of Labor regulations.
- B. If contract exceeds \$100,000: Sections 3702 and 3704 of the Contract Work Hours and Safety Standards Act (40 United States Code (USC) 3701 – 3708) as supplemented by the U.S. Department of Labor regulations (29 CFR Part 5).
- C. If contract exceeds \$150,000: All applicable standards, orders and requirements issued pursuant to the Clean Air Act (42 USC 7401 – 7671q) and the Federal Water Pollution Control Act as amended (33 USC 1251 – 1387). Violations must be reported to the federal awarding agency and the regional office of the Environmental Protection Agency (EPA).

X. Nonperformance or Noncompliance

In cases of nonperformance or noncompliance on the part of Vendor, Vendor will pay the Institution for any excess costs which the Institution may incur by obtaining meals from another source. The Institution will notify Vendor (and surety company if performance bond is in effect) of specific instances of unsatisfactory performance. If Vendor does not immediately take corrective action, the Institution may negotiate another contract (or request surety company to provide another Vendor). The defaulting Vendor is liable for any difference in price between the original price and the new contract price.

Indicate here any additional requirements regarding nonperformance or noncompliance, or any bonding requirements:

XI. Termination

Either party may terminate this contract for cause by notice in writing as described:

(The number of days required for notice of termination, which may not exceed 60 days, must be stated.) The contract may be terminated for convenience (no cause) if the parties mutually agree to terminate for convenience.

XII. Contract Renewals

This contract may be renewed up to four times, **not to exceed a total of five years**, by mutual agreement of the Institution and Vendor. The contract may **not** automatically renew. Renewal of the contract is contingent upon the fulfillment of all contract provisions. The CACFP Renewal of Contract for Vended Meals form, available from MDE, will be used to renew the contract. Prices will be adjusted from the previous year's prices by a percentage not to exceed the percentage change in the Consumer Price Index for All Urban Consumers (CPI-U), Food Away From Home in the Midwest Region. The change in the index will be measured by the calendar year preceding the contract effective date, unless a different time period is specific here:

XIII. Summer Food Service Program (Optional)

Vendor agrees to provide meals for the Summer Food Service Program (SFSP), in accordance with federal regulations at 7 CFR 225 and other SFSP requirements, if the Institution participates in the SFSP during the original contract term or during any contract renewal.

Vendor will provide the types of SFSP meals indicated below.

☐ Breakfast

☐ Lunch

☐ Snack

☐ Supper

Vendor will provide SFSP meals that meet the requirements for the following meal patterns:

☐ Summer Food Service Food Program Meal Pattern (7 CFR 225)

☐ Child and Adult Care Food Program Meal Pattern for Children Ages 1-2 or 3-5 (7 CFR 226)

☐ Child and Adult Care Food Program Meal Pattern for Infants (7 CFR 226)

☐ Schools Only: National School Lunch and Breakfast Meal Patterns (7 CFR 210 and 220)

Check one or both boxes:

☐

Unitized Meals: Vendor will provide unitized meals for SFSP. This box must be checked unless all food will be provided in non-unitized / bulk quantities as described below.

☐

*Non-Unitized / Bulk: Vendor will provide non-unitized / bulk quantities for SFSP, with instructions on the planned portion size for each food component. MDE approval of the Institution's SFSP application is approval of a waiver from the SFSP requirement to provide unitized meals.

*By selecting this method, the Institution requests MDE Food and Nutrition Service to waive the unitized meals requirement. Approval of the Institution's SFSP application indicates that the waiver has been granted. Non-unitized/bulk quantities must be accompanied by written instructions from Vendor regarding the planned portion size for each food component.

The Institution will upload delivery schedule and meal types for SFSP in CLICS and submit to Vendor when available.

Unless indicated below, the Institution will pay for SFSP meals provided by Vendor using the same payment structure used for CACFP meals.

XIV. Vendor Certification Statements

Check one:

☒

The contract amount is expected to be less than \$100,000.

The following certifications are attached to this contract: (1) Independent Price Determination Certificate (signed by Vendor and Institution) and (2) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion— Lower-Tier Covered Transactions (signed by Vendor). (3) Assurance of Civil Rights Compliance (signed by Vendor).

☐

The contract amount is expected to be \$100,000 or more.

In addition to the three certifications listed above, a Certification Regarding Lobbying (signed by Vendor) and, if applicable, a Disclosure of Lobbying Activities (signed by Vendor) are attached to this contract.

XV. Additional Provisions at Option of Institution and Vendor

Describe any additional provisions here, or reference here to additional attached provisions. Additional provisions may not conflict with other contract provisions or materially change the required provisions of the contract and are subject to review by MDE.

Production records will be sent to the Nutrition Coordinator at the end of the month.

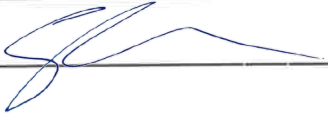
Signatures

Institution

Name: Mahube-Otwa Community Action Partnership - Head Start

Authorized Representative (print name): Liz Kuoppala

Title: Executive Director Email lkuoppala@mahube.org Phone 218-847-1385 X 190

Signature  Date: 7.30.2025

Vendor

Name: _____

Address: _____

Authorized Representative (print name): _____

Title: _____

Signature _____ Date: _____

Vendor Contact (print name): _____

Title: _____ Email _____ Phone _____

Address: _____

Location where meals are produced if different: _____

Independent Price Determination Certificate

Both the Vendor (Offeror) and the Institution shall execute this Independent Price Determination Certificate.

Mahnomen Public Schools ISD #432

Mahube-Otwa - Head Start

Name of Vendor

Name of Institution

By submission of this offer, the Offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Offeror or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the Offeror and will not knowingly be disclosed by the Offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Offeror for the purpose of restricting competition.
3. No attempt has been made or will be made by the Offeror to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of the Offeror certifies that:

1. He/she/they is the person in Offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to 1 through 3 above; or
2. He/she/they is not the person in Offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to 1 through 3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to 1 through 3 above.

To the best of my knowledge, this Offeror, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Signature of Vendor's Authorized Representative

Title

Date

In accepting this offer, the Institution certifies that no representative of the Institution has taken any action that may have jeopardized the independence of the offer referred above.



Signature Institution
Authorized Representative

Executive Director

Title

7.30.2025

Date

Instructions for Certification Regarding Debarment Form

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the certification form in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary-covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower-tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, search the Excluded Parties List System (EPLS) at: <https://sam.gov/content/home>.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower-Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions.

(Read instructions on previous page before completing Certification.)

- 1) The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
- 2) Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vendor Name: Mahnomen Public Schools ISD #432

Award Number or Project Name: Child and Adult Care Food Program

Name and Title of Authorized Representative: _____

Signature: _____ Date: _____

Assurance of Civil Rights Compliance

The vendor hereby agrees that it will comply with:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and Institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the vendor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the vendor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the vendor.

Vendor Name: Mahnomen Public Schools ISD #432

Award Number or Project Name: Child and Adult Care Food Program

Name and Title of Authorized Representative: _____

Signature: _____ Date: _____

Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
- 2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions;
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- 4) This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name: Mahnomen Public Schools ISD #432

Award Number or Project Name: Child and Adult Care Food Program

Name and Title of Authorized Representative: _____

Signature: _____ Date: _____

Table 1: Delivery Schedule for Multi-Site Institutions

Site Name and Site Address	CLICS Site ID	Days of the Week	Meals Delivered and Number (#) of Meals Delivered	Time(s) of Delivery
Mahnomen Center 118 West Madison Ave. Mahnomen, MN 56557	1000000474	Monday-Friday	☒ Breakfast #: 10 ☒ Lunch #: 10 ☐ Supper #: _____ ☒ Snacks #: 10 ☐ Extra Milk #: _____	Breakfast: pick-up 7:45am Lunch: pick-up 10:30am
			☐ Breakfast #: _____ ☐ Lunch #: _____ ☐ Supper #: _____ ☐ Snacks #: _____ ☐ Extra Milk #: _____	
			☐ Breakfast #: _____ ☐ Lunch #: _____ ☐ Supper #: _____ ☐ Snacks #: _____ ☐ Extra Milk #: _____	
			☐ Breakfast #: _____ ☐ Lunch #: _____ ☐ Supper #: _____ ☐ Snacks #: _____ ☐ Extra Milk #: _____	
			☐ Breakfast #: _____ ☐ Lunch #: _____ ☐ Supper #: _____ ☐ Snacks #: _____ ☐ Extra Milk #: _____	
			☐ Breakfast #: _____ ☐ Lunch #: _____ ☐ Supper #: _____ ☐ Snacks #: _____ ☐ Extra Milk #: _____	

Mahnomen Public Schools

E-Learning Plan

In 2017, legislators passed a law allowing Minnesota public schools to hold up to Five (5) e-Learning days on days for bad weather. This means students will receive learning activities and assignments provided by their classroom teachers that students would complete at home or wherever they go on a snow day. Students would receive instruction in each of their classes on an E-Learning day. Therefore, even though the weather may prevent staff and students from coming to the school building, students can have a school day that does not have to be made up later.

This concept currently exists with the components of Pandemic Distance Learning the past year and the integration of technology into our classrooms. Teachers and students utilize Google Classroom (or other digital learning systems) to post instructional materials, assignments and some grade levels send paper assignments home. Students can submit assignments to Google Classroom or turn in paper copies.

E-Learning days look slightly different for each grade level. Those without internet access or devices at home will be doing lessons prepared and sent ahead of time that will include assignments and activities for each subject they have. Learning activities for all students will also be posted through Google Classroom (or other digital learning systems) so that both students and parents can have access to all subjects and assignments.

Teachers will be available to answer questions by email or other communication methods designated by the classroom teacher. Student assignments and instructions will be posted by 9:00 AM. Accessibility to teachers will be provided to the students from 9:00 a.m. and 3:00 p.m. by multiple formats including: email, Google Classroom, and phone. Students will have two days following the E-Learning day to turn in assignments to their teachers, allowing for individual family situations. Attendance for bad weather days will be based on homework completion within the two-day window.

All staff will be expected to work during E-Learning days. If they are not able or willing to complete work assignments on that day it will go unpaid unless an alternative make-up day is designated by their supervisor. Expectations and assignments include:

- Classroom & Special Education Teachers - direct instruction to students and answering student questions via Google Classroom, email and phone.
- Non-Classroom Teachers, Counselors, Interventionists, Clerical, Etc. - submit a work plan to the supervising administrator. Maintain access to email & phone for questions and communications.
- Paraprofessionals & Kitchen Staff - (depending on assignment) may be assigned to provide on-line tutoring and student support or assigned to complete on-line professional development or other job related duties.

Mahnomen Public Schools

E-Learning Plan

Vision

The vision of E-Learning is that when school is canceled due to weather conditions, students and teachers will wisely utilize this time to continue with the learning that has taken place in their classrooms. The content and lessons will be related to the current classroom curriculum goals and skills. A maximum of up to 5-days can be used as E-Learning days.

Procedure

On a school cancellation day, the superintendent will inform all staff and students of the E-Learning day. This announcement will be made prior to 6:30 AM via School Messenger System and other media outlets. **The announcement will clearly state if it is an E-Learning day.** You must have a current working phone number on file at the school to receive instant messages.

Attendance

Attendance is taken as E-Learning assignments are marked complete. Students have up to 2-days to complete E-Learning assignments and submit them.

Instruction

Instruction will take place through Google Classroom and/or E-Learning packets sent home. E-Learning assignments should not take any more or less time for students to complete than would normally during the class. Students have up to 2-days to complete assigned E-Learning work and get turned in for grading. Special Education teachers are to collaborate with regular education teachers to modify and adapt E-Learning assignments to meet the needs of students.

Special Education

Special Education teachers are to collaborate with regular education teachers to modify and adapt E-Learning assignments to meet the needs of students. If a student receives instruction in the special education setting, the special education teacher is responsible for developing the E-Learning assignment. Students with special needs or circumstances may face unique challenges while performing the academic tasks. Provisions and accommodations will be made for individual needs on a case by case basis.

Schedule

8:00 -9:00 AM

Teachers post and message students and families of assignments via email, google classroom and remind app. By 9:00 AM teachers email the Principal of their E-Learning assignment plan.

Students are to check in via email or Google Classroom to receive assignments.

9:00 - 3:00 PM

Teachers maintain access to email/phone/Google Classroom to provide feedback and communication with students. Mahnomen Elem. teachers will be holding Google meets from 9-10am & 1-2pm

Students complete work assignments and can communicate with teachers via email/phone/ Google Classroom.

Mahnomen High School

Student-Parent Handbook 2025-2026

Mission of Mahnomen Public Schools

Our Mission is to provide the opportunity for high achievement for all learners promoting academics, citizenship and individual self-esteem, with an emphasis on 21st century skills.

The MHS Student Handbook information is disseminated to students and their parents/guardians through mail and is available on the district's website.

Parents/guardians and students are responsible for reading.

Welcome to Mahanomen High School (MHS)

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MHS is proud of its students and staff. As a staff we look forward to providing you with a safe learning environment that allows for the best possible learning experience for academic, social, and athletic growth and performance we have to offer. We will continue to encourage safe handwashing and social distancing, as well as provide frequent cleaning to help prevent contamination. I encourage you to please take advantage of these opportunities that will improve your success here at MHS and in your future. This is your school, take pride in it and become active! School is like most other endeavors, the more you put into, it the more you get out of it. I hope that you have a fantastic school year.
Thank You.

Mr. Hedstrom

Dear M.H.S. Students,
Welcome back to school M.H.S. students! We are looking forward to an exciting school year. There are a lot of great activities planned for the upcoming school year. We hope you will take part in the extra activities and work hard in all your classes. Getting involved makes the school year more fun and it goes by faster. Whether it's your first year at MHS, last year or some year in between, have a great year!

2025-2026 Student Council Co-Presidents,

MAHNOMEN HIGH SCHOOL TELEPHONE NUMBERS

(218)-935-2212

Extension

7-12 Principal.....	Kevin Hedstrom	251
Dean of Students.....	John Clark, Jr.....	250
Counselor.....	Sheila Helgeson.....	252
High School Secretary.....	Paula Stock.....	237
Health Services.....	White Earth.....	111
Student Resource Officer.....	Deputy LaFriniere.....	333
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AthleticDirector.....	Aimee Pederson.....	315
Superintendent.....	Andrea Simon.....	110
AIE/Title VI Coordinator.....	Desiree Linden.....	248

(To contact other school staff call Paula Stock, MHS Secretary Extension 237)

Mahnomen Public School District #432 is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, gender or handicap in its activities, programs, or employment practices as required by Title IV, Title IX, and section 504.

2025-2026 Calendar

August	25	Teacher Work Day
	26-28	Staff In-Service Days Mahnomen School Open House 3:30-6:00
September	1	Labor Day – No school for students
	2	First Day of School
	26	First Quarter Mid term
October	16-17	ED MN - No school
	31	End of first quarter
November	4 & 6	Parent-Teacher Evening Conferences
	10	Staff In-Service Day - No school for students
	27-28	Thanksgiving Break - No school
December	5	Second quarter midterm
	24	Winter Break begins –No School Dec 24-Jan 2
January	5	First day of school following Winter Break
	15	End of second quarter
	16	Teacher Work Day
	19	Staff In-Service Day – No school for students
February	13	Third quarter mid-term
	16	Presidents Day - No school
	26	High School Evening Conferences
March	9	Staff In-Service day - No school for students
	20	End of third quarter
April	3 & 6	Spring break - No school
	9	High School Evening Registration for 26-27
	17	Fourth quarter mid-term
May	22	Last day for students
	22	Graduation
	26	Last Day for Teachers

<u>Quarter Schedule</u>	<u>Beginning</u>	<u>Mid-Term</u>	<u>End</u>
First Quarter	September 2, 2025	Sept. 26	October 31
Second Quarter	November 3, 2025	Dec. 6	January 15
Third Quarter	January 20, 2026	February 13	March 20
Fourth Quarter	March 23, 2026	April 17	May 22

High School Daily Schedule

Tardy Bell	8:27
1 st Hour	8:30 - 9:15
2 nd Hour	9:18 - 10:03
3 rd Hour	10:06 - 10:51
4 th Hour	10:54 - 11:39
Lunch	11:39 - 12:08
5th hour	12:09 - 12:54
6 th Hour	12:57 - 1:42
7 th Hour	1:45 - 2:30
8 th Hour	2:33 - 3:18

ACADEMIC PROGRAMS

Mahnomen Alternative Education Center (MAEC) Refer to the MAEC Handbook

Graduation Requirements

Graduation from a Minnesota Public School requires students to take one of the following assessments as well as completing Mahnomen School Board approved number of credits. The graduation assessment may be one of the following assessments:

- *Armed Services Vocational Aptitude Battery (ASVAB)
- * A score from an alternative, equivalent assessment as determined by the school district (ACCUPLACER or SAT)
- *Compass college placement test
- * WorkKeys job skills assessment
- * ACT assessment for college admission (paid for by the student)

MHS students are required to complete a total of 25 credits:

- *Language Arts 4 credits (Language Arts 9, Language Arts 10, American Literature, World Literature, or Prep English)
- *Social Studies 3.5 credits (Social 9, Social 10, World History, Government, Economics)
- *Science 3 credits (Science 9, Biology, Chemistry or Physics II/III or Horticulture, Natural Resources, Advanced Biology, Anatomy & Physiology)
- *Math 3.5 credits (Algebra I, Algebra II, Geometry, Probability & Statistics or Advanced Math I)
- *Fine Arts--1 credit
- *Physical Education 9, 10--1 credit Credits sufficient to satisfy the state standards
- *Health 9--½ credit Credits sufficient to satisfy the state standards
- *Advanced Careers--½ credit
- *Parenting/Child Development--½ credit
- *Elective courses—at least 9.5 credits

To graduate, Students are required to have 3 science credits including a full year of Biology, Chemistry or Physics, or Career and Technical education that meet the academic science credit for Chemistry or Physics, and 1 year of science elective. 3.5 Math credits are to include Algebra I, Algebra II, Geometry, Probability & Statistics and must have passed Algebra by 8th grade. Students must have 25 credits by May 1st in order to participate in commencement.

ALC students and credit recovery must include completion of seat time hours for the credits earned.

College-In-The-High-School

The following junior and senior courses may be taken for college credit in cooperation with the University of Minnesota-Crookston (UM-C):
Computer Applications II, Prep English, Health Occupations, and
Advanced Mathematics I & II

Scholarships

MHS awards the following scholarships: Milt Hockel Natural Resources and Natural Resource Scholarship; Les Hanson Scholarship; General Ike Isaacson and Major Bruce Isaacson Scholarship, and several General Scholarships. Application forms are available in the school office beginning in January for seniors and any MHS graduate.
Contact Ms. Helgeson for more information.

Scheduling Process

Grades 7 and 8 are scheduled for required classes only. Grades 9-12 must enroll in at least 3.5 credits per semester and 7 credits each school year. Courses are selected during the 3rd quarter of the previous school year. Students will be provided with a Registration Guide to assist them in the process. A student advisor and/or the counselor will guide students through the process. Parents are requested to be involved in the process also.

Schedule Changes

Schedule changes will be made in extreme circumstances only during the first five days of the beginning of the quarter/semester. Students can schedule an appointment with the counselor before or after school, or during their assigned lunch. A course may be dropped without penalty by students in grades 7-12 if the following conditions are met: 1) it is done within 5 days from the start of the class; 2) the student must maintain a minimum of 7 credits; 3) the teacher of the course being dropped is informed.

Special Education

MHS provides a free appropriate public education (FAPE) to students with disabilities in the least restrictive environment (LRE) adhering to an individual education program (IEP). Students with disabilities are assigned a case manager. A PROCEDURAL SAFEGUARDS NOTICE is available, contact your child's case manager if you have any concerns.

Driver's Education

The Classroom Driver's Education course is open to all 9-12 grade students through Community Education. Behind the Wheel training can be arranged for students who have completed the Classroom Driver's Education course. Students will be responsible to submit the required fees for the Behind the Wheel training.

Prerequisites

Some courses require successful completion of a lower level class prior to registering for an upper level course. Some courses are limited to specific grade levels. Refer to the Registration Guide.

Post Secondary Enrollment Option (PSEO) and Expectations

4 credits of Language Arts

4 credits of Social

3 credits of Math

3 credits of Science

1-2 of Foreign Language depending upon post/secondary institution

1 credit of Fine Arts

Students applying to the MN Post Secondary Enrollment Options during their sophomore, junior and/or senior year(s) must meet the college's criteria.

REPORT CARDS & GRADING

Report Cards

Report cards will be mailed home after each quarter. Requests for additional copies of student's report cards can be made through the high school office.

Grading System

A report card summarizes a student's academic performance including various factors such as: attendance, test performance, class participation, homework, quizzes, reports, group work, attentive behavior, etc. Report card grades are the responsibility of the classroom teacher. Courses are graded at the end of each quarter and are final grades for that quarter. Students must complete courses and earn a passing grade to receive credit. Grade point average (GPA) are calculated as follows:

A = 4.00	B = 3.00	C = 2.00	D = 1.00
A- = 3.67	B- = 2.67	C- = 1.67	D- = 0.67
B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00

Students may retake courses as they are scheduled to improve the previous grade earned one time only. Credit will be documented only once with the highest grade earned.

Cheating

Teachers will review cheating and plagiarism along with the consequences for the violation with students at the start of the semester. Cheating will result in no credit for the work submitted. Any form of premeditated cheating may result in removal from the class, loss of credit, or a failing grade.

Remediation

Students in grades 9-12 who fail to complete courses and earn credit must make-up the required courses at the Alternative Learning Center (ALC). Refer to ALC Handbook. Students who do not recover the credit needed will be rescheduled in the same course the next school year when possible.

Retention

Students in grades 7 and 8 may be retained based upon review and consideration of their current documented performance in English, social studies, science and mathematics compared to MHS and state academic performance requirements in these core courses.

Standard 1: Students completing and earning a grade point average of 1.5 or better on all required core and elective courses will be promoted to the next grade level.

Standard 2: A) Students failing to complete and earn a passing grade for any one required academic core course may be required to repeat the course. **B)** Students failing to complete and earn a passing grade for two or more required academic courses may be required to repeat the entire year in the same grade level.

APPEAL PROCESS

Parents or guardians may request an appeal to be reviewed by the 7th and 8th grade TEAM's. The following questions will be considered: Did the student...

- achieve a significant GPA improvement during the second semester?
- demonstrate competence on MCA and Benchmark/iReady testing?
- attend school consistently?
- attend the school's tutoring or Homework Club consistently?
- adhere to the school's discipline policy?

Honor Roll

Student lists for grades 7-12 are compiled identifying grade point averages for the 7 credits for each semester. The GPA will be calculated one week following the final day of each semester. Submission of incomplete work after one week will not be considered.

A Honor Roll GPA must be **3.67 or higher**

B Honor Roll GPA must be **3.00 or higher**

Cumulative Grade Point Average (GPA)

GPA and class rank apply to courses completed in grades 9-12. Honor Student recognition in the graduation program will be reported after the 3rd quarter of the senior year. Final transcripts will record all final grades earned for every quarter during grades 9-12, including transfer credits and grades.

Class Rank is determined by order of the highest cumulative GPA to lowest cumulative GPA for all seniors who have completed and earned 25 credits at the end of 3rd quarter.

Graduating Honor Students

Valedictorian and Salutatorian honors will be two seniors completing and earning 25 credits with the two highest cumulative GPAs and ranked numbers 1 and 2 at the end of 3rd quarter. No pass/fail grades will be included in the calculation of the cumulative GPA or class rank. Other Honor Students will be recognized in the following categories:

Cum Laude	3.250 to 3.499
Magna Cum Laude	3.500 to 3.749
Summa Cum Laude	3.750 to 4.000

Academic Awards Program

MHS has an Academic Awards Breakfast every spring to thank parents and recognize students in grades 7-12 who have earned an academic award.

Students are eligible for the academic award after attending and completing 3 quarters of coursework for credit. Requirements include:

GOLD BAR:

- 3.8 cumulative GPA through the third quarter of each school year;
- minimum of 21 letter grades (A, B, C, D) for three quarters and;
- no Incompletes

SILVER BAR:

- 3.4 cumulative GPA through the third quarter of each school year;
- minimum of 21 letter grades (A, B, C, D) for three quarters and;
- no Incompletes

Students in grades 7 & 8 that meet similar criteria will be recognized along with their parents in a separate academic awards program.

Grades and Credit Checks

Students are responsible for monitoring grades submitted along with the number of credits completed and earned toward graduation. Pass/Fail grades do not count toward honor roll recognition. Contact Ms. Helgeson.

Grading System

The following percentage scale is used by teachers:

100-92%	A
91-90%	A-
89-88%	B+
87-82%	B
81-80%	B-
79-78%	C+
77-72%	C
71-70%	C-
69-68%	D+
67-62%	D
61-60%	D-
59-0%	F

Incompletes

Each teacher has the option to consider if a student will receive a grade of incomplete. Incompletes will be given in extreme circumstances only. **If given, students** will have an additional two weeks from the last day of that quarter to complete and submit the required coursework for grading. Any incomplete work to be considered for the honor roll must be completed and submitted within one week.

Mid-Quarter Reports

Mid Quarter Reports will be sent to parents/or guardians by mail after the 4th week of each quarter. The teachers will report on the status of attendance, coursework performance, current grade earned, and other comments deemed necessary or important. Please attend conferences or arrange conferences to discuss possible options to help students.

GENERAL INFORMATION

Emergency School Closings

The Mahanomen School District will use their instant alert system, the MHS school app, and facebook to provide notification of school closings along with public news agencies. Please keep the district up to date with changes in contact phone numbers. School closings due to weather or other emergencies will be reported over the following radio stations:

KRJM--Mahanomen (101.5 FM)

Daily Bulletin

Submission for daily announcements must be received by 7:00 am.

Computer/Technology Use Policy

Document available upon request. Contact MHS Office

Closed Lunch Period

All students will remain in the building, eat in the cafeteria and spend the remaining lunch period in a designated area supervised by a staff member. Senior privileges may include an open lunch period.

Doors

Reminder, a security door system has been installed. The elementary doors will be unlocked from 6:30-8:30 to allow the morning walkers and students being dropped off early access to the building. The district and gym/pool doors will be open from 7:30-8:30. After 8:30 all students and adults will need to buzz in at the main door (door 11) or the district door. You will need to identify yourselves and state your business. Students leaving during the day still need a blue pass from the office.

Field Trips Student grades will be checked a week before the scheduled field trip. If the student is failing a class, he/she will not be able to participate in the field trip. This includes course-contest field trips, fine arts events, co-curricular field trips and non-academic field trips. If the field trip is included as a part of the curriculum, grade checks will not be necessary.

Fire drills

State statute requires schools to conduct fire drills throughout the year. An evacuation plan is in place and will be practiced periodically during the school year. All staff and students are responsible to know the emergency evacuation procedures. Everyone must evacuate the building quickly but safely when the fire alarm sounds. Tampering with emergency equipment is dangerous and illegal. Any violations will be managed according to district policy.

Homecoming/Sno-Daze expectations

Students that participate in these events as candidates will be expected to be students in good standing. This includes attendance, grades, and behavior. Students that do not meet any of these expectations will be deemed ineligible.

Student Email Accounts

A Mahanomen ISD #432 email addresses will be provided to all 7-12 students and will act as the official email address. Students are reminded that all uses of the Mahanomen ISD #432 information technology resources, including email, are subject to all relevant school policies and state and federal laws, including copyright law.

Vending Machines and Change

The machines will be available for use before school, during assigned lunches, and after school but not between or during classes. Students may request change in the office during their assigned lunch period and after school.

Beverages and snacks may be consumed in the commons area only. Use of machines will be suspended as determined by school staff when trash is not disposed of properly and/or consumption in restricted areas.

Early Arrivals to School

Students arriving to school before the scheduled time must remain in a designated area supervised by a staff member:

- 1) Library; 2) commons area; 3) hallway lockers; or (4) gym

Students arriving before 7:30 will need to use the main district door to enter the building.

Staying after School

A Late Bus is provided. All students must have permission to stay after school and participate in school-sponsored activities in order to ride the Late Bus.

Students will be supervised by a staff member while in the building or on the school grounds.

School Dress Rules

Mahanomen High School expects that both parents and students will use good judgment in selecting their dress for the school day should be clean and neat. Students should not wear clothing that:

1. Creates or may create a health or safety hazard to any person or persons including the student, including baggy/sagging pants. Pants are to be worn in a manner, which they are secured at the waistline, with belt if necessary, and not displaying undergarments. Oversized pants with the inseam hanging less than four inches above the top of the knee, will not be allowed.
2. Results in undue school maintenance problems, such as heavy boots or shoes that create excessive floor marking or trousers with metal rivets, chains that scratch furniture.
3. Can be hazardous in various school activities such as shop, science labs, athletics, physical education, and art.
4. Prevents the student from doing his best work because of blocked vision or restricted movement.
5. Contains obscene, discriminatory, profane language or pictures, or the promotion of sex and/or violence, or could be construed as gang-related.
6. Are immodest as viewed by adult staff members (bare midriff or back, low cut tops and halter tops, etc), advertises in any way (including

jewelry) products that identify/promote products or activities which are illegal for use by students, including tobacco, drugs, alcohol, marijuana, gangs, sexual, profanity.

7. Casts a derogatory light on nationality, ethnicity, religious group, or gender or has the intent of communicating gang membership/association/affiliation.
8. Students are **not** to wear hats, bandanas or hoods in the building during the day or at indoor activities unless the day has been designated as a special event or the principal has approved an exception. (e.g. medical need) Caps may NOT be attached to belt loops of pants.
9. No unnecessary coats or other outside clothing may be worn during the school day. These items present a safety hazard, hinder a student's education and may be used to hide inappropriate items. This includes blankets, and they will not be allowed in school.

We reserve the right to speak with any student(s) wearing clothing and accessories that do not conform to these standards. Students may be asked to change inappropriate clothing.

If the student fails to remedy the problem or cannot, the parent shall be contacted. If the problem remains uncorrected, the student shall be removed from the class or activity or school by the principal until the situation is resolved.

Library Overdue Policy

Students are allowed to check out most materials for a three-week period.

When an item is overdue, the student's name and the name of the item will be posted in the library and the daily bulletin. If the item is not returned after five weeks, the student will be billed the cost to replace the item.

Textbooks

Students and parents are responsible for the cost of replacing any lost or damaged textbooks issued. The price of a used book will be charged when available.

Minnesota Law on School Lockers - Minnesota Statute 121A.72

"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 convenience of students. School authorities for any reason may conduct an inspection of the interior of lockers 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."

Locks will be provided upon request. The locks will be keyed so the office can open them when required. The lock must be returned when the student withdraws or they will be charged full price of \$5.00 for the lock.

The school is not responsible for **items missing** from a students' assigned locker or another locker not assigned. Do not put anything valuable in your locker. If a student must bring something valuable to school for school use, it can be stored in the office for security. Students are asked to use good judgment in decorating and storing items in their assigned locker. The school reserves the right to inspect any locker at any time, without notice, without student consent, and without a search warrant. As soon as possible after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched unless disclosure would interfere with an ongoing investigation by law enforcement or school officials. Periodically all student lockers will be checked for cleanliness; students will be expected to clean them when requested.

Lost and Found

Any student who finds a misplaced item should turn it into the office. Also, any student missing an item can check in the office.

Rollerblades/Roller-skates/Scooters/Skateboard is not allowed on school property. Violations will be managed according to school policy.

Telephone Use

Classroom telephones are for staff use only. A phone will be provided for limited student use for essential purposes only and is restricted to assigned lunches, before and after school. Misuse of the phone will result in loss of the privilege.

Students will not be allowed to call home to get passes to leave the building. Arrangements for leaving school during the day must be made by 8:30AM. MHS has a closed noon policy and passes won't be written for students to go to lunch.

Cell Phones & Electronic Devices

Cell phones, electronic messaging devices and music players (iPods/MP3) can be disrupting to student learning. Students are not allowed to use cell phones/electronic devices in school classrooms. Students are expected to turn in cell phones at the beginning of each period. Electronic devices may be used before and after school and during the lunch period. If any faculty or staff member sees a cell phone/electronic device in use the item will be confiscated and turned into the office. The student can pick up the electronic device at the end of the school day in the office. **Additional offenses will result in that students parent/guardian coming to the school to collect the device.** The Mahnomon School District and the Minnesota State High School League prohibits cell phones in locker rooms at all times.

Messages/Deliveries

School staff will not make personal deliveries for gifts or messages during the school day. Emergency messages from **parents or guardians only** will be delivered.

Visitors

Parents are always welcome to visit school. For the safety of our students and staff, please call ahead and arrange a time to visit whenever possible. All visitors are required to report to the main office and will receive further

instructions there. Student visitors are not allowed to accompany MHS students to their classes.

Parents/guardians and community members are welcome to visit the school. 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. Visitors that are granted access MUST wear a "visitor name tag" at all times while in the building. All outside doorways will be locked during school hours. This is not meant to discourage parents/guardians from visiting school, but as a means to keep students safe from an intruder.

All visitors are required to SIGN IN and WAIT IN THE OFFICE, showing a government issued photo ID (such as a driver's license). Parents are allowed to visit with their child in the school office, but cannot attend/visit the classroom because of the safety and confidentiality of other students. Office personnel will contact the teacher to send the student to the office.

An individual or group may be denied permission to visit a school or school property if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. Students are not allowed to bring visitors to school. Any person who is in the building during the school day without permission may be charged with trespassing.

Parking and Motor Vehicles

Students are expected to comply with city and school district parking regulations. Street parking is limited; the south pool lot is designated parking. Parking must be in designated areas only. The Law Enforcement Department may ticket cars for parking violations.

Reasonable Force

Any school employee, teacher, support staff, bus driver or other agent of a district may use reasonable force when necessary in compliance with Minnesota Statutes 121A.582 and other laws.

By Minnesota Statute (609.06 Authorized use of force), the school application appears to be...reasonable force may be used upon or toward the person of another without the other's consent when the following circumstances exist or the actor reasonably believes them to exist when used:

- by a parent, guardian, teacher, or other lawful custodian of a child or pupil, in the exercise of lawful authority, to restrain or correct such child or pupil; or
- by a school employee or school bus driver, in the exercise of lawful authority, to restrain a child or pupil, or to prevent bodily harm or death to another; or

- by a common carrier in expelling a passenger who refuses to obey a lawful requirement for the conduct of passengers and reasonable care is exercised with regard to the passenger's personal safety; or
- to restrain a person who is mentally ill or mentally defective from self-injury or injury to another or when used by one with authority to do so to compel compliance with reasonable requirements for the person's control, conduct, or treatment; or
- by a public or private institution providing custody or treatment against one lawfully committed to compel compliance with reasonable requirements for the control, conduct, or treatment of the committed person.

Law Enforcement and Local Officials

Administrators will involve law enforcement or other local agencies when necessary. If a student violates a district policy that also violates a law, the student will be referred to law enforcement. In order to maintain a safe and drug free school, law enforcement and trained dogs will make unannounced visits to the school buildings and grounds, including parking lots. Any vehicle on school grounds may be inspected inside and outside by school officials for any reason at any time without student consent or without a search warrant. Violators will be prosecuted.

New Student Registration

A non-transferring student may enroll at any time. A legal parent or guardian must accompany student(s) during initial enrollment/registration. In order for the school to make proper placement, please bring the last report card and/or a recent copy of the Individual Education Program (IEP). Immunization records approved and provided to the school's health service office. All immunizations must be current with state and district policies.

Student Directory Information Determined to be Public

A student may request in writing to have his/her name or photographs omitted from any or all school publications including the yearbook and newspaper. If no request is made, these items will be included when appropriate.

Directory information will be maintained for all students. This information will be public. Parents, guardians or students aged 18 or older may request in writing directory information not be released. Directory information will include:

1. Student's name, address and phone number;
2. Date and place of birth;
3. Dates of attendance;
4. Weight and height of members of athletic teams;

Participation in officially recognized activities.

STUDENT SERVICES

Counseling Office

MHS counseling staff consists of one counselor, Sheila Helgeson. Students can make appointments with the counselor before and after school or during their lunch period. Students may also ask their classroom teacher to see the counselor during a class period if needed. The counselor will assist students in: counseling personal concerns, academic issues, vocational and post secondary plans, submitting admission, scholarship and financial aid forms. She will also administer and interpret required tests. The counselor can arrange for group counseling and referrals to community resources.

Social Worker

The School Social Worker provides voluntary, referral-based support for students of the Mahanomen Public School District.. The School Social Worker can serve as a liaison between home, school, and community. The principal goals of School Social Worker is to partner with students and families to offer support services, access available resources and remove barriers in order to develop each student's potential.

Crisis hotline.....1-877-380-3621

Food Service

A complete hot lunch program is available. The School District will provide healthy and safe school meals programs that will comply with all Federal, State and local statutes and regulations. The district will work on the nutritional guidelines and procedures for the selection of food and beverages made available to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans. Lactose free milk is available for students upon a written request from the parents. The Mahanomen School District is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

Meals will be free for all students again this year. We do, however, require each family to complete the free and reduced application form as the information is used for other school funding sources.

Adult breakfast cost \$3.00 and lunch cost \$5.10 per meal.

Dean of Students

The Dean of Students, John Clark, Jr. assists administration and staff members with serious student discipline issues or repeated offenses.

Homebound Instruction

Homebound Instruction may be available when a projected 3-week absence is necessary. Written verification by a doctor must be provided to be considered for the program. Parents/guardians may contact the office to start the process.

Help From Teachers

MHS teachers are the best resource for students since they are knowledgeable, available, and willing to provide help when students ask.

Homework

Homework will be required to be completed and submitted as required by each teacher. Parents are encouraged to provide support and assistance for students as often as possible.

Homework Club

Homework Club is staffed by a qualified teacher and meets after school on Tuesday, Wednesday, and Thursday from 3:20-5:30 p.m. Late bus transportation is provided.

Indian Education

Indian Education provides tutoring during school to students in grades K-12. Contact Desi Linden @ 935-2212 ex. 248 for more information.

Tutors

Any student may request a pass to meet with a tutor for additional help, when available.

Staff Support Team

The team consists of highly qualified teachers and the Principal. The team reviews student concerns referred due to academic, attendance and or behavior concerns. A variety of interventions are considered, recommended and implemented to offer support to teachers and students.

Family Educational Rights and Privacy Act (FERPA)

Educational records, which identify or could be used to identify a student, except for directory information will not be released to members of the public without the written permission of the student's parents/guardians.

Family Educational Rights and Privacy Act

The School District will not release information contained in a student's educational records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be used without the parent or eligible student's prior written consent.

Statement of Rights

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act, the Minnesota Government Data Practices Act, the confidentiality of Information section of the regulations implementing the Education for all Handicapped Children Act of 1975, and the Data Management Policy of Independent School District.

- The right, if asked to provide private or confidential data, to be informed if (a) the purpose and intended use of the data within the school system: (b) whether he/she may refuse or is legally required to supply the requested data: (c) any known consequences data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data.

- The right to inspect and review the student's education record.
- The right to explanations and interpretations of the record.
- The right to have a representative of the parents or eligible students to inspect and review the records.
- The right to exercise a limited control over other people's access to the student's education record.
- The right to seek to correct the student's education record in a hearing if necessary.
- The right to report violations of the rules and regulations cited above, to the Department of Education.
- The right to be informed of the above rights.

All rights and protections given parents under the above statutes, regulations, and this policy transfer to the student when he or she reaches the age of 18 or enrolls in a post secondary school. The student then becomes an 'eligible student'.

Parents or eligible students wishing access to or copies of students' record policies and administrative procedures should present their request to the Building Principal/ Program Director or the Superintendent of Schools.

Copies of this STATEMENT OF RIGHTS will be made available to parents through publication in the official local newspaper. Copies are also available from the district administrative offices upon request.

Health Services

The health office is located in the elementary school. A health nurse is on duty during school hours to provide assistance with first aid, administer medications, and other health services as needed. All students are required to submit a STUDENT INFORMATION FORM and report any medical concerns and any special procedures to care for the student when the situation arises. Students are responsible to report any injury to a staff member immediately by filing an INJURY REPORT with the school office.

Student Illness

Students who become ill at school may call home to ask parents to pick them up. If no one is at home, the student will be allowed to lie or sit down in an assigned area. If parents cannot be contacted the school will call an emergency number if it has been provided to the school. If school officials believe the situation warrants immediate medical attention, the student will be escorted to the Mahnomen Sanford Clinic or emergency facilities.

Prescription and Non-prescription Medications

The school nurse and/or a designee will distribute prescription medications and non-prescription drugs.

When a student is required to take prescription medications while in attendance at school, the school will require:

1. Parents bring the medication to the office in person.
2. A written order from the doctor, including the students name, name and dosage of medication, time to be administered

3. Signed written permission requesting school staff to administer the medication as prescribed by the doctor.
4. All medications must be provided in a pharmacy labeled container. School staff will not accept it any other way.
5. Over the counter/non-prescription medications may be given only with written permission by the physician and provided in the original container.
6. Students who self medicate must have an order from the doctor on file in the office.

Head Lice

If head lice are detected on a student a parent/guardian will be called to pick up the student from school. A parent/guardian is required to accompany their child upon return to school for a recheck before the student is allowed back in school. In most cases, students should not miss more than two days of school for head lice; therefore absences beyond two days will not be excused. This information will be kept confidential. Other students may be checked and notes sent home as appropriate.

ATTENDANCE POLICY

General Information

Attendance is important for student achievement. Regular attendance is critical to provide a positive learning experience. Regular attendance instills self-discipline and exposes students to teachers and peers daily. The federal No Child Left Behind legislation specifies good attendance and holds public schools accountable for improving student attendance. Students 18 years of age or older must comply with the attendance policy. **In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, M.S. 120.101, the students of the school district are required to attend all assigned classes every day school is in session.**

Truancy and Educational Neglect

Minnesota State Statute 260C.007, Subdivision 19 defines “habitual truant” as a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven (7) days if the child is in elementary school or for one or more class periods on seven (7) if the child is in junior high school, or high school; or a child who is 16 to 18 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven (7) school days and who has not lawfully withdrawn from school under section 120A.22 subdivision 8.

Roles and Responsibilities

Attendance is a shared responsibility between the student and parent or guardian. School staff have responsibilities to record and report attendance,

expect ninety-five percent (95%) attendance, and to intervene when students are not attending.

Students' Responsibilities

- Arrive to class on time, every hour, every day;
- Complete make-up assignments within the allotted time;
- Schedule appointments during non-school hours;
- Obtain an admit slip anytime they are absent;
- Remind parents to contact the school the day after an absence;
- Request a permit to leave as soon as possible.

Parent's or Guardian's Responsibilities

- Ensure your children attend school;
- Notify the school to excuse an absence the next day;
- Schedule appointments after school hours;
- Notify the attendance office of an extended absence;
- Monitor attendance with the attendance office regularly.

Teachers' Responsibilities

- Take attendance daily and accurately;
- Inform students about make-up work to be completed;
- Request an admit slip for absences;
- Report frequent absences;
- Communicate attendance concerns with parents;
- Remedy any attendance discrepancies promptly;
- Familiarize self and apply attendance procedures consistently;
- Complete and submit tardy slips to the attendance office.

Administrators'/Attendance Office Responsibilities

- Inform everyone of the attendance policy;
- Communicate and apply attendance procedures;
- Work collaboratively to remedy attendance concerns;
- Monitor student attendance collaboratively;
- Refer students to proper channels for interventions;
- Hold teachers accountable for accurate recording and reporting;

Absences Planned in Advance

Parents must contact the office 3-5 days in advance. Students will be required to provide a make up slip to complete any expected coursework in advance.

Makeup Work

Students will be allowed 2 days to complete any coursework for every day excused. Teacher established deadlines will be honored, unless negotiated with each teacher in advance.

Notification Regarding Student Absence

Contact the high school office by phone between 8:00 to 8:25 or in writing to excuse an absence and include:

- | | | |
|------------------|---------------|--------------|
| • student's name | • date of the | • reason for |
| • grade | absence | absence |

- daytime phone number
- signature of parent or guardian.

Excused Absences

An excused absence is any absence excused by parents ahead of time, the day of the absence, or the end of the next day following the absence.

Excused absences include:

illness/injury, death in the family, religious obligation, dental/medical appointments, court appearance, school activities approved college visits (3 times maximum for seniors)

Unexcused Absences

Students who are more than 5 minutes tardy or absent from class without permission are considered skipping.

Students will be referred to the truancy intervention program and/or county and tribal social services when continued truant.

Whether excused or unexcused (15) consecutive absences will result in your child being officially dropped at Mahnomen schools.

Continued Truant

Under Minnesota law, a student who is absent unexcused 5 or more class periods on three days during the school year is considered continued truant.

Possible consequences include: suspension, delay in receiving driver's license, or parent accompanying student to school. The school will file a report with the county attorney and ICW.

Attendance and Extracurricular Activities

Students may not participate in extracurricular activities or any program (including dances, prom, etc.) on the day of an absence if:

- more than one half of the classes were missed.
- a student is suspended;
- assigned detention that has not been served;

Coaches and sponsors are responsible for monitoring and enforcing attendance. Absences due to participation in extracurricular activities are excused and will be recorded as such.

Permit to Leave

Students must obtain a permit to leave from the high school office before a scheduled absence. Upon return to school a make-up admit slip must be obtained. Blues passes are NOT given out for students during lunch time unless a parent comes to school to get their student.

Hall Passes

Students need a pass to be in the hallway during class time. Each teacher is responsible for having a pass for students to use or the teacher needs to write a yellow pass.

Tardiness

A student is tardy when he or she is not in the classroom at the sound of the bell. Teachers must provide a pass to students when they remain with them longer than the scheduled time. Students arriving to school late must report to

the office to obtain an admit pass to class. Unexcused tardies to school will result in the students' cell phone being turned into the office for the day.

Consequences Per Semester

2 nd Offense	Repeat Offense
Teacher Reminder	NR Meeting with Dean Report to Parents ASD

DISCIPLINE POLICY

Introduction

MHS goal is to build positive, productive, healthy and happy student-adult relationships.

Students will be expected to display responsible behavior and respect for themselves, others, and property. School staff will collaborate to determine what is in the best interest of the students. A variety of teaching strategies and techniques will be used to accomplish this goal. Student behavior concerns will be managed according to a progressive discipline strategy designed to be corrective and not punitive. Consequences are considered based on severity of offense, frequency of incidents, and student progress. A discipline notice will be issued for student's behavior beyond teacher classroom interventions. Students are to cooperate in discipline investigations refusal is grounds for further consequences.

Administrative Discretion

Severe behaviors that threaten the safety of the student and others will result in dismissal from school in order to maintain the safety and well being of all students, school staff, and property. Severe incidents will result in strict consequences at the discretion of the Principal. Finally, please note some incidents may not be listed therefore any consequence assigned for any disciplinary concern will be at the discretion of the administration.

Discipline Notices

Parents or guardians will be notified in writing of any discipline notice for their child and the disciplinary action implemented. During emergency situations, immediate contact will be made by telephone or other forms of communication.

Discipline Options

The goal for students is to recognize inappropriate behavior and self-correct or correct with direction. The severity and recurrence of incidents will determine the consequence.

- Student directed responsibility
- Teacher directed interventions
- Parent-teacher conference

- Removal from class
- Loss of school privileges
- Counselor referral
- Administrative referral
- Lunch Restriction (NR)
- In School Suspension (ISS)
- **After School Detention (ASD)**
- Dismissal-suspension, exclusion, expulsion
- Referral to law enforcement or other appropriate authorities
- Restitution

Noon Restriction (NR)

Students will be assigned to a supervised room during their assigned lunch period as a result of a discipline violation.

After School Detention (ASD)

ASD will be held between 3:15 to 5:30 p.m. Students assigned ASD become ineligible to participate in extracurricular activities on the day(s) assigned only. Failure to attend ASD will result in additional consequences.

In School Suspension (ISS)

- Report ahead of or at the scheduled time
- Remain in the room the entire scheduled time
- Bring paper, pencil or pen, and coursework materials
- Remain awake, on task, and quiet
- Coats/jackets, music, cell phones or other items are not allowed

Non-compliance with any responsibilities will result in administrative discretion of consequences.

Student Reporting of Incidents

Students may report inappropriate incidents either verbally or in writing. Student Incident Report forms are available in the high school office or can be requested from any staff member. Students may also submit a report written on their own paper. Include the following information: your name, today's date, date of incident, place incident occurred, type of incident, brief description, number of other witnesses, submit it to the office or a staff member you trust. Information will remain confidential.

Discipline Options-Dismissal

The Minnesota Pupil Fair Dismissal Act MSA 121.A.40-56 defines dismissal as 'the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.' Under the provisions students may be dismissed from school based on the following:

1. Willful violation of any reasonable school board regulation.
2. Willful conduct which materially and substantially disrupts the rights of others to an education.
3. Willful conduct which endangers the student, other students or school property.

Dismissal includes: Exclusion Expulsion Out of School Suspension-OSS

Defined:

Subd. 4. **“Exclusion”** ‘...an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.’

Subd. 5. **“Expulsion”** ‘...an action taken by the school board to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.’

Subd. 10. **“Suspension”** ‘...an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days.’

MINOR OFFENSES

Aggressive Behavior	Unprovoked hitting to cause unintentional harm
Cheating	Plagiarism, cheat sheets, stealing tests, other forms considered
Disruptive Behavior	Any act which disrupts the educational process
Student Attire	Inappropriate words, pictures and distracting clothing
Forgery	Signing another persons name
Falsifying Information	Providing untrue statements verbally or in writing
Insubordination	Willful refusal to follow reasonable directives from school staff
Leaving School	Without a blue permit to leave slip
Nuisance Devices	Any device deemed to disrupt the educational process
Public Display of Affection	Inappropriate signs of affection such as kissing, embracing, etc.
Horseplay	Mutual poking, pushing, pulling, tripping, wrestling, etc.
Skiping	More than 5 minutes tardy or absent from class without permission
Offensive Language	Any swearing or sexual words that make you feel uncomfortable
Harassment	Any words or actions related to race/ethnicity, sex, gender, or religion toward you that make you feel uncomfortable or fearful

MINOR OFFENSES POSSIBLE CONSEQUENCES

1st Offense	Repeat Offense
Lunch Restriction	Lunch Restriction ASD ISS

Conference with Dean of Students or other appropriate staff Class time out	Meeting with Parent
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MAJOR OFFENSES

Gang Behavior (includes symbols)	Wearing, drawing, or displaying items deemed to represent gang affiliation
Tobacco Products Use/Possession	In school or on school property
Theft	
Possession of Stolen Property	
Threaten/Intimidation Students or Staff	Verbal or non-verbal behavior reported to cause fear
Vandalism	Willful destruction of property
Verbal Abuse	Language that is discriminatory, abusive, obscene or threatening
Alcohol	Possession, Use or Distribution
Disorderly Conduct	Student non-responsive to staff interventions to stop disruptive or out of control behavior
Extortion	Obtaining money, property, or services of any kind by threatening others
False Fire Alarms Setting Fires Bomb Threats	Tampering with fire emergency equipment-alarms, extinguishers Includes all incinerating devices, chemical or imploding devices Issuing a bomb threat verbally or in writing
Hazing	Refer to Hazing Policy on page
Physical Assault-Staff Physical Assault-Student	Intentional reckless or threatening behavior causing another person physical injury
Possession-Ammunition	Bullets or other projectiles designed to be used as a weapon
Reckless Driving	On or around school property possibly endangering or injuring students and or staff
Burglary	Entering a school building without consent with the intent to commit a crime
Illegal Drugs Prescription Drugs	Possession, Use or Distribution on school property

Cannabis/THC	
Weapons	Possession, use, or distribution of any object designed as a weapon and can cause bodily harm (see policy 501)
Sexual Criminal Conduct	Non-consensual sexual contact, including intentional touching or removal of clothing covering an individual's intimate body parts
Terroristic Threats	Statements about killing or shooting a specific person in a verbal or written statement
Drug Paraphernalia	Possession, use, or distribution in school or on school property.
Recording/ videotaping	Any recording or taping of students or staff without direct permission
Repeated minor offenses	

MAJOR POSSIBLE CONSEQUENCES

1st Offense	Repeat Offenses	
ISS ASD OSS Refer to Law Enforcement Recommend Possible Exclusion/Expulsion	ASD, Removal or OSS Refer to Law Enforcement Recommend Possible Exclusion/Expulsion	

Minnesota Statutes – District Policy Manual (district website)

Harassment – Minnesota Statute 121A. 03

Any act of harassment, retaliation, hostility or defamation whether verbal, written, or physical including all forms of electronic communication will not be tolerated. It is the policy of MHS and the Board of Education that all students and staff will work with all persons and convey respect and consideration for race, color, marital status, national origin, creed, religion, gender, sexual orientation, age, or disability. Harassment violations will be managed according to the district policy consistent with requirements applicable to collective bargaining agreements, and Minnesota and federal law.

Students may submit a 'Student Incident Report' to the Dean or Principal. Report forms are available in the office.

Mahnomen School District disciplinary action includes but is not limited to:

Warning Suspension Expulsion

Law enforcement agencies will be involved as necessary.

Hazing – Minnesota Statute 121A.69

Hazing means committing an act against a person, or coercing a person into committing an act that creates a risk of harm to a person in order for the person to be initiated into or affiliated with an organization or for any other purpose. Hazing activities of any type inconsistent with the educational goals of the school district are prohibited at all times. A complete copy of the hazing policy is available from the district office.

Bullying – Minnesota Statute 121A.03, .40-.56, .69

Bullying – Minnesota Statute 121A.03, .40-.56, .69

For purposes of this policy, the definitions included in this section apply. “Bullying” means any written or verbal expression, including all forms of electronic communications, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student’s or students’ educational benefits, opportunities, or performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

- harming a student;
- damaging a student’s property;
- placing a student in reasonable fear of harm to his or her person or property or;
- creates a hostile educational environment for a student.

“Immediately” means as soon as possible but no longer than 24 hours.

“On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, 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 grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

BULLYING -SCHOOL DISTRICT ACTION

Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an

investigation of bullying, consistent with applicable law. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

GUIDELINES FOR SPECIAL ACTIVITIES

Dance rules - Music at school sponsored dances and activities held on school property will be screened to eliminate profanity and language that is suggestive, promotes illegal activities, and offends community standards.

1. The doors are to be locked 30 minutes following the scheduled beginning of the dance. A student leaving after this time will not be allowed to re-enter.
2. A student may be restricted from dances as a disciplinary consequence and students with unserved disciplinary consequences (NR, ISS, OSS, etc.) will be restricted from dances.
3. Upon arriving at the dance, students are to sign in. If a student leaves before closing time, the student is to indicate the time left. Parents interested in when their child left the dance may call the school office the next school day.
4. Guests--generally the school dances are restricted to MHS students (7-12) (enrolled in Mahanomen High School or Mahanomen ALC) and having attended for at least 1 week). If a dance is scheduled to allow guests, the MHS students must sign up their guests in the principal's office by the end of the school day prior to the dance. Most dances will be limited to specific grades.
5. A telephone is available for emergency use and for getting rides home.
6. All Student-Parent Handbook rules apply.

7. The dance approval form is to be used when requesting a dance. This form needs to be completed and submitted to the principal by the advisor or teacher one (1) week prior to the date of the dance.
8. Chaperones will monitor student behavior. Behavior found to be inappropriate to the chaperone including suggestive type dancing may result in 1) a warning; 2) restriction from future activities; 3) removal from the dance.

Prom Guidelines - * Dance rules from above also apply to the Prom

Attendance is open to all MHS juniors and seniors and one guest.

1. Guests must be at least a sophomore (10th grader) and under age 21. Ninth graders cannot attend.
2. A guest who does not currently attend MHS must have prior approval from the Prom Advisory Committee. A request can be made at the time of the advance sign-up or earlier by contacting the Student Council advisor.
3. Everyone attending Prom should sign up at least 2 weeks in advance of the event.
4. A student must serve any scheduled disciplinary consequences before attending the Prom.
5. Doors will be locked at 9:30 P.M. (or right after the Grand March). A student may leave the dance but will not be allowed back into the event.
6. The drawing for prizes will be held at the end of the evening (approx. 3 A.M.), and a student must be present to win.
7. No alcohol, tobacco, vaping device, or other illegal substances is allowed. Anyone found with alcohol or under the influence of alcohol or other substances must leave. The chaperones will call the parents and request that they come and get their son/daughter, and if the parents can't provide a ride, law enforcement will be called to take the person home. This will also be considered a violation of the Minnesota State High School League guidelines.
8. The Prom Prize Committee is responsible for the distribution of all prizes. Its decisions are final.

Pep Fest Conduct

- Be courteous.
- Be quiet and attentive.
- Applaud/Respond when appropriate.
- At the end of the program, remain seated until dismissed by a staff member.
- Students will be removed for inappropriate behavior with possible future consequences.

Accident Insurance

Limited secondary school or sports injury insurance may be purchased from a variety of insurance carriers not affiliated with the school district. Contact the Athletic Director, Aimee Pederson.

Title IX: Gender Equity

Contact the Title IX Coordinator

Transportation to School Sponsored Activities

Students must ride the transportation provided by MHS to all school sponsored activities in order to participate in the scheduled activity. Parents requesting their child ride home with them are to make arrangements in writing with the coach prior to the scheduled activity. Parents must contact the supervisor immediately after the activity to acknowledge they took the student for transport. Coaches and transportation will neither wait nor leave a student to wait for the parent to arrive for pick up at any location away from the students' home or MHS.

School Bus Rules apply and consequences are as follows:

1 st Offense	Bus Conduct Report Lunch Restriction
Repeat Offense	Bus Conduct Report Parent Contacted Loss of bus privilege

Note: while being transported on school buses school Discipline Policies are in effect.

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as they are on school property or at school functions or events.

EXTRA-CURRICULAR ACTIVITIES

MHS provides a variety of excellent extracurricular activities for students with multiple skills, abilities and interests. All students are encouraged to participate. Contact the Dean/Activities Director, coach or advisor for information regarding Minnesota State High School League and MHS Athletic Eligibility.

Athletics & Activities include:

Football

Volleyball

Boys and girls Basketball

Dance Team

Track

Golf

Softball

Baseball
Football Cheerleading
Fellowship of Christian Athletes (FCA)
Future Farmers of America (FFA)
Knowledge Bowl
National Honor Society (grades 10-12 only)
Indigenous Youth Council(IYC)
Opichi Drum group
Speech
Student Council
Yearbook
Band

Rules Extra-Curricular

Grades –The grades of students in any extra-curricular activity will be checked on **Wednesday of each week**. If the student receives one “F” or more they will be placed on probation for one week. At the end of a week (Wednesday), their grades will be re-checked. If they are passing all of their classes, they are cleared to participate in the events. If they are failing any class after the check, they will be ineligible for the next contest and will remain ineligible until proof of a passing grade is shared with the AD. If a student is ineligible at the end of a season or grading period, it will **carry over into the next season and/or school year**. During any ineligibility period, the athlete must remain a member in good standing of the team. He/she must follow all team rules and attend all practices, unless the coach gives permission. Student athletes deemed academically ineligible will not be able to travel to events with the team. Additional guidelines for activities can be found in the Activities Handbook.

ALC Students - Students enrolled in the ALC Program need to be making adequate progress towards receiving credit for the courses that they are enrolled in.

Behavior - MHS athletes must follow all High School rules and regulations while they are in our school, on a school bus, or while they are visiting other schools. MSHSL Code of Conduct violations will receive consequences as recommended by league regulations and administration discretion.

Attendance – Handbook attendance policy.

Activity Tickets

Tickets are available at the High School Office or at scheduled events.

Prices are as follows for admission for the year 2023-24 to all regular season activities:

Students	\$20.00
Adults	\$40.00
Family	\$100.00
Senior Citizens	Free with Identification (age 55 & older)

Door Prices per Event:

Students	\$3.00
Adults	\$5.00

College Students \$3.00 with college ID

Mahnomen Elementary School Handbook 2025 - 2026



Mission of Mahnomen Public Schools

Our Mission is to provide the opportunity for high achievement for all learners promoting academics, citizenship, and individual self-esteem, with an emphasis on 21st century skills.

The handbook is disseminated to students and their parents/guardians through mail, at open house, and is available on the district's website. Parents/guardians and students are responsible for reading this handbook.

Adopted By:
The Mahnomen Board of Education
Aug. 18. 2025

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MAHNOMEN PUBLIC SCHOOL DISTRICT 432

Mr. Melby, Elem. Principal

P. O. Box 319
310 Madison Ave.
Mahnomen, MN 56557
Phone: 218-935-2581
Fax: 218-935-5827

Dear Parents and Students,

Greetings, I hope this letter reaches you well and that you were able to spend time together as families and with your friends doing fun summer activities. As many of you are aware, we have a construction project that is slated to be completed prior to the start of the school year. We are excited about this whole process and excited for the fall open house so families can tour the new addition to our school! A little recap. of our recent building improvements. In 2017 we added on to our school creating a seven classroom addition for our PreK-Kindergarteners followed by updating classrooms in our 1st-2nd grade wing in 2022. During this summer of 2024 was updated to match other classrooms.

When looking over the handbook, you will notice there have been some updates on visitors in the building and stricter consequences for vaping and inappropriate language. As we know vaping continues to be an issue. In 2024 approximately 5.9% of middle age students reported vaping within the past 30 days.

At Mahnomen we are about showing T-Bird Pride. Pride stands for P-roud, R-esponsible, I-nvolved, D-etermined, E-ducation. We teach our students expectations throughout the building and reward them for showing T-Bird Pride. What we are asking of you is to reinforce our school expectations, focus on your child's actions, and spread the word in the community that bullying and violent behaviors are not acceptable and alternatives to inappropriate behaviors need to be reinforced at home. Students who exhibit extreme behaviors will be sent home and a readmittance meeting will need to take place prior to returning to school.

For the safety of your child, requests made for your child's after school schedule, must be phoned to the elementary office by 2:30 PM. I will evaluate any extreme emergency situations.

Instant Alert is in place for notifying any changes in the school day. Please notify the Elementary office of any changes to contact information. You will receive a phone call **ONLY if the correct phone number is in the instant alert system.**

I am excited about having your child in our school and getting the new year under way. If there is anything I can do to assist you or your child, please let me know. I am looking forward to a successful and great year!

Sincerely,

Mr. Melby
Elementary Principal



2024-2025 CALENDAR DAYS

August	22	Staff Workshop/Development
	26	Staff Workshop/Development
	27	Staff Workshop/Development
	28	Staff Workshop/Development
	29	Staff Wk. shop/Dev. Open House 3:30-6:00
September	2	NO SCHOOL - Labor Day Holiday
	3	1st day of school
	27	Early out, 1pm dismissal
October	17-18	NO SCHOOL –Education MN Break
November	4	NO SCHOOL Staff Workshop
	5	Evening Parent-Teacher Conferences
	7	Evening Parent-Teacher Conferences
	8	NO SCHOOL Day Parent-Teacher Conferences
	28-29	NO SCHOOL - Thanksgiving Break
December	20	Early out, 1pm dismissal
	Dec 23-Jan 1	NO SCHOOL - Winter Break
January	2	School resumes from Winter Break
	17, 20	NO SCHOOL Staff Workshop/Development
February	7	Early out, 1pm dismissal
	17	NO SCHOOL
	25	Evening Parent-Teacher Conferences
	27	Evening Parent-Teacher Conferences
March	10	NO SCHOOL Staff Workshop
April	17	Early out, 1pm dismissal
	18, 21	NO SCHOOL
May	23	Last Student Day & Senior Graduation
	27	Last Day for Teachers

Storm make up days: May 27, 28, 29, 30

ELEMENTARY STAFF**PRINCIPAL**

Jacob Melby

ASST. PRINCIPAL

Amanda Okeson

SECRETARY

Erica Wytaske

KINDERGARTEN

Amy Houdek

Vicki Haverkamp

Samantha DeLong

FIRST GRADE

Janice Woods

Michelle Ryan

SECOND GRADE

Becky Evenson

Kayla Schimanski-Bruce

THIRD GRADE

Becky Olson

Gerri Swiers

McKenzie Neuhalfen

FOURTH GRADE

Lesley Miller

Valla O'Laughlin

FIFTH GRADE

Erin Guenther

Sam Twistol

SIXTH GRADE

Kristin Johnson

Amber Korbel

COOKS

Ruth Nefzger

Cliff Balentine

April Wadenah

Shirley Anderson

CUSTODIANS

Josh Bendickson

Steve Houdek

PreK & ECCE

Kayla Heller

Lisa Larson

HEALTH ASST.

Deb Neisen

INDIAN EDUCATION

Desiree Linden-Coordinator

Meredith McArthur- Success
Coach

Lakeisha Londo-Teacher

Jessica Goodwin-Truancy

SOCIAL WORKER

Catherine Olson

MUSIC

Jill Bisek

Megan Argall

PHYSICAL EDUCATION

Steve McMullen

Jamie Nordick

Jon Starkey

SPECIAL EDUCATION

Holly Nelson

Laura Gulseth

Michael Cerkowski

Nichole Machart

Stacey Anderson

Lynn Sisson

**SPEECH & LANGUAGE
THERAPY**

Karen Mitchell

Hannah Ladwig

TITLE I/ADSIS

Lori Handyside

Dawn Winters

Lisa Kangas

Michele McCollum-Steinmetz

PARA PROFESSIONALS

Jeanine Houska

Tim LaVoy

Tammy Neis

Catherine Bunker

Jessica Lewis

Michelle Geray

Tasha Domier

Kaylie Schecker

Jen Brunner

Tricia Simon

Nina Ruschmeier

Gracie Uran

Haylee Onstad

**COMMUNITY
ED/ATHLETIC DIRECTOR**

Aimee Pederson

**DISTRICT SECRETARY &
FOOD SERVICE
COORDINATOR**

Delane Schaumburg

GENERAL INFORMATION

Academic/E-Learning Expectations

Students are expected to complete all assignments assigned to them by their classroom teacher. When absent from school, students have two school days to complete their assignments. All 1st-6th grade parents may view their child's grades, missing assignments, as well as upcoming assignments using a parent app.. If you would like to have this setup, please call the elementary office at 218-935-2581. Once in place it will automatically move from school year to school year.

In the event of a **E-learning day**, families will be notified by the school's instant alert system. At the beginning of the school year, teachers will send homework packets to be completed for E-Learning days. The work packets can also be found on our school website. Teachers will be available from 9-3pm and will have google meets from 10-11am & 1-2pm to assist with classroom assignments. Students have two school days to submit their E-Learning school work.

Activity Tickets:

Activity tickets can be purchased in the elementary office. The price is Elementary students - \$20, High School students - \$20, Adult - \$40, Family - \$100, Sr. Citizen (55 yrs. & older) - Free. The ticket will admit the student to all the regular season athletic events. This does not include the tournament or play-off games. Admission price per game is \$3.00 Students, \$5.00 Adults.

Admittance: New Students/Exiting Students

All student records must be submitted to the elementary office prior to the student's first day of attendance. Parents must state the name of the school your child last attended. The office will request records to the school last attended. If your child will be transferring to another school, please stop in or call the elementary office to inform school officials of your student's last day of attendance. Records will be sent once the new school requests them.

After school Academic Programming:

The district offers tutoring, targeted services, and homework club to help students with their homework and in specific learning areas. Each program begins at 3:30 and ends at 5:45 which includes a snack and late bussing.

Engineering Club & STEAM Club

Engineering & STEAM clubs are two separate after school enrichment programs in the areas of Science, Technology, Engineering, Arts, & Math. All afterschool programs are from 3:30-5:45 and include a snack and late bussing.

Attendance

Attendance is necessary for your child to succeed at school. If your child is absent, please call the Mahnomen Elementary Office between 7:30-8:45 a.m. at (935-2581) or send a note explaining the absence. According to MN STAT. 120A.22 the school can require a parent or guardian to verify in writing the reason for a child's absence from school. Excused absences are illness, medical, dental, orthodontic or counseling appointments, family emergencies, death or serious illness or funeral of an immediate family member or other exemptions included in the district's attendance policy. **In order to be excused for medical appointments families need to bring in a Dr. or Physician's note.** Students who are chronically absent due to illness will be expected to submit a Dr. note.

School District policy expects students to arrive at school on time. Arriving late interrupts his/her learning as well as their peer's learning. If a student arrives after 8:30 a.m., he/she will be recorded tardy. Excessive

unexcused tardiness follows District policy and procedure and may lead to the filing of a truancy petition under Minnesota Statute 260A.02.

Parents are urged to plan their annual vacations so as to not conflict with school attendance. However, should this not be possible, the principal and teachers should be informed ahead of time so homework can be provided. According to Minnesota Statute 260A.02, three (3) unexcused absences per school year in elementary school are considered Continuing Truant. A school attendance officer or other designated school official will notify the parent/guardian the child is truant. Seven (7) unexcused absences per school year is considered Habitual truant. Whether excused or unexcused (15) consecutive absences will result in your child being officially dropped at Mahnomen schools. Legal steps will be taken by the school to control truancy in our school. Legal steps may include filing for Children In need of Protection (CHIPS) petition with either the Tribal Court or the Mahnomen County Court systems. If chronic absenteeism continues because of illness, a doctor's excuse may be required.

Attendance & Extracurricular Activities

Students may not participate in extracurricular activities or any program on the day of an absence if;

- * More than one half of the classes were missed
- * A student is suspended
- * Assigned detention
- * Any unexcused absence

Behavior: Positive Behavioral Intervention Strategies (PBIS)

To be a successful member of society, students must take responsibility for their own behavior. All students are expected to be courteous to each other and to the adult members of the staff. Students are expected to conduct themselves in such a manner they will not disrupt the instructional program or interfere with the rights of others. Therefore, the district will support implementing PBIS to continue to further achieve the goals of the district to remove all barriers to education.

Bicycles, Rollerblades, Skateboards:

It is assumed students using bicycles, rollerblades, and skateboards to get to school have permission to do so from their parents/guardians. Due to competency and safety, the school suggests only students **above** third grade use bicycles, rollerblades, and skateboards to get to school. Use of such items is not allowed on school grounds including the track, during the school day. Students **are to walk** bicycles, rollerblades, and skateboards off the school grounds at dismissal. If the student has shoes with roller blades built into them, the rollerblades must be kept inside the shoes during school.

Breakfast and Lunch Programs and Billing:

All student meals will be free in 2024-2025.

It is important for all families to complete a lunch form application as the district receives additional revenue based on the free and reduced percentage of the district.

Cell Phones/Smart Watches/Electronics

Students are expected to turn in their device to their teacher when they enter the building and pick them up at the end of the day. Students are not allowed to use cell phones/smart watches/electronic devices on school grounds during school hours. If a device has not been turned in and is seen by a staff member, it will be confiscated and turned into the Principal's office. The student can pick up the device at the end of the school day. Should there be a **second offense**; the device will be held until the student's parent/guardian can pick it up from the Principal, where a plan will be set up for any further offenses. The Mahnomen School District and the Minnesota State High School League prohibits any recording device in locker rooms at any time.

Child Abuse and Neglect Law:

As required by Minnesota State Statute 626.556 all cases where there is reasonable cause to believe a child is neglected, or physically or sexually abused, shall immediately be reported to the local welfare agency or to law enforcement.

Classroom Celebrations:

Classroom celebrations will encourage the use of healthy choices and portions. The staff will limit the use of food and beverages as rewards for students. When possible the celebration will take place during the last hour of the school day so it does not interfere with school meals. The Wellness Committee recommends parents bring healthy snacks for birthday celebrations.

Communications:

The school will be making a concentrated effort to maintain good communication with parents. Working together will help students be successful! Parents are expected to complete a Student Information Form to be used by the school personnel and notify the school anytime addresses/phone numbers change including emergency contact information.

Digital/Citizenship:

Recognizing the student of today as a citizen of tomorrow, the school does everything possible to promote good citizenship. Every attempt will be made during the school year to promote the patriotic ideals of our American system of government. This will be done through class work, reciting the Pledge of Allegiance, programs, singing, and other means at our disposal. Anyone who does not wish to participate in reciting the pledge for any personal reason may elect to do so. Students are expected to respect another person's right to make that choice.

Directory Information

Public information shall include names and pictures of students participating in or attending extracurricular activities and school events. If you do not want your child's name or picture used in the local paper, notification must be made in writing.

Elementary Newsletter:

An elementary newsletter is sent home each week with your child. The newsletter is also available on our web site, school app.-Apptegy, and on our Facebook page. If you have any contests, fundraisers, events, etc. you would like the school to know about, we encourage you to use the newsletter. Please call the elementary office at 935-2581 or email ewytaske@mahnomen.k12.mn.us with the information.

Field Trips:

The school is supportive of trips enhancing student learning. The principal approves the number of field trips any one class may take. Decision for approval rests upon the correlation between the trip and classroom curriculum, as well as budgetary concerns. Students will not be allowed to participate without a parent/guardian permission consent box checked on the student registration form.

Fire, Tornado, & Lockdown Drills:

Minnesota State Law requires every school to hold a minimum of five (5) fire and lockdown drills per year. Mahnomen Public School complies with the law and records the date and time of each drill. A tornado drill is

practiced during the statewide date.

Invitations:

Invitations to birthday parties or other special events are to be handled outside of school to avoid confusion and hurt feelings.

Law Enforcement and Local Officials

The school will require formal contact with students, **when appropriate**, by the Sheriff's Department, Probation, Human Service, Mental Health, and Indian Child Welfare staff be done only after documented proof of contact with parents or repeated attempts to contact parents. If one of the named agencies is conducting an investigation or there is an emergency that involves child protection concerns, the parents will NOT be notified by the school but by the appropriate agency. All visitors are asked to check in and sign in at the office before contact is made. If a student violates a district policy that also violates a law, the student will be referred to law enforcement. The school may ask law enforcement officials and trained dogs to search the school, parking lot, and school grounds for illegal substances. Violators will be prosecuted and parents notified.

Locker/Cubby Coat areas

School lockers are property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities, for any reason, may conduct an inspection of the interior of the lockers 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. After searching a student's personal possessions and/or lockers, the school authorities must provide notice of the search to students unless disclosure would impede an ongoing investigation by police or school officials.

Loss of Textbooks/Library Books

Students may be required to pay for issued computer devices, textbooks, library books, and/or materials owned by the school that have been lost or irresponsibly damaged.

Lost and Found/ Personal items

Lost articles of clothing are placed outside of the office. Please encourage your child to inquire about and look for these articles. The school encourages families not to send items of value to school and is not responsible for any items missing from a student's desk, locker or backpack. Students that have items missing or stolen must report it to the teacher.

Physical Activity:

Elementary students may have 30 minutes of supervised recess time during the day. The activity should encourage moderate to vigorous physical activity. The classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate. Elementary students arriving before class begins will participate in a walking program in the mornings.

Promotion/Retention

Decisions concerning satisfactory student progress for grade promotion and/or retention will consider all dimensions of student development. (1) **Academic Performance**—Teachers will annually evaluate student academic progress as satisfactory or insufficient with respect to the following measures: (a) teacher observations and informal classroom assessments; (b) measures of academic performance (reading, math and writing); (c) progress toward content standards in each grade level as measured by grade level appropriate performance

scores on MCA assessments; (d) other measures considered reliable by the student support team including, but is not limited to, progress monitoring assessments, retention/promotion checklist or a similar tool. (2)

Attendance—Students are expected to attend all classes every day school is in session. In the event of an absence, the student will be required to make up missed work. Failure to make appropriate academic progress as a result of excessive absences may result in retention. (3) **Other developmental factors**—In addition to academic measures, promotion/retention decisions will be based on social, psychological, behavioral, emotional, language, and physical development. Informal or formal assessment instruments may be used to assess development.

A Promotion Review Team will be established for the purpose of making recommendations about students who may be ineligible for promotion to the next grade.

Report Cards/Conferences/Progress Monitoring:

Report cards are issued at the end of each quarter. Conferences will be held in Nov. and Feb. You may arrange for a special conference at any time you wish. To do so, please call the teacher at school if you have any questions or concerns. Parents may view their child's progress online through parent portal access on the district website. Please contact the office to have this set up.

School Hours, Breakfast, Start & Dismissal Time:

Elementary office hours: 7:30 a.m. -4:00 p.m. Official class start time is 8:30 a.m.

Early Childhood: 8:20 - 11:45 p.m.

K-3: 8:30 a.m. - 3:13 p.m.; 4 - 6: 8:30 a.m. - 3:15 p.m.

Breakfast is served 7:45 a.m. - 8:20 a.m. Students are not allowed in the classroom until 8:25 a.m. unless approved by the teacher. Students who arrive before class time will participate in a walking program in the gym or may go to study hall in the library. Students should not leave or be picked up before dismissal time. Parents are to wait for their children in designated areas until the children are dismissed. Please do not go to the classrooms.

School Visitation: Parents

Parents/guardians and community members are welcome to visit the school. 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. All outside doorways will be locked during school hours. This is not meant to discourage parents/guardians from visiting school, but as a means to keep students safe from an intruder.

All visitors are required to SIGN IN and WAIT IN THE OFFICE, showing a government issued photo ID (such as a driver's license). Parents are allowed to visit with their child in the school office, but cannot attend/visit the classroom because of the safety and confidentiality of other students. Office personnel will contact the teacher to send the student to the office.

We consider your visits to be an indication of your interest in your child and his/her school. Calling ahead and making arrangements prior to your visit will give the teacher an opportunity to make the visit worthwhile. Visitors must have the approval of the principal before visiting a classroom during instructional time. Visitors that are granted access MUST wear a "visitor name tag" at all times while in the building and return it to the office upon leaving. Any visitors not approved by the Principal will NOT be allowed access to the building.

An individual or group may be denied permission to visit a school or school property if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the

school district. Students are not allowed to bring visitors to school. Any person who is in the building during the school day without permission may be charged with trespassing.

Special Education:

A full range of special education programs are offered at Mahnomen Schools. Special education identification and placement rests upon a complex system of referrals, individualized assessment, and the identification practices based on the state and federal eligibility criteria. The main objective of the special education programs at Mahnomen School is to provide an environment in which all learners are able to develop positive attitudes toward themselves and others while experiencing success in school. Individualized academic and behavioral programs are based on the learner's needs. Mahnomen School supports the concept of providing service in the least restrictive environment as required by law. Special needs learners are included in regular classroom environments to the maximum extent possible, based on data collected, ensuring continuous progress. The student's Individual Education Plan (IEP) team will determine the appropriate placement for the student. The IEP team will also address the Minnesota State Tests for each student.

Storm/Emergency Closings:

The school will make emergency announcements on the following Radio & TV stations: Mahnomen-KRJM (101.5 FM); Ada –KRJB (106.3 FM); Fargo –KVLV TV (channel 11). If the weather is threatening please listen to one of these broadcast stations for cancellation, late start, or early dismissal announcements. These announcements will also be posted on the District's website and facebook pages. The school has an automated calling system to help us contact families in the event of an early dismissal, late start or school closing. It is essential the school has current parent and emergency contact information in case of a school closing or emergency. Please contact the school whenever you change phone numbers or address to update your contact information.

Telephone Use:

Parent phone calls to students:

Students **will not** be interrupted during school hours unless deemed necessary. **For the safety of your child, requests made for your child's after school schedule, including busing, must be phoned to the elementary office by 2:30 PM (935-2581). The building Principal will evaluate extreme emergency situations after 2:30 PM.**

Calls to Teachers:

If you wish to speak with your child's teacher by telephone, please call before school, during their prep time, or right after school. Phone calls occurring at other times will go to the teacher's voice mail.

Student Use:

School phones are for business purposes, and are not to be used by students, unless an emergency arises. Students will not be allowed to use the telephone to make arrangements to stay with a friend, etc. These arrangements should be made the previous evening. Students will also be discouraged from making calls home because they forgot a book or their homework, shoes, instruments, etc. It is important the student assumes the responsibility for bringing items they need each day.

Vending Machines: Elementary students are not allowed to use the vending machines anytime during the school day, including before and after school.

HEALTH ISSUES:

Head Lice

The school has periodic head checks but it is the HOME responsibility to check and recheck for the best control. All of the family members need to be checked. If lice are detected in your child's hair, you will be called and asked to pick up your student from school. Students will be screened upon returning to school. Absences beyond **one** day will not be excused. Children sent home on a Friday are required to return to school on Monday. This information will be kept confidential. Other students may be checked and notes sent home as appropriate.

Illness at School

If a child needs to go home because of illness, the parent will be notified by the health office. Students need to receive permission from their classroom teacher in order to go to the health office. It is very important to have emergency telephone numbers to reach someone who can pick up their son/daughter in the event we cannot reach you.

Immunization

Minnesota Statutes 1980, Section 123.70, requires all children who are enrolled in a Minnesota school be immunized against Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, and Hepatitis B allowing for certain specified exemptions. All students are expected to be in compliance on the first day of their entry into school. An immunization record will be kept on file for each student as required by law.

Medication

Minnesota law and Mahnommen School Policy state: unless a school has a licensed school nurse only school personnel may administer medication. In order to do so, the school personnel must have the following:

1. Written permission from parents or legal guardians.
2. Written authorization from the doctor. Please get this sheet from the office or nurse for the doctor to complete.

Prescription medicine MUST be in the original medication bottle from the pharmacy with the label.

Nonprescription medication, commonly called "over-the-counter" medications, will require a doctor's signature and parent signature in order to administer at school. The same form will be used for prescription-medications. Parents/guardians are to bring medications to school. School personnel are compelled by law to comply with the above requirements.

Physical Education and Swimming Policy:

Physical education is a graded and required course for all elementary students. Some clothing and jewelry can be a safety concern or limit a student's participation. Students may be asked to remove any articles deemed unsafe or inappropriate by the PE instructor. Parents/guardians are to notify the teacher of any limitations your child may have. A Dr. note will be required to excuse your child from PE for illnesses lasting more than three days.

Public Health Records

A health record is kept for each student. It follows the students from Early Childhood through Grade 12. The health record is updated each year by information obtained from parents/guardians. Please inform the school each school year regarding a student's health problems.

Vision and Hearing, Scoliosis

Vision and hearing and Scoliosis screening will be completed according to State Health Department recommendations. Parents/Guardians will be notified if a professional examination is necessary.

White Area Crisis Hotline

1-877-380-3621

SCHOOL BEHAVIORAL EXPECTATIONS/POLICIES:

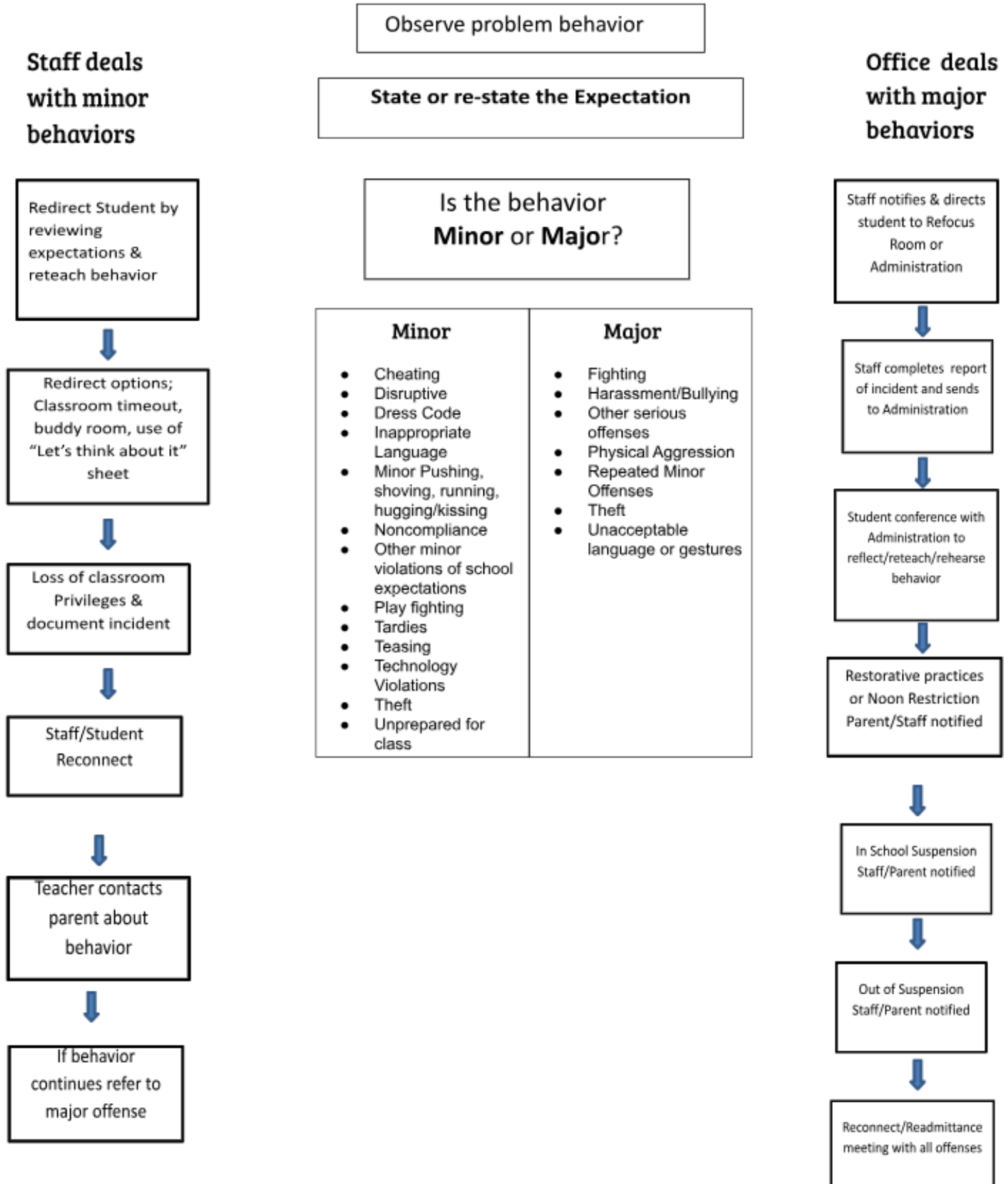
All students are expected to be respectful to themselves, peers, staff members, and school property. Students are expected to conduct themselves in a non-disruptive manner which does not disrupt the instructional program or interfere with the rights of others. Successful learning is contingent upon the self-discipline of students. Any type of fighting, harassing, or threatening others, verbal abuse (including arguing and talking back), profane language or gestures is not acceptable. Depending on the level of bullying/harassment or threatening statements, the district's Harassment and Violence Policy may be used instead of a behavior referral. The school has an automated system to notify parents of discipline incidents.

T-Bird Pride

Mahnomen School will promote caring relationships, ownership of behaviors, and mutual respect for all people while providing a foundation for academic success.

	Proud	Respectful	Involved	Determined	Educated
In... Class	Do your best work Take your time Expect to succeed Be proud of accomplishments	Respect yourself and others Respect materials and property	Positively participate Be prepared	Do your best Attend school daily Finish work on time Learn from mistakes	Ask for help Use your time wisely Do your own work
In the... Hallways Bathrooms Locker Rooms	Keep hallways/ lockers clean Report problems	Respect staff, equipment & facilities Use appropriate voice levels	Keep areas clean Be friendly to peers & staff Use positive language	Be on time to classes & meetings	Wash hands Walk
In the... Cafeteria & Commons	Be polite Wait your turn Clean up your area	Respect equipment & facilities Say "Please" and "Thank you"	Help others Wait your turn Include everyone	Pick up after yourself Stay in designated area Eat healthy foods	Use table manners Use inside voices Walk
Participating... Recess Extra-Curricular Events, Gym Assemblies	Promote school spirit Treat equipment with care	Show Sportsman-ship Respect others	Include everyone Participate safely Get involved	Challenge yourself Do your best on and off the court Strive to improve	Actively listening Practice good citizenship Exit appropriately
On/At the... Bus Bus Stop School Vehicle	Keep the bus clean Appreciate privilege to ride	Respect bus expectations, drivers, passengers Respect property of others	Be a positive leader Model good behavior Keep driver informed	Be on time Dress appropriately	Practice Bus Safety Help others
In the World... At Home Social Media	Be polite and courteous Think before you communicate	Be law abiding Respect others opinions	Use appropriate sites & language Be kind	Create a bully-free area Be open-minded Be positive	Check your sources Create your own work without plagiarizing Use technology appropriately

T-Bird Pride Behavior Decision Flowchart



Administrative Discretion

Administration discretion may be used in determining what course of action is warranted for all disciplinary issues. Administration will determine if intent or a threat exists on a case-by-case basis. Students who exhibit excessive or extreme behaviors may require a meeting with the school board to determine an appropriate course of action.

Discipline Referral (Noon Restriction NR):

After communicating with a parent/guardian, a student may receive a discipline referral resulting in a NR when a student is not following an expectation. If assigned a NR, the student will eat lunch in a supervised location during the lunch/recess period.

Behavior Management Plan:

Students will be removed from the classroom immediately, if physically or emotionally endangering self or others.

- A. Physical aggression directed toward another person with intent to hurt
- B. Swearing and foul language (i.e. any discriminatory or derogatory verbal expression perceived as verbal or sexual harassment)
- C. Inappropriate language or gestures directed toward school staff or the refusal to cooperate with reasonable requests

MINOR OFFENSES

- Cheating
- Disruptive Behavior- classroom or hallway behavior that disrupts staff or students
- Dress Code- See School Dress Code
- Inappropriate Language/Actions horseplay, pushing, shoving, hugging, kissing, hanging on each other, forging a signature Grade K-3, bullying/teasing, swearing
- Nuisance Devices; toys, cards, electronic devices, or personal items.
- Student recording of peers
- Unexcused tardiness to class
- Unprepared for class

Minor Offenses may result in the following consequences; Teacher/Student Conference, Parent contact, Principal Conference, Loss of Privileges, Time Out, Noon Restriction (NR)-student calls home/letter sent home, Loss of Grade/Credit.

Recurring Minor Offenses may result in a Major Offense and are at Administrative discretion.

MAJOR OFFENSES

- Repeated Minor Violations
- Aggressive Physical Behaviors - Fighting, pushing, hitting, kicking, out of control behavior (student does not respond to staff interventions)
- Bullying/Threatening/Harassment- verbal or nonverbal
- Leaving assigned area without permission
- Gang Symbols- to wear, draw or display any item symbolizing a gang or secret society
- Theft or Possession of Stolen Property
- Vandalism- property damage
- Unacceptable Language/Gestures Verbal abuse/Swearing/Name Calling- discriminatory, abusive, obscene threatening language, sexual talk, racial, ethnic, sexual or religious slurs. Profanity will result in ISS or OSS.

- Extortion- obtaining money, property, or services of any sort by threat
 - Assault on Student/Staff- with objects or body intended to harm
 - Possession of Dangerous Objects or those designed/intended to be used as a weapon
 - Student recording of peers and/or incidents including restroom or locker room of a sensitive nature
 - Possession of Drugs, Alcohol, or Tobacco, See Tobacco/Weapons Section
 - False Fire Alarms/Bomb Threat/Setting Fires- including but not limited to firecrackers, chemical or imploding devices, and tampering with sprinkler systems or fire alarms/extinguishers
 - Illegal Drugs/Alcohol/Smoking/Chewing/Possession of Tobacco- in school or on school property
- Major Offenses may result in the following consequences; In-school/Out of school suspension, Parent meeting, Loss of Privileges, Referral to law enforcement, Expulsion/Exclusion, Loss of Grade/Credit. Major Offenses are at Administrative discretion.

(Grades K-3rd) 5 discipline referrals will result in a student being sent home and a parent meeting.

(Grades 4-6th) 5 discipline referrals will result in ISS and a parent meeting.

(Grades K-6th) 10 discipline referrals will result in K-3 students being sent home and 4-6 will result in OSS and a parent meeting. Students will be brought to the behavioral committee for interventions.

Grades 4-6 In-School/Out-of-School Suspension:

Students who are disruptive to their educational surroundings or who do not respond to less restrictive consequences may be placed in a supervised setting within the school. Students placed in **in-school suspension** will be expected to do school work and cooperate with staff.

For students that do not follow the expectations and have served in-school suspension, **out of school suspension** will be the next step. Some incidents, such as possession or use of illegal drugs, possession of a weapon, out of control behavior, will result in out of school suspension on the first occurrence. Out of school suspension will result in a parent meeting to occur before the student may return to school. In and Out of School Suspensions are at the discretion of administration.

Suspension - Expulsion

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by MSA 121A.40 more commonly known as MN Pupil Fair Dismissal Act. The regulations of IDEA (special education) will be followed also.

Under the provisions of the law, students may be suspended or expelled from school for any of the following reasons:

- * Willful violation of any reasonable school board regulation
- * Willful conduct which materially or substantially disrupts the rights of others to an education
- * Willful conduct which endangers the student, other students, or school property

Weapons/Federal Gun-Free Schools Act:

In 1994, the President and legislature enacted the Federal Gun-Free Schools Act. In order for schools to be eligible for **any** federal funds they must adhere to its guidelines. The school board shall expel, for a period of at least one year, a pupil who is determined to have brought a firearm (as defined in 18 U.S.C. Section 921) to school, subject to modification of the expulsion on a case-by-case basis. A firearm is defined as a weapon capable of firing a projectile object.

Mahnomen Public Schools has a no tolerance policy for the possession of any weapon or use of any item as a weapon. Minnesota Statute 609.02, subd. 6, defines a dangerous weapon as any firearm or any device designed as a weapon and capable of producing death or great bodily harm.

The intent and the manner in which the weapon is used will be considered during the investigation and the

consequence. The school will search a student's person and/or locker. Minnesota Statute 609.66, subd. 1d(b) recites "whoever possesses, stores, or keeps a replica firearm or a BB gun on school property is guilty of a gross misdemeanor." If a person also uses, or brandishes, such a weapon on school property, they would be guilty of a felony. If any such item is found, law enforcement will be notified.

Bullying - Minnesota Statute 121A.03, .40-.56, .69

DEFINITIONS: For purposes of this policy, the definitions included in this section apply.

- * "Bullying" means any written or verbal expression, physical act or gesture including all electronic communications, or pattern thereof, by a student intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student or student's educational benefits, opportunities, or performance. Bullying includes, but is not limited to conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
 - Harming a student,
 - Damaging a student's property,
 - Placing a student in reasonable fear of harm to his or her person or property
 - Creating a hostile educational environment for a student.
- * "Immediately" means as soon as possible but in no event longer than 24 hours.
- * "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds; 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 grounds, premises, or events, and all school related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent it will provide supervision or assume liability at these locations and events.

Bullying-School District Action - Written

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective
- D. Bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

Bus Privileges

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as they are on school property or at school functions or events. All school rules are in

effect while a student is riding the bus or at the bus stop. All district students in grades pre K-10 are provided with bus safety instructions during the first week of the school year. Students are required to demonstrate an understanding of the bus safety lessons. District 432 has established formal bus policies, expectations, and regulations, which can be reviewed in the school offices. **Bus passes are prohibited.**

Bus Rider Expectations

1. Immediately follow the directions of the driver.
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. Refrain from fighting, harassing, intimidation or horseplay.
7. Eating, drinking, or use of tobacco or drugs is not allowed.
8. Weapons or dangerous objects are not allowed on the school bus.
9. Respect school bus property.

Bus-consequences;

1st offense – warning

2nd offense – 3 school-day suspension from riding the bus

3rd offense – 5 school-day suspension from riding the bus

4th offense – 10 school-day suspension from riding the bus/meeting with parent

Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Parents/Guardians will be notified of any suspension of bus privileges.

Bus Damage/Vandalism

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay)

within 2 weeks may result in the loss of bus privileges until damages are paid.

Based on the severity of a student's conduct, more serious consequences may be imposed at any time.

Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

Classroom Expectations

Each teacher has their own set of rules, consequences, and rewards based on PBIS expectations. The expectations are reviewed with the students and posted in each of the classrooms.

Gang Symbols:

Any dress, written items, hand signals, or gestures identifying gang membership/affiliation are prohibited and are submitted to the Sheriff's Department.

Harassment:

Students are to be respectful. Comments, actions, or clothing, which creates an unwelcome response by another person, are inappropriate. Sexual, religious, and racial harassment incidents will be reported to the school's Human Rights Officer or the Principal. The Mahanomen School Board has passed a policy prohibiting harassment and violence. For the complete policy, contact the principal or superintendent. The reporting form is included in the handbook.

Hazing: Mn Statute 121A.69

Hazing means committing an act against a person, or coercing a person into committing an act that creates a risk of harm to a person in order for the person to be initiated into or affiliated with an organization or for any other purpose. Hazing activities of any type inconsistent with the educational goals of the school district are prohibited at all times.

Electronic-Cigarette (Vapes), Tobacco, CBD products, Cannabis, Drugs and Alcohol Possession/Use:

Possession of vapes/tobacco, alcohol, drugs, CBD, Cannabis, or drug products is prohibited on school grounds and at school sponsored activities including off of school grounds. If any illegal products are found, they will be confiscated and reported to the Mahanomen County Sheriff's Depart. Depending on the severity, the student may be suspended for a period of time and/or expelled/excluded from school determined by the administration and the incident will be reported to the parents.

Illegal or Dangerous Articles:

Illegal items in a student's possession or items used in a potentially dangerous manner shall be confiscated and submitted to the police or returned to the parents. This includes such items as: all aerosol cans (deodorant, hair spray), lighters and matches, any drug paraphernalia, dangerous object, or substance. Violators may be suspended. Energy drinks, Laser lights, tasers, and other nuisance articles are prohibited and will be confiscated.

Internet Expectations

1. Use appropriate sites and language
2. Check your sources and site appropriately
3. Create your own work without plagiarizing
4. Use technology appropriately

CONSEQUENCES for misuse of the Internet are as follows:

- **1st offense:** Warning and/or Noon Restriction
- **2nd offense:** Students will be restricted from specific websites for a set amount of time.
- **3rd offense:** Students will be restricted from specific websites for the remainder of the school year.

Notification of Dangerous Students (MN 121A.64a)

Under the dangerous student policy set by the State Department of Education, if a student meets the definition of a dangerous student, by law and policy, the teachers and parents of the child will be notified. The definition of a dangerous student is: "incidents of violence means willful conduct in which a student has threatened or caused physical injury to person(s) or significant damage to property, regardless of whether related to a disability or whether discipline was imposed. This does not include injury or damage, which is accidental or is the result of negligence. An incident of violence includes an incident described in notices received from either law enforcement or the juvenile courts". A dangerous student report must be filed with the Commissioner of Education on the incident by the principal.

Playground Expectations

****Expectations** are in place to keep children safe.

All students are expected to go outside for recess & play in appropriate areas. **Please make sure your child is properly dressed for the weather conditions.** Playing games involving severe body contact, such as tackle football-are not allowed. All general expectations for school apply on the playground as well.

- First Offense: Warning.
- Repeated Offenses: Time-out against wall, discipline referral, noon restriction, loss of or restricted use of certain playground equipment or areas, conference with Principal

Reasonable Force/Dangerous Students

A teacher, a school employee, a school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

School Dress Expectations:

1. Pants are to be worn at waist height and may not have large holes.
2. Shirts are to cover the front and back.
3. Shorts and skirts are to reach the end of the student's fingertips.
4. Sweatshirt hoods are to be down at all times.
5. Refrain from wearing clothing that creates or may create a disruption to the learning process within the school.
6. Advertises in any way (including jewelry) products contrary to accepted health and moral codes.
7. Refrain from clothing that advertises tobacco, drugs, alcohol, gang, sexual or profanity, marijuana, or pictures of the previously listed items.
8. Refrain from wearing clothing that discriminates nationalities, ethnicities, religious groups or gender, or has the intent of communicating gang membership.
9. Place hats, caps, visors and bandanas in lockers when entering the building.
10. If a student wears an item that creates a distraction, they will be asked to change it or borrow something different to wear and may be subject to a discipline referral
11. Blankets are not permitted to be worn at school.
12. Appropriate non-revealing swimsuits during swim time and appropriate clothing and shoe wear for PE.
13. Proper footwear is to be worn at all times while on school property.

Event Expectations:

1. Show sportsmanship
2. Respect performers, athletes, officials, and opposing teams/fans.
3. Enter & Exit appropriately
4. Promote school spirit
5. Respect school property & equipment
6. Cheer for your Mahnomen/Waubun Thunderbirds!!!

EXTRA CURRICULAR OPPORTUNITIES:

Elem. extracurriculars are an extension of High School programs & follow Minn. State High Sch. League rules. Students will not be eligible to practice or play in a game if they get a behavior referral, and are absent during the school day. Check with your coaches for additional specific rules he/she may also use.

Band Lessons:

Toward the end of the fourth grade year the high school band director gives students the opportunity to begin

instrumental lessons. These take place during the summer and are continued once a week during the school year. Two concerts are usually performed during the fifth and sixth grade school years.

Dance team:

During the school year, elementary students may participate in a week of concentrated after-school practice, supervised and trained by high school dance line students, under the direction of the dance line advisor. There is an opportunity for them to perform for the public after the training.

Elementary Community Ed. Basketball:

During the winter, elementary students in grades 1 - 6 are given the opportunity to sign up for basketball skills and lessons. This program is run on Saturdays by community volunteers.

Elementary Community Ed. Football:

In the fall, fifth and sixth graders are able to participate in elementary football. The games are played on Saturdays against neighboring teams. The teams may also play during half times of home varsity football games. Practices are held after school by community volunteers.

Elementary Community Ed. Wrestling:

Elementary wrestling is another offering to the elementary students. This is an after-school program and runs for several weeks with two and three practices per week, depending upon the age/level of the students. There are also opportunities for tournament play, usually on Saturdays. The high school wrestling coach is in charge of this program.

Jr. High Sports Participation:

During the school year, sixth grade students may have the opportunity to participate in a variety of Junior High sports including; Basketball, Golf, Track and Wrestling. The students practice with the junior high team after school and are invited to compete in games and tournaments. Sixth grade participants have to be passing all courses and have a valid sports physical on file in order to be eligible to participate in athletic contests following the same academic & eligibility requirements as grades 7-12th.

Safety Patrol:

The school safety patrol program is in place to safely assist children in crossing streets on their way home from school. Fifth and Sixth grade students are selected to serve on the Safety Patrol. It is an honor and a responsibility to serve. Members must obey school and classroom regulations to continue to serve as a Safety Patrol member. Two patrol students are located at each corner crossing near the school at dismissal time. For the Safety Patrol to serve efficiently, it must have the full cooperation of parents/guardians as well as students. Obedience to the patrol and safety rules should be encouraged at home. Parents/guardians should set a good example by picking up and dropping off passengers at designated areas only. The Mahanomen American Legion sponsors the Safety Patrol Program and the Legionville training for the safety patrol captains.

Family Educational Rights and Privacy Act:

Educational records which identify or could be used to identify a student except for directory information, will not be released to members of the public without the written permission of the student's parents/guardians. The School District will not release information contained in a student's educational records, except directory information, to any third parties except its own officials, unless those parties agree the information will not be without the parent or eligible student's prior written consent.

Pledge of Allegiance:

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so and that students must respect another person's right to make that choice. MN 121A.11

Statement of Rights:

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act, the Minnesota Government Data Practices Act, the confidentiality of Information section of the regulations implementing the Education for all Handicapped Children Act of 1975 and the data management Policy of Independent School District.

The right, if asked to provide private or confidential data, to be informed if (a) the purpose and intended use of the data within the school system; (b) whether he/she may refuse or is legally required to supply the requested data; (c) any known consequences data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data.

1. The right to inspect and review the student's education record.
2. The right to explanations and interpretations of the record.
3. The right to have a representative of the parent or eligible student inspect and review the records.
4. The right to exercise a limited control over other people's access to the student's education records.
5. The right to seek to correct the student's education records; in a hearing if necessary.
6. The right to report violations of the rules and regulations, cited above, to the Department of Education.
7. The right to be informed of the above.

All rights and protections given to parents, under the above statutes, regulations, and this policy transfer to the student when he or she reaches the age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student". Parents or eligible students wishing access to or copies of the student record policies and administrative procedures should present their request to the Building Principal/Director or to the Superintendent of Schools. Copies of this STATEMENT OF RIGHTS will be made available to parents through publication in the official local newspaper. Copies are also available from the district administrative offices upon request.

Because ISD #432 receives federal funds to support its Title I programming, parents have the right to request the following information regarding the professional qualifications of your child's classroom teacher(s);

1. The type of college degree held by the teacher(s).
2. The qualifications of any Title I paraprofessional, if your child is receiving Title I services.
3. Teacher licensing requirements for the subject(s) and grade levels taught.
4. Whether the state licensing requirements have been waived for the teacher under an emergency status.

For additional information regarding Title I services, contact Title I Director Amanda Okeson at 218-935-2581

INDEPENDENT SCHOOL DISTRICT #432

RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Independent School District #432 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence, including verbal and physical assault, against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant:

Home address: _____

Work address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Circle as appropriate: sexual / racial / religious / verbal or physical assault

Name of person/s you believe harassed or was violent toward you or another person:

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses that were present:

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

Complainant Signature

Date

Received by:

Date

THUNDERBIRDS



**Mahnomen/Waubun-Ogema-White Earth
Cooperative Sponsorship Agreement Handbook
2025-2026**

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Mission Statement: The purpose of the Mahnomen/Waubun-Ogema-White Earth activity cooperative is to provide a comprehensive and balanced activity program that will provide more opportunities and experiences for our students that either school may not be able to provide individually.

Statement of Philosophy: A comprehensive and balanced athletic/activity program is an essential complement of the basic program of instruction. The activity program should provide opportunities for students to further develop interests and talents in activities and other health-related areas. The opportunity for participation is a privilege that carries with it responsibilities to the school, to the sport, to the student body, to the communities, and to the students themselves.

While Mahnomen/Waubun-Ogema-White Earth takes great pride in winning, it does not condone “winning at any cost” and discourages any and all pressures that might tend to neglect good sportsmanship and good mental health. Participation in these activities should provide many students with a lifetime basis for personal values, for work and leisure activities.

The interscholastic activity program shall be conducted in accordance with existing School Board policies, rules, and regulations. At all times, the activity program must be conducted in such a way so as to justify it as an educational activity. Activities play an important part in helping an individual student develop a healthy self-concept as well as a healthy body. Activities add to both schools’ spirit and help all students and spectators develop pride in their schools.

Every effort will be made to support the activity programs with the best facilities, with the necessary equipment, and with the most qualified staff available. The ultimate goals of the activity should be:

1. To realize the value of teamwork and participation including, but without overemphasizing, the importance of winning.
2. To develop and improve positive citizenship traits among the program’s participants

From Insideoutinitiative.org

Mahnomen/Waubun-Ogema-White Earth believes that:

- **Activities engage** more individuals, families, and communities.
- **Activities present** countless teachable moments where ethical values such as empathy, moral courage, fairness, responsibility, and respect for self and others can be developed.
- **Activities connect** students to caring adults in their learning community who foster social-emotional intelligence and academic success.
- **Activities provide** students with opportunities for moral, social, emotional, and civic growth.

Continue to participate in *Why We Play: Courage/Confidence/Failure/Belonging/Growth.*

Consider further training from Inside Out Initiative:

The Philosophy (excerpt from Inside Out.org)

The Inside Out philosophy focuses on the purpose, power, possibility, and privilege of leading and coaching. It requires educational leaders, athletic directors, coaches and school communities to take an in-depth look at four key questions:

- *Why do I coach?*
- *Why do I coach the way I do?*
- *How does it feel to be coached by me?*
- *How do I define success?*

“The growth and success of each student’s human potential can only be fostered if the adults who are in charge are aware of and intentional about their transformative purpose”.

Cooperative Advisory Committee: A cooperative advisory committee will consist of three board members from each district; the Activities Director, and the Superintendent from each district. The advisory committee will meet quarterly, or as needed. The advisory committee will take no action, but will provide recommendations for policies, rules, and procedures to be approved through each individual district’s Board of Education. A post-season review with the head coach will be part of the quarterly meeting. A joint board meeting will be held if necessary for discussion on this handbook and improvements that can be made for a successful cooperative sponsorship.

Cooperative Information:

- Official School Cooperative Name: Mahnomen/Waubun
- Official Cooperative Nickname: Thunderbirds
- Official Cooperative Colors: Black, Teal, and Silver
- Official Rally (Fight) song: Wave the Flag

Activities Included:

The Activities included in this cooperative sponsorship agreement, at all levels 7-12, are but not limited to:

Football	Volleyball	Girls Basketball
Boys Basketball	Wrestling	Danceline
Girls Track and Field	Girls Softball	Boys Golf

Boys Track and Field

Boys Baseball

Girls Golf

Speech

Cheerleading

Pep Band

MSHSL Membership: Annual Membership dues are established by the MSHSL Board of Directors and shall be payable for October 1 of each year. Each member school participating in a cooperative sponsorship must register and pay as an individual school to participate in each cooperatively sponsored activity. Rules regarding cooperative sponsorship can be found in the League's *Official Handbook*, Bylaw 403.00.

Policies: The superintendent of each district will work together to review policies from both districts that affect activities, programs and participation. The superintendents will make suggestions for policy changes to their respective Board of Education in order to have consistency between activity policies at each district.

Communication: Effective communication is vital to the success of this cooperative. The superintendent at each district are charged with keeping each other, their respective Boards, staff, and students and their communities informed on anything concerning this cooperative.

Cooperative Activity Directors: Activity Directors will be hired from each district and will be the main contact for activity purposes. They will be responsible for scheduling events, organizing contracts with schools, contracting officials, evaluating coaches, and recommending coaches for open positions. The host site principal will assist the AD in finding workers needed for games, arranging for groups to run the concession stand, and making sure the facilities are ready for the game. Job descriptions for the Activity Directors will be included in the handbook (Appendix).

Selection, Evaluation, and Retention of Activity Directors:

The Superintendent will be responsible for interviewing candidates for the Activity Director positions at their district. The evaluation of the Activity Directors will include a recommendation of employment for the upcoming school year. Recommendations for retention of the Activity Director at the individual district level will be brought to the respective Board of Education on an annual basis.

Fiscal Management: The Business Manager from each district will act as the primary fiscal agent for the cooperative. The districts will share the cost of the cooperative equally. These costs will be reported back by each District at the conclusion of each activity as listed in this agreement.

WOWE host activities: Volleyball, Wrestling, Speech, Cheerleading, Boys' Baseball and Girls' Softball

Mahnomen host activities: Football, Boys and Girls' basketball, Dance line, Boys' and Girls' Track, Boys' and Girls' Golf

Co-host by event: Pep Band

These costs include, but are not limited to:

payment for event workers, payment for officials, entry fees

Uniforms - According to the agreed upon rotation schedule (see attached)

Bussing/Transportation, Supplies, equipment, awards, hotels, and meals.

The cooperative will pay for expenses up to, but not beyond, state level competitions.

All revenues directly related to cooperative athletic programs (gate receipts, purchased passes, entry fees, etc.) will be included in the end of season reporting.

Payment of Officials and Workers for “Hosting” or “Home Event” School :

The “Hosting” or “Home Event” Activity Director will be responsible for determining who gets paid at events held at “Hosting” or “Home Event” school event.

Each district will be responsible for purchasing equipment and supplies needed to host games, events, and practices.

Fundraisers: Any fundraisers, other than concession stands, conducted by a Cooperative Activity must be approved by both Superintendents before the fundraiser has begun. Coaches must indicate to both Superintendents what they plan to sell, what the money will be used for, and what expectations they have for the students involved.

**Co-Op Fundraising Approval Form attached

Coop Athletic Budgets: Every Spring the Athletic Directors from the Coop Districts will create a budget that details the uniform costs, equipment, and supply needs of each activity for the upcoming school year. This budget will be reviewed by the Business Managers, Superintendents, and approved by the Joint Activities Committee. Upon approval, the budgets will be brought to each individual Board for approval. If the budget has recommended revisions it will return to the committee to be revised.

Uniforms and Equipment: Uniforms and equipment from both schools will be used as much as possible. Uniforms will be purchased on a rotation schedule and/or replaced as needed. Cost of uniforms and equipment will be shared equally. **See attached Uniform Quote Request

Ordering: All ordering must be approved by the Activity Directors and/or Superintendents before the order is placed. Districts will follow their own procedures for purchase amounts and threshold approval processes.

Coaching Positions:

1. The Activity Directors will be in charge of recommending candidates for each coaching position. Input from the Superintendent's, principals, and established head coaches will be up to the Activity Director's discretion.

2. Full job descriptions for all coaching positions are available in the appendices of this handbook.
3. All coaches will be evaluated at the end of the season. The evaluation program will be designed and conducted by the Activity Directors and Head Coach.
4. Coaches will not be required to submit an application each year. If there is sufficient cause to open a coaching position, the coach will be asked to submit a new application. Parent complaints cannot be the only cause for opening a coaching position.
5. Every effort will be made to have coaching representation from each district. This will hopefully help to increase participation at each school.
6. Existing coaches will be paid by the current school. New hires that are part of the school district staff will be paid on that school's schedule. Community and district affiliation will be considered for salary schedule placement as determined by Activities Directors and Superintendents.

Coaching Expectations: In addition to the expectations stated in the job descriptions, the cooperative board expects the following from all of their coaches:

1. To be upstanding, ethical, and moral individuals that set the example of sportsmanship for all our students.
2. To develop practice schedules in advance and keep them on file.
3. To communicate effectively with the Boards, administration, staff, students, parents, and communities from both districts.
4. To promote all activities at both districts, along with their own.
5. To understand that conflicts with other activities may arise and that we need to work together with other cooperative activities and district activities to give all students a well-rounded educational experience.
6. To hold pre-season parent meetings to discuss expectations and rules.
7. To allow for equal opportunities for all students, regardless of the school they attend.
8. Coaches are encouraged to hold small group meetings and individual meetings with players to help clarify expectations and check on the mental health and well-being of our athletes. Coaches are strongly recommended to document these meetings.

Student Participation: All students from Mahnomen and Waubun-Ogema- White Earth are strongly encouraged to participate in cooperative athletics. The following expectations should be taken into account for all students:

1. All students will be given an equal opportunity to participate.
2. All eligible students at the junior high level will be allowed to participate at each game/contest. The junior high coaches should strive for meaningful time as much as possible for all eligible students.
3. All students participating in the sub-varsity (C/JV) shall be given opportunities to participate during games/events, but they may not get equal time and may not get to participate in every game/event. Coaches shall strive to provide guidance and equal opportunities in practice for athletes to increase their game time throughout the season.

4. All students participating at the varsity level shall be given equal opportunities to earn participation time during games/events, but may not get equal time. Coaches shall strive to provide guidance and equal opportunities in practice for athletes to increase their chances at game time throughout the season.
5. Mahnomen/Waubun-Ogema-White Earth Cooperative will use a “no cut” policy for all eligible students.

Transportation:

1. All transportation costs for practices, home games held at the other school, and away games will be split between both districts evenly.
 2. All safety and capacity regulations will be followed at all times by both schools.
 3. Transportation will be scheduled by the Athletic Directors with the transportation director(s). (Transportation to and from practices, to and from games held at the other school, away games and events.)
 4. All students will be offered transportation via school bus or school vehicle to and from the schools for practice and home games held at the other school. All students will be required to ride the bus to and from away games. Certain exceptions must be approved ahead of time by the Activities Director. In order for these exceptions to be considered, the following must occur:
 - Parent/Guardian grants permission, in writing, for their child to ride home with a designated adult (designated adult must be 21 years of age or older).
 - *This note must be turned into the school’s office by 2:00 or before the bus departs, whichever is earlier.
 - The adult that the parent/guardian designated to transport the child signs the student out with the coach after the event (must be done in person).
 - Failure to follow this protocol will result in consequences at the discretion of the coach/advisor, Activities Director, and school administration.
- 4.1 The students participating in Pep Band will be required to ride the school provided transportation to and from contests. Certain exceptions must be approved ahead of time by the Activities Director / Band Director. In order for these exceptions to be considered, the following must occur:
- Parent/Guardian grants permission, in writing, for their child to ride home with a designated adult (designated adult must be 21 years of age or older).
 - *This note must be turned into the school’s office by 2:00 or before the bus departed, whichever is earlier.
 - The adult that the parent/guardian designated to transport the child signs the student out with the coach after the event (must be done in person).
 - Failure to follow this protocol will result in consequences at the discretion of the coach/advisor, Activities Director, and school administration.
- 4.2 A “backup” suburban or mini bus will be in place for Pep Band trips, to be used only in case of overflow.

5. Practices will be set at a specific time and students will be expected to make it to practices on time.
6. Coaches may be asked to shuttle students via school vehicle between school sites for the purposes of practices or games. A stipend will be given for bus driving. ** Stipend Coop Rate sheet attached
7. Both schools shall keep detailed records of payments made for drivers and chaperones.
8. It will be the responsibility of each school to keep detailed mileage records/logs for trips to and from practices and games, organized by vehicle type (Bus, Van, car).
9. The total cost of transportation will be calculated using the same formula for each district. The formula will be determined and agreed on annually by the cooperative advisory committee following the spring season.
10. Teams will stay overnight at the discretion of both Superintendents and Activity Directors. All related costs will be shared equally.

Practice and Game Schedules:

1. The Activity Directors are in charge of making the schedule for all sports, including the paperwork needed to conduct these events. They will work jointly to determine which school will host the home events for each school.
2. Practices and home events will be alternated between schools as evenly as possible, if adequate facilities exist. The locations of the visiting team and their expected attendance will be considered when determining locations of games. Host school will determine cancellations.
3. Tournaments, triangular, and double headers held on the same day will count as one contest for the sake of this agreement.
4. The Activity Directors, with the input from head coaches, will produce practice schedules before the beginning of the season. This practice schedule will be subject to change on short notice.
5. Practice length and times will be in accordance with MSHSL rules.
6. No practices will be held during the school day without prior approval from the Activity Directors and both Superintendents.

Overnight Trips: Coaches will be expected to provide the Activity Directors with an itinerary for all overnight trips at least three days prior to departure. The itinerary will include the following: Departure date and time, hotel information, meal plans/schedules, performance schedules, and potential arrival times. The itinerary must be approved by the Activity Directors before departure and should be shared with parents of participating students.

Overnight/Out of state trips/camps need to be approved by both Boards beforehand.

** See attached Overnight Request Form

Facilities and Insurance: Each district certifies that they have adequate facilities to implement this cooperative and adequate insurance protection to cover all applicable provisions and situations that may arise from this cooperative.

All teams involved will be provided a locker room at each game. If boys and girls teams have to share a locker room for double-headers, an appropriate process will be put in place to make sure students are allowed time to change before and after their game. A classroom will be made available for pre-game/halftime meetings as needed.

Facilities will be maintained and improved at the sole discretion of each individual school district.

Admissions and Passes: Cost of admissions and passes shall be the same for both districts. The cost will be coordinated through the cooperative advisory committee and approved by each Board. All revenue from admissions and passes will be split.

All passes given by each district will be honored at all games held at Mahanomen and Waubesa. The only exceptions to this rule would be for games that are held at either school under the direction of the Minnesota State High School League (MSHSL).

Concession Stands: Concession stands will be the responsibility of the host school.

If either school is asked to host an event as a neutral site for sub-state contests for the sports included in this agreement, then that school will have the responsibility for staffing the concession stand.

Hosting School: The hosting school will determine any additional programs or entertainment during the games they host. This includes, but is not limited to performances by the band, cheerleaders, or dance teams, education awards and coronations/Homecoming recognition.

Coaches Complaint Protocol: Complaints from coaches should be handled in the following manner:

1. Coach will meet with the Activity Directors to discuss the complaint.
2. If no solution is reached, the coach will meet with both school principals and the activity directors.
3. If no solution is reached, the coach will meet with both superintendents, both of the school principals, and the activity directors.

Letter Awards: It is the responsibility of the head high school coach of each activity to develop their lettering policy. These rules will be given to each participant and the Activity Directors.

Post Season Awards: Each head coach/advisor will be responsible for organizing a post-season awards program.

Update to Cooperative Sponsorship Agreement: The effectiveness of this agreement and the regulations contained within will be assessed once per year. Changes will be proposed and discussed during the cooperative advisory meetings at least annually. This agreement, and any changes made, will be approved by each district's Board.

Attendance

Attendance at practice is extremely important. It is almost as important as attendance at school. Attending practice everyday demonstrates dedication and commitment to the team. Athletes should make every attempt to schedule appointments around practice times. Sometimes athletes must miss practice due to things out of their control. Some examples of acceptable absences include: illness, medical appointments, family emergencies, church activities, or school related activities. Other things will come up but **a coach should be notified when an athlete is going to be absent from practice.**

Unexcused absence from practice will result in missed game time. Each Coach will communicate their rules in regards to the severity of missing practice at the start of the season in the parent and player meetings. Again, unexcused absences will result in missed game time. Examples of unexcused absences: haircuts, shopping, hunting, going with friends, and detention.

Communication is key. The athlete should let the coach know in advance if he/she is going to be gone. Telling a friend to tell the coach is not an excuse. It is the player's (or parents) responsibility to communicate absences to the coach.

Additionally, please reference your district student handbook regarding attendance during the school day and ability to participate in after-school activities on such date.

Respect

Every athlete will be expected to show respect for themselves, their teammates, coaches, officials, opponents, parents/guardians, school staff, and community members. Athletes are ambassadors of the Mahnomen and Waubun High School and should exhibit respectful behavior at all times.

Athletes who are removed from a game for misconduct will not be allowed to play in the following game. This is per the MSHSL and it will be enforced. Please note that any student who demonstrates poor citizenship (cheating, theft, vandalism, physical or verbal abuse, harassment, defiance of staff, etc.) may lose their eligibility to participate in extracurricular activities.

All athletes are viewed as important to the team/program. All athletes are expected to be productive team players. Athletes who are not willing to be team players may be dismissed from the team. The Mahnomen/Waubun Athletic Program will not tolerate any incidents of bullying, harassment, or intimidation of athletes to other athletes. **Negative or insulting comments toward our school, teammates, coaches, officials, or opponents using social media (facebook, twitter, etc.) will not be tolerated. If this rule is violated immediate suspension or removal from the team will result. Parents, please help lead by example with this rule.**

Playing Time

The Mahnomen/Waubun coaching staff does not guarantee equal playing time for everyone. Athletes are evaluated in several areas throughout the season that establish the amount of playing time earned by each athlete.

1. Fundamental athletic ability and improvement of offensive and defensive skill level

2. Consistency of performance and development in practice
3. Ability to effectively contribute in competition
4. Attitude and work ethic in practice and competition

In the early season, all athletes will be encouraged and directed to develop skills in all aspects of the game. Those athletes who are able to develop a complete game will have the most playing time opportunities. As the season progresses, or based on physical necessity, athletes will become more specialized into specific roles. An athlete's ability to contribute positively to the team will be a factor which impacts playing time as well. How an athlete adds to or distracts from the team's performance in practice and competition as compared to a teammate who performs a similar role will directly impact the playing time a player earns. During games and tournaments, coaches are constantly adjusting and evaluating lineups, considering individual match-ups with opponents, and addressing opportunities for individual growth and improvement. This means that there are a number of considerations why some athletes may receive more playing time than others. Athletes (and parents) are expected to understand and accept their roles as defined by the coach and concede that the collective performance of the team unit as priority. **Athletes will be given every opportunity to earn playing time in practice.**

Safety and Injuries

The safety of our athletes is our foremost concern. If a player should become injured during practice or a game, they should report their injury to their coach immediately. Sometimes athletes do not want the coaches to know about an injury. Parents/guardians should contact one of the coaches regarding an injury or other medical condition involving your athlete. An athletic trainer will be available to diagnose and treat injuries. We have a lot of faith in our trainers, please use them as a first contact if possible. Save the doctor visits for emergencies if at all possible.

CONTACTING COACHES

Coaches have been instructed by District and Athletic program administration that they are asked not to address concerns from parents during their off duty hours. This includes phone calls at home, out in the public, etc. It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for ALL students involved.

There are situations that may require a conference between the coach, activities director, and the parent. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern. Below you will find the 8 Step Parent Protocol for Conflict Resolution.

*Only begin this protocol if your son or daughter has talked to the coach first.

*Both Parties will be allowed to speak in an uninterrupted manner. The conference will be in a non-threatening environment. Coaches/Advisors/Administration will refer to the following protocol:

- **Step 1** – Contact the Head Coach via school phone, or e-mail, to arrange a meeting time.

Please do not make this initial contact immediately after a game or contest.

- **Step 2**– Attend meetings on a set date and discuss concerns and come to a resolution.

Concerns are limited to your student-athlete only. Discussion of any other student athletes is means for meeting termination. Playing time is not an appropriate discussion topic, but discussion about how your athlete can improve is appropriate. The athlete will be present at this meeting.

- **Step 3**– Contact the Athletic Director, via school phone, or email to arrange a meeting time if a satisfactory resolution to the concern is not reached through Step 2. Head coach will be invited to this meeting.
- **Step 4**– Attend a meeting on a set date and discuss the concern and the proposed resolution to the concern by the Head Coach. The athlete will be present at this meeting.
- **Step 5**– Contact the HS Principal, via school phone, or email to arrange a meeting time if a satisfactory resolution(s) to the concern is not reached through Step 4.

Head Coach and Athletic Director will be invited to this meeting

- **Step 6**– Attend a meeting on a set date and discuss the concern and the proposed resolution to the concern by the Head Coach and Athletic Director. The athlete will be present at this meeting.
- **Step 7**– Contact the Superintendent, via school phone, or e-mail, to arrange a meeting time if a satisfactory resolution to the concern is not reached through Step 6.

The Head Coach, Athletic Director, and High School Principal will be invited to this meeting.

- **Step 8**– Attend a meeting on a set date and discuss the concern and the proposed resolution(s) to the concern by the Head Coach, Athletic Director, and Principal. The athlete will be present at this meeting.

If the above procedures are not followed, the following steps will take place:

- i. 1st Violation of Procedure: The coach will suggest a meeting at a later date and an email or letter will be sent to the parent outlining our procedure for handling athletic/activity complaints.
- ii. 2nd Violation of Procedure: Removal from the next contest.
- iii. 3rd Violation of Procedure: Removal from all remaining contests.

Guidelines for Communication

The following are communication guidelines put in place by the Mahnomen-Waubun athletic department. All coaches, parents, and athletes are expected to follow these guidelines.

Communication Parents Can Expect From a Coach:

1. Philosophy of the coach
2. Expectations of the athlete and the team
3. Location of all practices and games
4. A copy of the team rules

***Discussion of your son's or daughter's role on the team will be between the coach and the athlete only.

Communication Coaches Expect From Parents:

1. Concerns related to your son or daughter's mental, physical, or emotional well-being
2. Specific questions about a coach's expectations of parents
3. Notification of any injuries or illnesses
4. Prior notification of any student absences from practices or games

Appropriate Parental Concerns to Discuss with Coaches:

1. Mental or physical wellbeing of your son/daughter
2. Ways in which you can help your son/daughter improve
3. Concerns about your son/daughter's behavior

Inappropriate Parental Concerns to Discuss with Coaches:

1. Playing Time *Playing time discussions will be between the coach and athlete only
2. Team Strategy
3. Play Calling
4. Team Selection
5. Another Athlete

***If conversations with a coach moves to any of those five topics, our coaches are instructed to immediately end the discussion. Parents can reschedule a meeting with the coach to continue an appropriate discussion at a later date. Further, any vulgarity, rude behavior, or threats will signal an immediate end to any discussion.**

24 Hour Rule- No conflict between a parent, student, official, or coach should be addressed during or immediately following a contest or production. The contest site, practice field, lobby, or locker rooms are not appropriate places to handle conflict. Coaches or Activity Supervisors are not to meet or deal with conflict at these times or places. Most conflicts are better resolved with an appropriate cooling down period.

Group Conflict- No parent group shall meet at the school to discuss team problems without representatives from the school which will include the A.D. or coach. At group meetings, individuals must speak for and represent themselves, not other individuals or groups.

ACADEMIC PROGRESS

A student/athlete's academic success is the most important aspect of their student life. All student athletes are students first and athletes second. It is imperative to follow each student/athlete's progress in the classroom. Once a problem is detected the student/athlete may require a tutoring program that will become available.

The grades of in-season student-athletes will be checked weekly by building activities directors. If passing all classes, they are cleared to participate in the practice and contest. If a player is failing the same course for 2 consecutive weeks, he/she will be ineligible for one week (until weekly grade checks reoccur). If a student is ineligible at the end of a season or grading period, it will carry over into the next season and/or school year.

During any ineligibility period, the athlete must remain a member in good standing of the team. He/she must follow all team rules and attend all practices, unless the coach gives permission to attend alternative programming such as conditioning or tutoring services.

Additionally, student-athletes that are deemed academically ineligible will not be allowed to travel with the team to away games.

ALC/ALP Students - Students enrolled in the ALC Program need to be making adequate progress towards receiving credit for the courses that they are enrolled in. Specific criteria will be determined by program directors and will be communicated with student-athletes, parents/guardians, and coaches.

Practices

- While there are a few sports with exceptions, all sports should be practicing or playing games a minimum of five days per week. Practices are expected to go from 3:30-5:45pm. All coaches are expected to remain at the school and supervise until the final student-athlete has left the building. If you wish to practice or play at an unusual time or in a place that is different from usual, you may need to make facilities requests to your school. NO SPORTS are allowed to practice or play on SUNDAYS and ALL practices must be complete by 5:45 pm on Wednesday evenings.
- Practices may be scheduled during vacations.
- Students should not attend morning practices prior to school unless they are well enough to attend morning classes.
- In the event school is released early due to inclement weather or other emergencies, there shall be no after school activities. School facilities will be closed. Any exceptions must be made by school administration. (See E-Learning policy)

E-Learning Policy

- In the event of school being canceled and students being dismissed early, all after school activities will be canceled. E-Learning Days due to severe weather are the same as bad weather days and all activities will be canceled. However, in the event that there are significant changes in conditions that allow all students from both districts to participate, administration from both districts will re-evaluate the situation. Determinations will be made on a case-by-case basis. Factors include, but are not limited to: future weather forecast, travel destination, road conditions, post season implications, etc.
- When weather conditions present possible danger, the final decision to travel will be made by the Athletic Directors and Superintendents with input from transportation staff, coaches, directors, and advisors as appropriate.

Appendix:

Supplemental Forms Needed to be added to Appendices:

- Activity Director job description
- Coaches Job description
- Cheerleader advisor Job description
- Thunderbird Fundraising Permission Form
- Uniform Quote Request
- Uniform Cycle
- Overnight Trip Request Form
- Rate Guide
- Thunderbird Activities Budget
- MSHSL Official Handbook 400.00 Administration of Athletic Program Bylaws
- MSHSL Bylaw 403.00 Cooperative Sponsorship of an Activity
- Behavior Expectations.doc
- Social Media Policy

Thunderbird Activities Director
JOB DESCRIPTION

Job Title: Activities Director

Department/Location: Waubun

Accountability: Principal

Date: January 2016, March 2016

Reviewed: _____
(Employee)

Date: _____

Reviewed: _____
(Principal)

Date: _____

Approval: _____
(Superintendent)

Date: _____

JOB SUMMARY: Is responsible for providing coordination and supervision for all K-12 school extra-curricular activities, assists in developing the school calendar, as well as ensuring public information releases. Is responsible for developing and coordinating information as it relates to students, staff, programs, personnel, facilities, time, philosophy and program evaluation in conjunction with the Activities Committee.

Assignment: Certified

MAJOR AREAS OF ACCOUNTABILITY:

Job Duties:

- A. Coordinates the activities of coaches, activity advisors and other personnel involved in K-12 school activities.
- B. Recommends the selection (and dismissal) of coaches/advisors.
- C. Coordinates the hiring of contest officials and workers as well as serving as host for home contests and tournaments.
- D. Supervises all home events and contests.
- E. Evaluates all activity programs and personnel.
- F. Organizes and schedules all athletic contests and practice sessions. Responsible for organizing District participation in all tournaments at the Conference, District and Regional level. Arranges for the appropriate facilities, meals, transportation, laundry and maintenance needs for all athletic groups.
- G. Assist coaches/advisors with needs or problems and concerns relating to their activity.
- H. Responsible to ensure publicity is being carried out by the coaches, for parent information and encouraging student participation in the school's activity programs. Organizes the distribution of informative materials to the entire coaching staff.
- I. Actively participates in the Activities Committee, serve on committees that will further activities within the school and school community relations. Participate in workshops, clinics, etc., that assist in keeping staff up to date. Actively participates in school and community fund raising projects.

- J. Fosters good school-community relations by keeping the community aware of and responsive to the school's activities and educational programs; and coordinates the development and maintenance of the activities calendar.
- K. Write, develop and insure coverage of school events by printing of brochures and leaflets featuring school programs and activities; articles that will promote recognition of staff, students and educational achievements.
- L. Performs other duties as assigned.

Skills and abilities required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions.

- A. Knowledge of the Minnesota State High School League rules (MSHSL)
- B. Ability to administer and ensure compliance of MSHSL.
- C. Knowledge of core principles in coaching philosophy.
- D. Ability to implement board policies.
- E. Ability to collaborate with staff, students, parents and the community.
- F. Ability in oral and written communication skills.
- G. Ability to interpersonal skills using tact, patience and courtesy.
- H. Ability to multitask.
- I. Initiative
- J. Reliability

Working Environment:

- A. While performing the duties of this job, the employee is frequently required to sit, move about, hear and speak.
- B. The employee must routinely lift and carry materials weighing up to 50 pounds.
- C. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- D. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals. It may be expected that the individual could be exposed to blood or other potentially infectious materials during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.
- E. The employee may be exposed to infectious disease as carried by students, exposed to student noise and learning resource noise levels, may sit or stand for longer than 2 hours at a time, may lift objects repeatedly, and may undertake repeated motions.
- F. The employee may be required to travel in school owned or leased vehicles while supervising and assisting students.
- G. The demands of an extended workday (dances, games/events, etc.) require a high level of physical endurance.

MINIMUM QUALIFICATIONS:

Education:

- A. Current Minnesota licensure as a teacher.

Experience:

- A. Three to five years in the education field.

B. Prefer 1 year experience in a leadership role.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. EEO Employer.



POSITION TITLE: COACH/ACTIVITIES ADVISOR***WORKING RELATIONSHIP:****Type of Authority: Staff**Immediate Supervisor: MSHSL Activities Director**Consults with: Administrators, teachers, other coaches, students and parents.****JOB SUMMARY:*** *To participate as a member of the coaching staff in directing MSHSL activities with reference to the philosophy and objectives of the School programs.****QUALIFICATIONS:*** *Current Licensure for varsity level activities.***DUTIES AND RESPONSIBILITIES:**

1. Prepare and submit a closing inventory for all uniforms and equipment for a particular MSHSL activity.
2. Submit requisitions to the activity director for all supplies, equipment, etc. as needed.
3. Issue equipment and supplies to activity members and collect school equipment at the end of the season, making sure that equipment is properly cared for during the season.
4. Care for school building by opening doors and being on hand to supervise students; closing and securing building at the conclusion of its use.
5. Acting as scout when requested.
6. Supervise squad at all times including all scheduled contests, practice sessions, time in locker room, and on trips out of town.
7. Inspect locker room, music room, stage, etc. following activity or practice to make sure it is in proper order.
8. Assist in the preparation of fields and other areas for competition and practices as may be required.
9. Inform newspapers, radio stations, TV stations, and websites of results of activity contests.
10. Consult with activities director in making transportation arrangements for interscholastic contests.
 11. Award MSHSL letters and other types of recognition to activity members based on predetermined criteria.
 12. Assume responsibility to ensure that all students participating in a particular MSHSL activity (esp. football) have the proper protective equipment prior to the beginning of practice sessions.
 13. Submit to the high school principal and A.D. a copy of the criteria and procedure used for awarding MSHSL letters prior to the beginning of the activity on a yearly basis.
14. Inform participants at the beginning of the season the requirements for earning a letter in that activity.
 15. Obtain a list of students from the activity director, who have fulfilled the student eligibility requirements, prior to the beginning of each MSHSL activity season.
16. Work with the activities director, high school principal and Booster Club in coordinating awards night activities.
17. Perform other duties as may be required by the activities director and high school principal.

CLASSIFICATION: Extracurricular

POSITION TITLE: CHEERLEADER ADVISOR

WORKING RELATIONSHIP:

Type of Authority: Staff

Immediate supervisor: High School Principal

Supervises: Students

Consults with: Principals, MSHSL Activities Director, Superintendent, Teachers, Parents, and Students.

JOB SUMMARY: *To supervise cheerleader activities.*

QUALIFICATIONS: *Teaching license or community representative*

DUTIES AND RESPONSIBILITIES:

1. Supervise all squad practices and assist cheerleaders in learning and executing cheers. A minimum of one (1) practice session per week will be conducted for each squad.
2. Help select and order cheerleader outfits for each squad as per local MSHSL handbook.
3. Is responsible to develop and maintain "Cheerleader Rules" approved by and on file with the high school principal. "Cheerleader Rules" becomes part of the A.D. manual.
4. Develop and implement an equitable procedure to select individuals for the cheerleader squad. (Hand in hard copy to principal and A.D.)
5. Attend at least half of all home games and some away games.
6. Serve as chaperone for the cheerleaders at local tournaments or make arrangements with another staff member.
7. Work with students in developing and supervising pep fests, homecoming activities, and spirit items (i.e. locker "pin ups" and posters.)
8. Promote good sportsmanship.
9. Consults with MSHSL Activities Director for support and direction.
10. Plans and supervises parent's night activities for each sport.
11. Perform other duties as assigned by the high school principal.

Thunderbird Coop Fundraising Permission Form

Name of Group: _____ Date: _____

Advisor/Coach: _____

Type of Fundraiser: | Merchandise Sales | | Community Sponsored Event***
(Check One) (Community Partner)

Food Sales/Meal***

Raffle – Split the Pot

☐ *Raffle – Chances for Prizes ☐ Other _____

Purpose of Fundraising Activity: _____

Date(s) of Activity: From: _____ To: _____ Location of Event: _____

Describe what the group will be selling or doing: _____

☐ Approved: ☐ Denied

Reason for Denial: _____

Principal Signature Date

Superintendent Signature
Date

Superintendent Signature
Date

*Raffle: Raffle tickets can only be sold for a chance to be drawn for prizes. No betting or “boards” are allowed on school property.

**Winning – All Raffle tickets and winner names must be collected and submitted to the District office immediately following the event.
(See Charity Raffle Permit Accountability form.)

*** A Community Club or Organization can sponsor an event of behalf of a School/Student Activity, using their own gambling license and holding it at a place off school site. The proceeds from the event must come in the form of a donation from the community sponsor.

**** Food sold for fundraisers during school hours must meet the Smart Snack Guidelines. Please see the Food Service Coordinator for clarification.

Raffle board means a placard or other device marked off in a grid or columns with up to 200 squares whereby participants in the raffle write their names to indicate entry. Each section contains a hidden number or numbers, or other symbol, which determines the winning chances and may only be played for non-cash prizes.

A sports-themed raffle board is a board, placard, or other device that contains a grid of predestinated numbers for which the winning numbers are determined in whole or in part by the numerical outcome of one or more professional sporting events. (Illegal gambling)

Uniform Quote Request

Name Of Activity: _____ Date: _____

Advisor/Coach: _____

Date Of request for quotes: _____

2 or more quotes must be requested:

Name of Vendor: _____

Name of Vendor: _____

Name of Vendor: _____

Name of Vendor: _____

Quote request: Send to vendors with specifications for uniforms

Complete lower portion after receiving quotes with price sheets and pictures to submit to Business Manager. Business Office will prepare PO and submit order.

Vendor Selected: _____ Reason for selection: _____

Budget: _____

Submitted by Coach: _____ Date: _____

Host District for this purchase: _____

Activities Director: _____

Activities Director: _____

Superintendent: _____

Superintendent: _____

Mahnomen/Waubun Thunderbird Uniform Rotation
Updated 2025

2017-2018	<u>Everything except fall sports/activities</u>
2018-2019	<u>Volleyball, Football</u>
2019-2020	<u>Boys BB, Girls BB</u>
2020-2021	
2021-2022	<u>Baseball, Softball, Boys & JH Basketball, Dance</u>
2022-2023	<u>Cheer, Wrestling</u>
2023-2024	<u>Volleyball</u>
2024-2025	<u>Girls BB</u>
2025-2026	<u>Baseball, Softball, Girls Track</u>
2026-2027	<u>Boys Basketball, Boys Track</u>
2027-2028	<u>Wrestling, Cheer, Dance</u>
2028-2029	<u>Volleyball, Football</u>
2029-2030	<u>Girls BB</u>
<i>*Football & Track will buy fill in uniforms as needed</i>	

Overnight trip request

Name Of Activity: _____

Date: _____

Purpose of Activity:

Of students attending trip:

#Chaperones

Funding for this trip:

Hotel:

Submitted by: _____ Date: _____

Activities Director/Principal approval:

Superintendent approval:

Date of Board Approval:_____

Superintendent approval:

Date of Board Approval:_____

Position	Rate of Pay	Per/Stipend	Comments
Athletic Event Related			
Gate Workers	45.00	*Event	*Typically 2 people (4 for Football (2 gates))

Clock	45.00	*Event	*Event=Sub-Varsity through Varsity Gam
Libero Tracking (VB)	45.00	*Event	*Event=Sub-Varsity through Varsity Gam
Book / Score Keeper	45.00	*Event	*Event=Sub-Varsity through Varsity Gam
Announcer	45.00	*Event	*Event=Sub-Varsity through Varsity Gam
Event Supervision	80.00	*Event	
JH Officials	70.00	*Event	*Event=7+8 game (if applicable)
JV Officials	70.00	*Event	*Same official for C/JV=90.00
C Team Officials	25.00	*Game (if 2 games)	*When no option for 2nd game=70.00
Speech Judge	60.00	*Event	*May differ based on local organizations
Fall Laundry	1,000.00	Stipend	
Winter Laundry	1,000.00	Stipend	
Bus Driver - For Shuttle Routes	25.00	Hour	
**Contracted Bus Drivers are paid according to Contracted Rates			
			*For Waubun Site
Rates per Mile chargebacks-When using District Vehicles for Co-op			
	Rate/Mile		
Car, Van or Suburban	0.535	Federal IRS Rate of Reimb.	
Mid Bus	1.25	??	
Full Size District Owed School Bus	2.00	??	

Event Staff / Officials Pay

- Tournament rates may differ.
- If local officials are not available to officiate sub-varsity events, Activities Directors will utilize area official organizations. In these cases, payment is subject to organization fees and/or discretion of the Activities Director.
- Activities Director may exercise discretion in pay rates in certain circumstances as approved by administration.

CO-OP Athletic Budget Guideline

Sport	Coaching Positions (Sal/Ben)	Ref Fees/ Other Fees	Travel - Tourney/Bussing	Supplies	Uniforms	Total	**Notes
Football						0	
Football Cheer						0	
Volleyball						0	
Girls Basketball						0	
Boys Basketball						0	
Wrestling						0	
Danceline						0	
Baseball						0	
Girls Softball						0	
B & G Track						0	
B & G Golf						0	
Speech						0	
Total Co-Op Budget						0	

400.00

ADMINISTRATION OF ATHLETIC PROGRAM BYLAWS

Purpose: The following bylaws are intended to provide direction and assistance in the administration of League-sponsored activities.

Bylaw	Page
401.00 Cheerleading	60
402.00 Contest Rules	60
403.00 Cooperative Sponsorship of an Activity by Two or More Member Schools.....	60
404.00 Local Control	62
405.00 Minimum Requirements for Participation in League-Sponsored Tournaments.....	62
406.00 Physical Development Programs.....	62
407.00 Protests Against Decisions of Contest Officials.....	63
408.00 Reporting Violations of League Bylaws	63
409.00 Responsibility for Teams, Students and Spectators.....	63
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411.00 Scheduling of Contests	64
412.00 Sponsored Activities.....	67
413.00 Game Officials	68
Board Policies	69
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The most current version of the Official Handbook is always posted on the League website — www.MSHSL.org.

400.00 BYLAWS:

ADMINISTRATION OF ATHLETIC PROGRAMS

BYLAW 401.00

CHEERLEADING

Cheerleaders will be required to qualify under the following eligibility bylaws: Age, 101.00; Credit Requirements, 103.00; Enrollment, 104.00; Physical Examination, 107.00; Seasons, 109.00; Semesters, 110.00 and Chemical, 205.00.

BYLAW 402.00

CONTEST RULES

The following rules, except as modified by the League, shall govern all interschool competition in the respective sport or activity. League rule modifications are printed in the current Athletic Rules and Policies Manual in the section designated for each activity. The Rules and Policies Manual is available on the League website. Under “Activities” select desired sport, scroll down the page and then under Resources select Rules and Policies.

1. National Federation Rules Books:

Baseball Basketball Cheerleading (Spirit)

Cross Country Running

Football

Gymnastics, Girls

Hockey

Boys’

Soccer

Softball, Girls’ Fast-Pitch

Swimming and Diving

Track and Field

Volleyball, Girls’

Wrestling

Lacrosse,

2. Sport Association Rules Books:

Badminton, Girls’ United States Badminton Association’s Official Rules of Play and Court Officials Handbook

Golf United States Golf Association

Tennis..... United States Tennis Association

Lacrosse, Girls’..... US Lacrosse endorsed by the NFHS

Skiing Federation International de Ski & National Collegiate Athletic Association

Synchronized Swimming, Girls’... United States Synchronized Swimming Association as modified and approved by the League Board of Directors

3. Dance Team Competition rules as adapted by the League Board of Directors

4. Adapted Bowling..... Competition rules as adapted by the League Board of Directors

BYLAW 403.00

COOPERATIVE SPONSORSHIP OF AN ACTIVITY BY TWO OR

MORE MEMBER SCHOOLS

1. Cooperative sponsorship of an activity by two or more member schools will be considered under the following conditions. Class A and Class AA refers to the school size for placement into Administrative Regions and does not refer to the tournament classification to which a school may be assigned for a particular sport. For purposes of administering this bylaw, the largest 128 schools shall be Class AA, and the rest of the schools shall be Class A.
 - A. When any member school cooperatively sponsors an activity with any other member school(s), 100% of the total enrollment of the largest member school in the co-op and 50% of the enrollment of the other member school(s) in the co-op school be combined to determine the appropriate competitive classification.

Cooperative sponsorship between two or more member schools.

MSHSL Sponsored Activities:

Badminton, Girls'	Football	Softball, Adapted
Baseball	Hockey, B/G	Softball, Girls' Fast-Pitch
Basketball, B/G	Lacrosse, B/G	Swimming and Diving, B/G
Bowling, Adapted	Music	Synchronized Swimming, Girls'
Cross Country Running, B/G	One Act Play	Tennis, B/G
Debate	Skiing, Alpine, B/G	Track and Field B/G
Dance Team, Girls'	Skiing, Nordic Ski Racing, B/G	Visual Arts
Golf, B/G	Speech	Volleyball, Girls'
Gymnastics, Girls'	Soccer, B/G	Wrestling
Floor Hockey, Adapted	Soccer, Adapted	

2. Newly formed Cooperative Sponsorships

- A. Each school that wishes to cooperatively sponsor an MSHSL activity must provide:

- 1) the documented need for the co-op.
- 2) a summary of the steps each school has taken to promote participation in the activity for which a cooperative sponsorship is proposed.
- 3) a written review and comment regarding the proposed cooperative sponsorship from:
 - a) the AD of each member school of the conference/conferences in which the proposed cooperative sponsorship school(s) participates.
 - b) the AD of each school in the most current competitive section or subsection in which the proposed cooperative sponsorship will participate.
 - c) the Secretary of the Region Committee in which the largest school in the proposed cooperative sponsorship competes as reviewed at a Region Committee meeting OR by contacting the Region Committee members, individually, for their response.

In each instance in letters a-c above, a simple majority of the schools in the conference, section(s) and the Region Committee must approve the proposed cooperatively sponsored activity before any of the required information can be submitted to the MSHSL office.

- 4) a completed copy of the most current Student Interest Survey of the Interscholastic Athletic Activities as found on the MSHSL website from each school in the proposed cooperative sponsorship.
- 5) any other information as may be deemed informative for the MSHSL Board of Directors in making a final determination regarding the proposed cooperative sponsorship.

- B. Appeal to Add a Cooperative Sponsorship:

The League Board of Directors will provide a hearing process for any member school requesting an exception to any cooperative sponsorship not approved per MSHSL Bylaw 403.2.A or 403.4.B. The request for a hearing shall be submitted in writing and sent to the Executive Director of the Minnesota State High School League prior to the first day of that sport season.

- C. Appeal to Review an Existing Cooperative Sponsorship:

Prior to every two-year competitive placement cycle, any conference or school(s) within the section in which members of the cooperative sponsorship competes can request a review of any existing cooperative sponsorship to the Executive Director of the MSHSL provided that the reason for the request fully details why the Board of Directors should consider such review of the cooperative sponsorship.

3. Cooperative Sponsorship with Charter Schools (Non-Exclusive Cooperative Sponsorship)

Charter schools who are members of the Minnesota State High School League and who are organized as prescribed by M.S. 124E.03 may have multiple non-exclusive cooperative sponsorships in the same League-sponsored activity with public schools provided that:

- A. The Charter School does not have its own team in that activity;
- B. The Charter School student(s) return(s) to the public school in the attendance area of the public school where the student(s) officially resides with his/her parent(s) or guardian(s);
- C. The Charter Schools, on behalf of the student(s) officially enrolled in the Charter School, comply with all of the eligibility and financial requirements prescribed by the public school in the attendance area where the student(s) officially resides with his/her parent(s) or guardian(s).
- D. The boards of education of the public school(s) and the Charter School agree to cooperatively sponsor the activity and complete the required League cooperative sponsorship form(s).

4. Application Procedure

- A. Each member school participating in a cooperative sponsorship must register and pay as an individual school to participate in each cooperatively sponsored activity.
- B. The governing boards of participating member schools must jointly make the application to the League Board of Directors.
 - 1) The request must include a resolution adopted by each board of education stating the purpose for sponsoring a joint team or activity.
 - 2) Each application for a cooperative sponsorship must include a review and comments as identified in 403.2.A.
 - 3) Deadline for Application: Requests for a cooperative sponsorship must be submitted to the League not later than 30 days prior to the first day of practice for that sport season to be considered for that sport season. Decisions for applications for cooperative sponsorship activities will be determined by the League at the next Board of Directors meeting.
- C. Cooperative sponsorship agreements must be for a minimum of two years. Cooperative sponsorship agreements will be continuous following the first two-year agreement unless an application for dissolution is submitted as outlined in MSHSL Bylaw 403.8.
- D. Any member school(s) who add a co-op later than 30 days prior to the first day of practice in that sport may request the Board of Directors to review the request as identified in 403.2.B.

5. Transfers Between Schools with Cooperative Programs

When a student transfers from one school to another school that cooperatively sponsor a program or programs the student shall remain fully eligible in all programs that are cooperatively sponsored. MSHSL Bylaw 111—Transfer and Residence, shall be used to determine the student's eligibility for the programs that are not cooperatively sponsored.

6. Home Schools and Charter Schools

Home schools and Charter schools joining the League and entering into cooperative sponsorship agreements after September 1 will be allowed a late registration provided they can show evidence from their local school administration that they had no knowledge of the League deadline dates, process, etc.

7. Identification of Cooperatively Sponsored Teams

The official school identification in tournament programs and press releases for cooperatively sponsored teams will be listed as indicated on the cooperative sponsorship resolutions submitted by the schools.

8. Reviewing, Amending, Dissolving a Cooperative Sponsorship

- A. Cooperative Sponsorship agreements must be reviewed by representatives from all schools involved every two years. Amendments to the cooperative sponsorship may not be unreasonably denied by the participating schools.
- B. If either or any of the schools involved in the cooperative sponsorship wish to dissolve the agreement, they may do so provided a minimum of one year's notice is given to the other school(s) unless the schools involved mutually agree to discontinue the cooperative sponsorship agreement.
- C. Requests to dissolve the cooperative sponsorship must be submitted to the League not later than the first day of practice for that sport season. Decisions on all applications will be determined by the League at the next Board of Directors meeting.
- D. The dissolution request must include a resolution stating the purpose for dissolving the cooperative sponsorship.
- E. Any conference or competitive section school(s) in which the members of the cooperative sponsorship activity competes may ask the MSHSL Board of Directors to review the co-op approval as identified in 403.2.C.
- F. The Board of Directors may establish a committee to review all requests.

BYLAW 403.00 INTERPRETATION

Q. What procedure should be followed when an additional school is to be added to an existing cooperative sponsorship agreement?

- A. Cooperative sponsorship is an agreement between two or more member schools. When a third or fourth school is to be added to an existing cooperative sponsorship agreement, a new application must be submitted on behalf of all of the schools that are going to be involved in the new agreement. At the same time application for dissolution should be submitted for the existing agreement.*

BYLAW 404.00

LOCAL CONTROL

Member schools may, if they so desire, prescribe eligibility bylaws that are more restrictive than those of the League. They may not adopt bylaws which lessen the effect of or change League bylaws except as noted in 302.00

BYLAW 405.00

MINIMUM REQUIREMENTS FOR PARTICIPATION IN LEAGUE-SPONSORED TOURNAMENTS

Team: A member school must schedule a minimum of three interscholastic varsity games, meets or matches to qualify for League-sponsored tournament participation in that sport.

Individual: Nordic and Alpine skiers must compete in at least three separate high school meets to be eligible to enter section competition.

BYLAW 406.00**PHYSICAL DEVELOPMENT PROGRAMS**

Group and individual physical development programs open to all students between the close of one season and the opening of the next season are encouraged. The use of high school gymnasiums and other athletic facilities during the same period is also encouraged. Coaching of sport techniques and skills to students who have participated on high school teams is a violation of the bylaws and should not be included in a program which emphasizes physical development rather than skills and techniques of specific sports. Chalk talks/"skull sessions" emphasizing sport skills and techniques are a violation of the bylaw. There shall be no requirement for athletes to participate in the program as a criteria for being on a high school team. Activities conducted by secondary students and sanctioned camps or clinics are exceptions to this bylaw.



BYLAW 407.00**PROTESTS AGAINST DECISIONS OF CONTEST OFFICIALS**

1. Protests against decisions of contest officials will not be honored.
 - A. League officials will render an interpretation to all parties involved as to the proper application of contest rules in cases protested if the complete facts are presented, in writing, to the League office. Such interpretations, however, will not alter the outcome of the contest. The decisions of contest officials are final.
 - B. It is recognized that errors interpretations and application of bylaws and in judgment situations are inevitable. However, the orderly and sportsmanlike conduct of high school activities requires that officials' decisions must be honored and be final.
 - C. Video recordings will not be used to overrule an official's decision or change the outcome of the game, meet or contest.
2. It is strongly recommended that contest officials be agreed upon well ahead of the date for all duel and tournament contests. School officials are expected to employ the best-qualified contest officials available and to place the operation of the contest entirely in their hands. Contest officials include referees, umpires, judges, timers, scorers and others responsible for the direct operation of a contest.

BYLAW 408.00**REPORTING VIOLATIONS OF LEAGUE BYLAWS**

1. Any protests against a member school for violation of League bylaws shall be made in writing to League officials. The protest shall:
 - A. be made within 24 hours after receipt of information, and;
 - B. set forth the known facts, sources of information, witnesses and the time such data became known.Failure to make the report as required will not relieve the offending school of its responsibility. Such negligence may jeopardize the standing of the official and or the school for withholding evidence.
2. League officials shall make an immediate report of the information received to the superintendent or principal of the school in which a violation is suspected.
3. If there is insufficient time to complete an official investigation and to rule on it prior to the next contest or contests, the students) may participate subject to the condition that the full penalty of the bylaw will apply to such contests and to the student(s) if the charges are substantiated. The school must determine who is responsible for the violation and censure the responsible party or apply other administrative sanctions as may be appropriate. The school must notify the League of its action.
4. Nothing in this section may be considered as voiding the responsibility and duty of League officials to investigate the eligibility of students or violation of bylaws received in an unofficial or less official form.

BYLAW 409.00**RESPONSIBILITY FOR****PARTICIPATING TEAMS,
STUDENTS AND SPECTATORS**

1. **Faculty Representative**

Contesting teams or individual contestants shall be accompanied by a member of a school's administration, faculty or coaching staff. The school representative shall be responsible to act on behalf of the member school.
2. **Conduct of Teams, Students and Spectators**

School officials shall be held responsible for the proper conduct of teams, team members, students and home spectators regardless of where the contest is being held.
3. **School Responsibility to Inform and Enforce League Bylaws**

The member school has a responsibility to educate student-athletes, coaches, and other appropriate persons on League bylaws and policies that could affect their participation in League sponsored activities. Further, the member school should monitor its compliance with League eligibility requirements.

BYLAW 409.00 INTERPRETATION

- Q. What action should be taken if the coach of a school team who is the only coach present at a contest, is ejected from the contest and removed from the immediate playing area?*
- A. With no remaining coach present, the school may not continue to participate. The contest should be terminated and forfeited to the opponent, and a Special Report should be filed with the League by the officials involved.*

BYLAW 410.00**SANCTIONS**

Cross Reference: 400 Bylaws Board Policies (Sanctions Out-of-State)

1. Intrastate Tournaments and Multiple Meets:

No sanction form is required. The administrator of the tournament or multiple dual meet shall be responsible for adherence to the limitations and requirements as listed in MSHSL Bylaw 413.

2. Interstate Tournaments and Multiple Meets

Sanctions must be secured for the following interstate tournaments and dual meet contests. A.

Interstate dual contests requiring more than 600 miles round trip travel.

B. All interstate tournaments or contests in which three or more teams participate in team sport activities (i.e., basketball, volleyball, hockey, wrestling, soccer, lacrosse, softball and baseball).

C. All interstate tournaments or contests in which five or more schools participate in track, tennis, golf, cross country, gymnastics, swimming, synchronized swimming and skiing unless both of the following conditions exist:

- 1) participants are all Minnesota schools or members of another state high school athletic association affiliated with the National Federation of State High School Associations, and no more than one is not a member of a state league affiliated with the NFHS; and
- 2) only teams of a conference or within a radius of 100 miles of the site participate.

3. Limitations and Requirements for Intrastate/Interstate Tournaments and Multiple Meets

The Board of Directors has the authority to establish policies for intrastate/interstate tournaments and multiple meets. The following minimum conditions will apply:

A. Contests must be sponsored by or be under the control of:

- 1) a member school of the League,
- 2) a college or university,
- 3) a high school that is a member of another state high school athletic association affiliated with the National Federation of State High School Associations, or
- 4) a member of a recognized High School Athletic Association. B.

All participants must be:

- 1) members of the League and or
- 2) members of a recognized High School Athletic Association.

C. There are no limitations to the number of participating teams for intrastate tournaments, or interstate tournaments, which are scheduled in a bordering state — Wisconsin, Iowa, North Dakota, South Dakota — and the adjacent Canadian provinces of Manitoba and Ontario.

D. Interstate tournaments scheduled in all other states and Canadian provinces are *limited to four teams*.

4. Procedure for Securing Interstate Sanctions

The sponsoring school must request and complete sanction forms and return to the League office a minimum of 30 days before the contest.

BYLAW 411.00

SCHEDULING OF CONTESTS

1. All contests in which member schools participate shall be scheduled and arranged by the official representative of the schools concerned. Contests may be scheduled and played only when all of the Bylaws of the League are observed.
2. Member schools may schedule contests with non-member schools, provided that:
 - A. The non-member school follows all of the eligibility guidelines and bylaws of the state high school athletic/activity association in the state where the school is located; and
 - B. The state high school athletic/activity association is a member of the National Federation of State High School Associations and offers the athletic activity as one of the state association's official list of competitive activities; and
 - C. The participation by the non-member school has been approved for competition by that state high school athletic/activity association and the MSHSL.
3. All contests in which member schools participate shall be covered by a contract signed by the official representative of the schools involved. Such contracts may be canceled only:
 - A. by written mutual consent of the official representatives of the school parties to the contract;
 - B. by written approval of the Region Committee or Board of Directors respectively for subsection, section and state contests.
4. Member schools shall not:
 - A. schedule or play contests with schools under suspension from League membership (violation of this bylaw is sufficient grounds for suspension of the offending school from League membership),
 - B. schedule or participate in games with any "all-star" team or teams,
 - C. schedule or play a preliminary game to a professional contest,
 - D. schedule or participate in a contest, game or meet following the state tournament in that sport,
 - E. schedule a game or practice on Sunday, (dance team and cheerleading may request an exception to the policy to perform at a national event),
 - F. schedule their J.V. or B-squad to participate in a game, meet or tournament against another school's varsity

unless all participating schools count that contest/tournament as one of the total allowed varsity contests,
G. engage in any meet or meets, training, practice or other activities between the end of the season and the opening of the next season in that sport.

5. Precinct Caucus Day

Games, meets or contests are not to be played after 6:00 p.m. on Precinct Caucus Day. Precinct Caucus Day is established as the first Tuesday in February in all even-numbered years.

6. Election Day

Public secondary schools. Except for regularly scheduled classes, public secondary schools, located in the political subdivision in which an election is held, may not hold a school sponsored event between 6:00 p.m. and 8:00 p.m. on the day that an election is held. National, state and local elections apply equally.

A. "regularly scheduled" election is one which:

- 1) is a primary election; or
- 2) is a general election; or
- 3) is a township election.

B. NOT included in the above is an election which:

- 1) is a special election; or
- 2) is a postponed election; or
- 3) is an election whose date is difficult to anticipate.

7. Sundays and Legal Holidays

A. Sundays: League bylaws prevent the scheduling of practice, games, meetings, pictures or scrimmages on a Sunday for all League-sponsored activities including dance team and cheerleading.

B. Legal Holidays: League bylaws do not prevent scheduling games on a legal holiday; however, the Board discourages schools from scheduling games on legal holidays and withholds sanctions for those events requiring a sanction.

8. Jamborees

A. All Jamborees may be conducted following five separate complete days of organized practice. Participation in a jamboree will not count as a game or match.

B. Basketball, football, hockey, lacrosse, girls' volleyball: Each participating team is limited to a maximum of one-half of the length of a regulation contest. It is strongly recommended that all squad members have an opportunity to participate.

C. Wrestling: Each individual contestant will be limited to one two-minute match (period).

9. Lightning/Threatening Weather

When weather conditions present a threat to the safety of participants and spectators, the host school superintendent or his/her designee has the authority to postpone or suspend the contest. The policies for each sport would determine whether and how the contest would be resumed.

10. Definitions:

A. End of the Week:

Thursday shall be defined as being the end of the week for purposes of scheduling the first game of any sport season. Contests can be scheduled for that Thursday.

B. Practices Required Before Game:

This bylaw does not apply to an individual athlete but is a team requirement. Obviously there should be great concern in deviating from the team policy for individuals. This is a health and safety regulation and compromise on it could raise serious questions should an injury be associated with inadequate conditioning or training.

C. End of Season:

1) Student Participation on a Non-School Team While the Season is Still in Progress:

- a) The season shall end when the student or the student's team has been eliminated from further participation in a League tournament series.
- b) Students who have been eliminated from further participation in a League tournament series may participate as an individual or as a member of a non-school team in that sport.

2) School Team Practice and Competition

The “end of season” shall be defined to be the last date of the state tournament in that sport.

- a) Schools may continue to conduct practice and training for all squad members, including the students who have been eliminated from further individual competition in a League-sponsored series, until completion of the state tournament conducted by the League in that activity.
- b) Dual contests may be scheduled after the start of the official League tournament series providing the school does not exceed the maximum number of games/matches/meets permitted in that activity.

D. Practice:

Practice shall be defined as sport-specific training and instruction involving students from your school and the approved coaches and instructors from your school.

E. Contest:

Any event involving two or more schools as identified in the MSHSL-approved sport-specific rules book and which follow the MSHSL rules, policies and Bylaws. All contests will count as one toward the maximum number of games allowed during that sport season.

F. Inter-School Scrimmage:

Any sport-specific training, instruction or interaction that involves members of your high school program with individuals or students who are not members of your high school program and who are not students at your school.

The intent of the scrimmage rule has always been to allow interscholastic scrimmages. By definition, an interscholastic scrimmage involves high school students only. Scrimmages or practices with college, community college or other non-school programs are not allowed.

Each athletic program is allowed three calendar dates to hold three days of scrimmages or two days of scrimmages and one jamboree day.

Schools participating in scrimmages:

- MAY—use a time clock in order to approximate certain game situations during which coaches may want to give instruction to their athletes.
- MAY NOT—participate in sessions that approximate or equal actual game conditions. For example, a hockey scrimmage cannot have three, seventeen minute periods.
- MAY—use officials.
- MAY NOT—use a scoreboard or other device to keep score or show points scored.
- MAY NOT—keep an official or unofficial score.
- MAY NOT—keep an official or unofficial scorebook.
- MAY—use practice jerseys.
- MAY NOT—use game uniforms or any other school identifying apparel.
- MAY NOT—advertise or promote the scrimmages.
- MAY NOT—charge admission of any kind, or accept free will donations. G.

G. G. Alumni Participation in Practice:

- 1) Alumni from your school may participate in your school’s sport-specific practices and not count against one of your three allowable scrimmage dates.
- 2) All alumni practice participation must be approved in advance by the athletic director. **MSHSL catastrophic insurance will not cover any participation that involves current students from your school and alumni from your school.**
- 3) An Alumni game, if not played under the conditions described in F, must count toward the limit of games allowed.

H. Alumni Coaches:

All alumni or any other individuals who volunteer to assist with the coaching or instruction of student athletes at your school must be approved in advance by the athletic director and must be identified as volunteer assistant coaches for your school. Minnesota Statute 123B.03 subdivision 1, requires background checks for all individuals who provide athletic coach services for your programs.

Minnesota Statutes 2006, section 123B.03, subdivision 1, as amended by Laws 2008, chapter 75, section 1, is amended to read: “*Subdivision 1. **Background check required.** (a) A school hiring authority shall request a criminal history background check from the superintendent of the Bureau of Criminal Apprehension all individuals who are offered employment in a school and provide athletic coaching services or other extracurricular academic coaching services in a school regardless of whether any compensation is paid.*”

I. Summer:

Summer shall be defined as the period from the Saturday following the Fourth Friday in May through Labor Day. Summer for the sport of Soccer shall be defined as the day following the Fourth Friday in May through the Sunday immediately prior to the official starting date of the MSHSL high school Soccer season. Note: Students may participate in activities during the summer, as defined above, even though their high school Sport season is in the same sport has begun, i.e. students may play tennis tournaments or participate in road races through Labor Day. Soccer is excluded from dual participation as defined above.

J. Shared Facilities:

Two or more schools sharing a facility for sport-specific training and instruction will be defined as a practice as long as there is no interaction between the students from each of the schools. For example, if two schools share a swimming pool, it will be a practice if school A trains in lanes 1-3 and school B trains in lanes 4-6.

BYLAW 411.00 INTERPRETATION

1. Q. *Is an alumni game counted as a scrimmage?*

A. *The information in Bylaw 411 clearly defines scrimmages and contests. Depending on how the participation with the Alumni is set up it will either be a practice or game. Scrimmaging against alumni does not count toward the three allowable calendar dates for scrimmages.*

2. Q. *Can we use paid officials for a scrimmage?*

A. *Yes. Officials can be compensated at a rate mutually agreed upon by the official and the school.*

BYLAW 412.00

SPONSORED ACTIVITIES

1. **Competitive Activities:**

Adapted Bowling
Adapted Hockey
Adapted Soccer
Adapted Softball
Baseball Basketball
Cross Country Running
Football
Lacrosse Golf
Hockey
Nordic Ski Racing

Alpine Skiing
Soccer
Swimming and Diving
Tennis
Track and Field
Wrestling
Girls' Badminton
Girls' Basketball
Girls' Cross Country Running
Girls' Dance Team* Girls'
Golf
Girls' Gymnastics

Girls' Hockey
Girls' Lacrosse
Girls' Nordic Ski
Racing Girls' Alpine
Skiing Girls' Soccer
Girls' Fast-Pitch Softball
Girls' Swimming and
Diving Girls'
Synchronized Swimming
Girls' Tennis
Girls' Track and Field
Girls' Volleyball

** Girls' Dance Team, in its current form, may not rise to the level of a gender equity activity for the purpose of Title IX. Schools may individually seek approval from the Minnesota Department of Education to have Girls' Dance Team programs recognized as a sport. (See Office of Civil Rights (OCR) Statement below)*

Competitive activities for students with disabilities, the number and type of activities along with modifications necessary to adapt the activities to the identified students, shall be the responsibility of the Board of Directors.

2. **Non-Competitive Activities:**

Cheerleading

Office of Civil Rights (OCR) Statement: Determining whether an activity is a sport:

In determining whether an activity is a sport, OCR will consider on a case-by-case basis:

- Whether selection for the team is based upon objective factors related primarily to athletic ability;
- Whether the activity is limited to a defined season;
- Whether the team prepares for and engages in competition in the same way as other teams in the athletic program with respect to coaching, recruitment, budget, try-outs and eligibility and length and number of practice sessions and competitive opportunities;
- Whether the activity is administered by the athletic department; and,
- Whether the primary purpose of the activity is athletic competition and not the support or promotion of other athletes.

OCR may also consider other evidence relevant to the activity, which might demonstrate that it is part of an institution's athletic program. Such evidence that may be considered includes, but is not necessarily limited to, the following:

- Whether organizations knowledgeable about the activity agree that it should be recognized as an athletic sport;
- Whether the activity is recognized as part of the interscholastic or intercollegiate athletic program by the athletic conference

to

which the institution belongs and by organized state and national interscholastic or intercollegiate athletic associations;

- Whether state, national and conference champions exist for the activity;
- Whether a state, national, or conference rule book or manual has been adopted for the activity;

- Whether there is a state, national, or conference regulation of competition officials along with standardized criteria upon which the competition may be judged; and,
- Whether participants in the activity/sport are eligible to receive scholarships and athletic awards (e.g. varsity awards).

BYLAW 413.00

GAME OFFICIALS

1. The League may register officials for high school athletic contests and may adopt rules and regulations governing their qualifications for membership and advancement.

2. Use of Registered Officials:

Registered officials shall be employed for all varsity-level interscholastic contests in:

Baseball	Lacrosse	Track and
Basketball	Soccer	Field
Dance Team	Soccer, Adapted	Volleyball,
Gymnastics, Girls' Hockey	Softball, Adapted	Girls'
Hockey, Adapted Floor	Softball, Girls' Fast-Pitch	Wrestling
	Swimming and Diving	
	Synchronized Swimming, Girls'	

When registered officials are not available, the Board of Directors may in case of emergency grant any member school a limited number of waivers. Unless a waiver is granted, only registered officials may work in a varsity contest.

3. Suspension of Officials:

The Board of Directors may suspend the registration of any game official for a violation of the standards prescribed by the League or for conduct unbecoming high school athletics.

The number of registered officials for varsity level regular season contests:

Baseball	Minimum: Umpire-in-chief (1) and one (1) field umpire. Optional: Umpire-in-chief (1) and two (2) or three (3) field umpires.
Basketball	Minimum: Referee (1) and an umpire (1). Recommended: Referee (1) and two (2) umpires.
Dance Team, Girls'	Routines in dual or triangular competitions must be judged by a minimum of two (2) judges, with one (1) Serving as the superior judge. Routines in competitions where there are four (4) teams or competitions with four (4) teams or less, where teams perform multiple times must have three (3) to five (5) judges, with one (1) serving as the superior judge. In competitions where there are five (5) or more teams/routines, there shall be a minimum of five (5) Judges, with seven (7) or more recommended. One (1) judge shall serve as the superior judge.
Football	Minimum: Four (4) official crew – referee, umpire, linesman and line judge. Recommended: Five (5) official crew – referee, umpire, linesman, line judge and back judge.
Gymnastics, Girls'	Minimum: Two (2) judges per event, one (1) a superior judge. During non-conference non MSHSL qualifying meets or tournaments and with the consent of all participating coaches, one (1) judge per event may be used.
Hockey, Adapted Floor	Minimum: Referee (1). Recommended: Two (2) referees. Optional: Two (2) referees and one (1) Linesman.
Hockey	Minimum: Two (2) official system consisting of two (2) referees. Recommended: Three (3) official system consisting of one (1) referee and two (2) assistant referees, two (2) referees and one (1) linesman, or one (1) referee and two (2) linesman. Optional: Four (4) official system consisting of two (2) referees and two (2) linesman.
Lacrosse, Boys'	Minimum: Two (2) officials. Recommended: Three (3) official system.
Lacrosse, Girls'	Minimum: Two (2) officials. Recommended: Three (3) official system.
Soccer, Adapted	Minimum: Referee (1). Recommended: Two (2) referees.
Soccer	Minimum: Two (2) official system – one (1) head referee and one (1) referee. Recommended: Three (3) official system – one (1) referee and two (2) assistant referees or the three (3) Whistle system.
Softball, Adapted	Minimum: Umpire (1). Recommended: Two (2) umpires.

Softball, Girls'	Minimum: Umpire-in-chief (1). Recommended: Umpire-in-chief (1) and one (1) field umpire. Optional: Umpire-in-chief (1) and two (2) or three (3) field umpires.
Swimming and Diving	Minimum: Referee/starter (1), may serve as diving referee. Recommended: Referee (1) and starter (1), either may serve as diving referee.
Synchronized Swimming, Girls'	Minimum: Three (3) competitive judges, one (1) of whom must be a referee.
Track and Field	Minimum: One (1) official (either the referee or starter). Recommended: Two (2) officials – referee (1) and starter (1).
Volleyball, Girls'	Minimum: First referee (1) and second referee (1).
Wrestling	Minimum: Referee (1). Optional: Referee (1) and one (1) assistant referee.

Registered Officials Not Required for Varsity ("A") Squad Contests:

- Badminton, Girls'
- Cross Country Running, Boys' and Girls'
- Golf, Boys' and Girls'
- Nordic Skiing, Boys' and Girls'
- Alpine Skiing, Boys' and Girls'
- Tennis, Boys' and Girls'

Note: While registered officials are not required for the above activities, schools are encouraged to secure individuals with a thorough knowledge of the rules in that activity.

Use of Non-Registered Officials or Less Than the Minimum Required

When there has been a determination that less than the minimum number of officials as stated above or a non-registered official has been used as an official in a varsity contest, without the school having received a waiver from the MSHSL office, the following will occur:

- *The home team or whoever is responsible for hiring the officials will be fined: \$250 first offense, \$350 second offense (during the same school year), \$500 third offense (during the same school year).*
- *Activities/Athletic Administrator will be censured.*
- *When an unregistered official is used, the offending person will be suspended from completing the registration process, as a minimum, for the next four consecutive varsity, interscholastic contests or four weeks (28 calendar days), whichever is greater.*
- *When an Assignor is involved they will be censured and the Association will drop to probationary status as a Charter/Legacy Association—no official may be recommended to the State Tournament and the association may not have representation at MSHSL Meetings for one calendar year.*

In order to avoid situations in which non-registered officials are used, officials must double check to make sure they are fully eligible, and that their partners are fully eligible, before working any varsity assignment. Assignors must check the MSHSL Directory (after the registration deadline) to make sure they only assign officials who are listed in the directory. Schools must check to make sure that only officials listed in the MSHSL Directory actually work their varsity events.

To aid in this process, all officials will be required to show proof of their eligibility by showing a copy of their MSHSL registration card, which includes a recent photo. This can be downloaded and printed from the Official's Corner or can be shown with a phone or other digital device. Someone representing the home school shall ask the officials to show their ID prior to working a varsity event. This can be done by the Athletic/Activities Director; site manager; coach, or other authorized school personnel. An event shall not start until all officials have proven that they are currently eligible in that sport; or a waiver to use less than the minimum required or a non-registered official has been granted by the MSHSL.

400.00 BYLAWS: ADMINISTRATION OF ATHLETIC PROGRAMS BOARD POLICIES

WOMEN IN OFFICIATING: EMPLOYMENT

It is the policy of the Minnesota State High School League to work affirmatively to encourage, promote and ensure fair and equal treatment in the employment of women as officials for high school activities and sports contests at the local level through League tournaments.

CLASS COMPETITION (1/10/96) (12/2/10)

A. Criteria for Sponsorship of an MSHSL State Tournament: At least one of the following criteria must apply:

- 1) A sufficient number of teams have registered for an activity as defined below.
- 2) The Board of Directors, at their discretion, may approve a state tournament if substantial evidence indicates that the conduct of this event would encourage equitable and statewide growth in that activity

B. Criteria for Sponsoring State Tournaments if Fewer Than 32 Teams Participate:

- 1) The Board of Directors may choose to cease sponsorship of a state tournament when the number of participating teams is fewer than 32 for three (3) consecutive years or at any time as deemed appropriate by the Board of Directors.
- 2) The tournaments in that activity will terminate at the conclusion of the regular season.

C. Criteria for Limiting Tournament Competition at the Section Level When More Than 32 Teams Participate:

- 1) The Board of Directors may sponsor a state tournament in an activity which is an exception to the bylaws if it is determined that non-school competition and training opportunities have not created statewide competitive inequities for the high school program.
- 2) The Board of Directors may elect to discontinue League sponsorship of a state tournament which is an exception to the bylaws if it is determined that the non-school competition and training bylaws have created statewide competitive inequities for the high school programs; or

D. Class Competition

1) Philosophy

The philosophy of tournament competition for the League is to extend the opportunity for student participation in a variety of activities at the section and state level. Region committees conduct contests, meets and tournaments in accordance with League rules and regulations which advance student participants to the next level of competition. (4/28/83)

2) Classification Formula for Administrative Regions

Effective with the 2011-2012 school year, the largest 128 schools shall be assigned to Class AA administrative regions. The rest of the schools shall be assigned to Class A administrative regions. Unless otherwise determined by the Board of Directors, these assignments shall be in place for a minimum of four (4) years.

3) Multiple Class Tournament Competition

The Board of Directors may request input from the member schools to assist in determining the classification and format of any League-sponsored tournament, but the Board of Directors shall have sole discretion for determining the classification of schools and the tournament format(s). Input regarding tournament formats may be submitted to the League office by any interested party (ies).

Recommendations regarding multiple classes in any League-Sponsored activity may be forwarded to the Board of Directors by:

- a) Five (5) member schools' designated representatives; or,
- b) Any member of the Board of Directors; or,
- c) The Minnesota State High School Coaches Association; or
- d) the advisory committee for that activity.

The Board will consider the following information, but they are not limited in their tournament format decisions:

- a) Administrative Region management of section tournaments
- b) Anticipated loss of class time
- c) Classification issues
- d) Existing format/structure/history of the tournament
- e) Facility availability
- f) Financial implications for member schools and the League as a whole
- g) Implementation date
- h) Input from school administrators i)
- MSHSL staff input
- j) State tournament management issues, including quarterfinal and consolation play
- k) Tournament enhancements

Each recommendation will be evaluated on its merits.

4) Classification Formula for Activities Conducted in Multiple Classes

Unless otherwise determined by the Board of Directors, tournament competition may be conducted in multiple classes as identified below:

- a) 32-63 teams competing within a class shall have a four (4) team tournament.
- b) 64 or more teams competing within a class shall have an eight (8) team tournament.

Currently Girls' Badminton and Girls' Synchronized Swimming do not meet the required number of registered teams for state tournament consideration. Dance Team shall be an exception to the classification formula and shall be classified each placement cycle as determined by the Board of Directors.

ONE (1) CLASS TOURNAMENT:

Option 1: When there are a minimum of 32 teams registered for a League sponsored activity, a four (4) team state tournament may be held.

Option 2: When there are 64 or more teams registered for a League sponsored activity, a single eight (8) team, or a festival formatted State Tournament may be held.

TWO (2) CLASS TOURNAMENT: When there are 96 or more teams registered for a League sponsored activity the

divisions will be identified as follows:

Option 1

CLASS AA: 128 registered teams with the largest enrollment.

CLASS A: The rest of the registered teams.

Option 2

Divide the registered teams either by the top 64 teams by enrollment or by the bottom 64 teams by enrollment, provided that activity meets the minimum requirement for two classes.

THREE (3) CLASS TOURNAMENT: When there are 288 or more teams registered for a League sponsored activity, the divisions will be based on enrollment as follows:*

Class AAA: The 96 largest teams by enrollment Class

AA: The next 128 largest teams by enrollment Class

A: The balance of the registered teams

FOUR (4) CLASS TOURNAMENT: When there are 320 or more teams registered for a League activity, the divisions will be based on enrollment as follows:*

Class AAAA: The 64 largest teams by enrollment

Class AAA: The next 64 largest teams by enrollment

Class AA and Class A: If fewer than 256 teams remain, the classes will be divided equally. If more than 256 teams remain, Class AA will be the largest 128 teams and the remainder of the teams will be Class A.

MORE THAN FOUR CLASSES IN A TOURNAMENT: Tournament formats for more than four classes shall be determined by the Board of Directors on a case-by-case basis.

5) Tournament Formats/Reduction in the Number of Classes/Enrollments for Classification Purposes/"Opt-Up" Requests/ Classification Appeals

- a) *When the number of competing schools in an activity falls below the minimum number for multiple-class tournaments, the classes will be reduced to bring the activity into compliance with the classification policy unless the classification divisions are otherwise determined by the Board of Directors.*
- b) *Unless otherwise determined by the Board, all tournament formats shall be in place for a minimum of four (4) years and shall be completed in three (3) calendar days. Recommendations for format changes will be received by the Board of Directors two (2) years prior to any proposed implementation date.*
- c) *Enrollments for classification shall be determined every even-numbered year by the Board of Directors using the most current MARRS Report to the Minnesota Department of Education (MDE) for grades 9, 10, 11 and 12. From those enrollment numbers the Board of Directors shall subtract 40 percent of the free/reduced lunch count reported to the MDE for each school for the same time period.*
- d) *Students whose attendance is included in the enrollment information provided by the Minnesota Department of Education, but whose educational programming prohibits them from participating in athletic and/or fine arts activities in any school during the school year, shall not be counted toward the final enrollment of that school for purposes of administrative or tournament classification.*
- e) *Schools which have all male or all female students shall have their enrollments doubled.*
- f) *The assignment of schools into competitive sections and classifications shall be for a two-year period. League staff shall have authority to balance the section assignments each year with approval from the Board of Directors.*
- g) *Schools may "opt-up" to a higher classification in an activity sponsored by their school according to the following criteria:*
 - 1.1 *A request must be made in writing to the League Office with the rationale for the "opt-up" request.*
 - 1.2 *The request to "opt-up" must be a two-year commitment to compete in the new classification.*
 - 1.3 *Application period will coincide with the competitive placement cycle.*
- h) *Prior to any classification determination, schools who believe their school demographics unfairly place their team sports (Football, Hockey, Basketball, Baseball, Lacrosse, Soccer, Softball, and Volleyball) in a larger tournament classification may appeal their placement to the MSHSL office provided that the criteria below is met:*
 - 1.1 *The schools' free/reduced lunch counts provided to the League office by the Department of Education exceeds 50% of the school's grade 9-12 enrollment.*
 - 1.2 *The appeal must be documented in writing and shall include, but is not limited to the following: travel distance; community/region economic conditions; attrition; unique school population; other specific school community information that will support the school's presentation for a classification reduction*
 - 1.3 *The information regarding the school's appeal shall be presented by the designated school representative(s) to the Athletic Directors Advisory Committee who will review the request and provide a recommendation for the MSHSL Board of Directors.*
 - 1.4 *The MSHSL staff will record the minutes of the meeting and will provide the recommendation from the Activity Directors Advisory Committee to the Board of Directors for their consideration.*
 - 1.5 *The decision of the Board is final, and there shall be no appeal.*

6) Placement of Teams in Competitive Sections

Unless otherwise determined by the Board of Directors, schools shall be placed into competitive sections for a minimum of two (2) years.

- a) *Criteria for Competitive Section Placement shall include, but will not be limited to the following:*
 - 1.1 *Geographic/contiguity*
 - 1.2 *Section balance*
- b) *The Differential in Number of Assigned Teams in Competitive Sections at the time of placement shall be as follows:*
 - 1.1 *Two Class*
 - Class AA: Unless otherwise determined by the Board of Directors, in the initial year of the two-year assignment, the differential shall not exceed two (2) teams in each competitive section.*
 - Class A: Unless otherwise determined by the Board of Directors, in the initial year of the two-year assignment, the differential shall not exceed four (4) teams in each competitive section.*
 - 1.2 *Multiple Class (three or more)*
 - Unless otherwise determined by the Board of Directors, in the initial year of the two-year assignment, the differential shall not exceed two (2) team for any class.*
- c) *Prior to confirmation by the Board of Directors, Competitive Section assignments will be reviewed by the Athletic Directors Advisory Committee.*
- d) *The Competitive Section Placement Shall be the Decision of the Board of Directors.*
 - 1.1 *Schools may not appeal their competitive section placement.*
 - 1.2 *The League staff will assign late registrations.*
- e) *Process for Competitive Section Placement*
 - 1.1 *Schools annually submit their October 1 Average Daily Membership (ADM) to the MDE as required by the MARRS Reporting requirement.*
 - 1.2 *The MDE submits reported enrollment data to the League Office and the final enrollment data shall meet the criteria identified in this policy.*
 - 1.3 *During the school year prior to the end of a competitive section placement cycle, the League office uses the student enrollment data for grades 9-12 for each member school. Alternative learning center (ALC) and similar alternative enrollment data are omitted from the total student count.*
 - 1.4 *As soon as the MDE information is verified, the League office will consider the number of registered teams for each sport/activity and make the determination about the numeric division between the classes.*
 - 1.5 *The League office will divide each class into competitive sections. When feasible, sections will be balanced to avoid a bye or a "pig-tail" game. League staff will make the placements and the Athletic Directors Advisory Committee will review the placements for balance and geographic contiguity. The League Board of Directors will affirm the placement of each school in each activity.*
 - 1.6 *All placements shall be final.*
 - 1.7 *The competitive sections will be announced to the member schools and to the general public as soon as they are approved by the Board of Directors or the Board's designee.*
 - 1.8 *Changes in the assignment of and number of teams in any competitive section will occur only in the event of co-op dissolutions or additions; new registrations; or the discontinuation of an activity by a school. Competitive Section assignments will be reviewed annually and recommendations for a change in assignments may be made to the Board of Directors by League staff in August of each year. Placement will be made by MSHSL staff.*
 - 1.9 *All enrollment data during the two-year placement cycle shall be based on the school's enrollment at the initial placement for the cycle (1.3 above).*

7) Placement of Schools in Administrative Regions

The Board of Directors will place schools into administrative regions when the enrollment data is available from the MDE.

- a) *The criteria for placement into administrative regions shall be as follows. The criteria are weighted in the order of importance with [1] given more weight than [2], etc. (4/20/94)*
 - 1.1 *Administrative Region Placement Criteria*
 - [1] *Enrollment*
 - [2] *Statewide representation*
 - [3] *Geographic contiguity*
 - 1.2 *Criteria for Classification*
 - [1] *AA: The largest 128 schools*
 - [2] *A: The rest of the schools*
 - [3] *Schools registered for basketball*
 - [4] *Nearly equal distribution of schools.*
 - 1.3 *Schools not registered for basketball will be assigned to an administrative region based on their geography.*
- b) *Administrative region assignments will not be limited to a specific differential due to the registration of home schools, charter schools, and small non-public schools that do not sponsor competitive programs on their own but must be placed into an administrative region.*
- c) *The recommended placement of a school into an Administrative Region is four (4) years, but the Board of Directors has the sole responsibility to determine the length of time a school is placed into an Administrative Region.*

COACHES

Two or more schools may share the same head coach in a given activity. It is to be understood that all athletes, while being coached by the same coach, would compete under the name of her/his resident high school. (4/7/76)

BOARD POSITION STATEMENT: CODE OF ETHICS FOR COACHES

Statement of Philosophy. The Minnesota State High School League has established policies and standards which will cultivate the ideals of good sportsmanship. It shall be the responsibility of each member school to ensure that all individuals employed or directly associated with the interscholastic program conduct themselves in a sportsmanlike manner. The coach is an official representative of the school at interscholastic athletic activities. It is the responsibility of the head and assistant coaches to serve as role models for students and the public.

Code of Ethics. A coach will be in violation of the standards for good sports established by the Minnesota State High School League by: A. making degrading/critical remarks about officials during or after a contest either on the field of play, from the bench, through any

Public news media, social media or other electronic media;

B. arguing with officials or goes through motions indicating dislike/disdain for a decision;

C. detaining the officials following the contest to request a ruling or explanation of actions taken by the official; or

D. being ejected from any contest.

Actions and Response. Negative actions by a coach shall be reported to the League by the school and by the head contest official. The school shall document the results of their investigation and actions taken, where necessary and appropriate. Penalties for violation of these standards may include, but are not limited to, reprimand, censure, fines, or other actions as deemed appropriate by the Board of Directors.

Commentary. It is within each individual's ability to treat others with dignity and respect. The League and its member schools expect each individual to assure the responsibility for their actions.

re BYLAW 401.00 - CHEERLEADING

Cheerleading is an extracurricular activity designed to serve as a component of the athletic program. Its primary purpose is to foster school spirit, sportsmanship and a positive atmosphere at competitive events. Cheerleading, as an extracurricular activity, is not a competitive activity as sponsored by the Minnesota State High School League.

re BYLAW 402.00 - COACHES ATTENDANCE AT RULES INTERPRETATION MEETING

Each member school shall be represented by the head coach for that sport at an annual rules interpretation meeting sponsored by the Minnesota State High School League.

Penalty: A head coach who does not attend the annual sport rule interpretation meeting must take the rules test and pass at a level of

80%. Failure to do so will result in \$100.00 fine. On a repeated offense the coach will not be allowed to coach in the post season.

MEDIA INTERVIEWS AT MINNESOTA STATE HIGH SCHOOL LEAGUE TOURNAMENTS

A. Team/Individual locker rooms will be closed to all media (print and electronic) for all Minnesota State High School League- sponsored tournaments.

B. Coaches and players will be available for interviews in areas outside of their locker room.

C. Because state tournament games are played in a very competitive and electric atmosphere, it is natural that disappointment will follow a loss and excitement will accompany a victory. In fairness to the emotions of the players and coaches, and in respect for the unity that follows a contest, the Minnesota State High School League strongly recommends that media honor a five-minute "cooling off" period before interviewing representatives from the participating teams.

CERTIFIED MEDICAL PERSONNEL AT GAMES

A. the Board strongly recommends the presence of a certified medical personnel at all interscholastic games/contests.

Certified medical personnel include:

1) Licensed Physician (M. D.)

2) Athletic Trainer

3) Emergency Medical Technician (E.M.T.)

4) Paramedic

5) People who hold current Red Cross, Advanced First Aid Cards (75-hour course)

6) Certified head coach

B. The role of certified medical personnel shall be:

1) To protect the health and safety of the athlete.

2) To provide appropriate medical care by functioning within the levels of their medical education/training when dealing with:

First aid; Triage; Return to Play/Action decisions.

BANDS AT ATHLETIC EVENTS – PEP BAND AND MARCHING BAND PERFORMANCE GUIDELINES

The League recommends that individual schools develop performance guidelines that meet the expectations of their school and community. Guidelines should be developed with the input of band director(s), school administration and others as may be

appropriate for your school. The following areas should be considered when developing these guidelines:

- A. The number of appearances at athletic events should be set in advance, excluding postseason events. This could be done on a per season or per year basis. A limitation for the number of performances within a week, or a limitation on which nights of the week are used, may also be considered/included.
- B. Guidelines as to when the band will play for postseason events (section and state tournaments) should be established. These guidelines may need to include when a pep band will play and when a marching band or the "full" band will play.
- C. Weather guidelines should be developed to help in making decisions as to when to cancel outdoor performances. The Minnesota Music Educators Association (MMEA) recommends that bands not perform outside at a temperature of 40 degrees or below.
- D. How long a band will perform at an event should be pre-determined.
- E. A schedule of when the band will perform should be set well in advance—by the season or by the year.
- F. The band director should coordinate or be consulted regarding any musical performance at an athletic event that involves high school band members.
- G. Bands should perform at an equal number of boys' and girls' events.

re BYLAW 409.00 – RESPONSIBILITY FOR PARTICIPATING TEAMS, STUDENTS AND SPECTATORS

Host schools are responsible for providing appropriate supervision, other than the coach(es), when crowd control may be a factor.

re BYLAW 410.00 – SANCTIONS (OUT-OF-STATE)

Schools may participate in out-of-state meets or tournaments, but to do so must complete the sanction forms as required by NFHS Interstate Competition Guidelines. Schools are discouraged from scheduling tournaments during the regular season which would cause students to be absent from classroom activities.

re BYLAW 411.00 – TRAVEL FOR OUT-OF-STATE PRACTICE AND SCRIMMAGES

If a member school's League-sponsored athletic team requests out-of-state travel for a practice or a scrimmage for the varsity, junior varsity or "B" squad teams, the school board must complete the following steps PRIOR to any travel by the team.

The school board must:

1. Review a complete copy of the itinerary planned for the school team.
2. Review the financial aspect of the trip including the funds to be received from, and expended by the school team.
3. Identify the manner in which the school board will comply with Title IX relative to travel opportunities for each gender.
4. Approve travel for the school team at a regularly scheduled school board meeting.

Once complete, the Designated School Representative shall notify the League office, in writing, and identify the team(s) that has/have been approved for out-of-state travel in order to practice or scrimmage and affirm that all of the above steps have been completed. Notification to the League office must be completed at least 21 days prior to any travel by the approved team(s).

DISTRICT FOOTBALL

Definition: District Football is the official name given to the method of scheduling all regular season football games in Minnesota. In this system, each school is assigned to a district based on geography, enrollment and "like schools" with natural rivalries preserved whenever possible. This system for scheduling covers the regular season only. The postseason Section Football system remains in place.

District Football vs. Section Football: Section classifications are determined by enrollment and geography (as determined by MSHSL Board policy), with a balanced number of schools in each section. These classifications are strictly followed. District scheduling also uses school enrollment as a key factor in placing schools in districts, but Districts are not confined to enrollment classifications, as in section football, and are also not restricted to a specific number of schools, thus allowing each district to be formed in a way that best works for the schools of a similar size in a particular geographical area.

District Assignment and Realignment: Schools will be assigned to Districts every two years, with the assignments finalized no later than June MSHSL Board Meeting. This will be done in even numbered years, opposite of when sections are realigned. A District Placement Committee is made up of ten AD's, coaches and/or other administrators, who represent different geographical regions of the state and a variety of school sizes. The committee will be selected by League staff in consultation with the Minnesota Football Coaches Association and the AD's Association. The final committee will be approved by the MSHSL Board of Directors. After the initial District Assignments in April of 2014, the placement committee will be kept intact for the redistricting process that takes place in 2016. After that process has been completed three - four members of the committee will rotate off each cycle, with each member staying on the committee for at least four years—two rounds of realignment.

Enrollment Data: Enrollment data from October 1 of the school year in which the placement process is completed will be used as criteria for District placement. Enrollments will be calculated using the enrollment for grades 9-12 as provided by the Minnesota Department of Education, less 40% of the free and reduced lunch number

9-Man: Prior to the initial alignment process and for all future realignment processes, schools that qualify for 9-man Football must declare whether or not they will compete in 9-man football for the two years for which the new realignment will be in effect.

Class A schools who do not qualify for 9-man, may appeal to play 9-man during the regular season. This appeal will be go the Placement Committee. That committee will make recommendations to the Executive Committee of the Board of Directors, who will make District

the final decision. Schools allowed to play 9-man during the regular season must return to Class A for the Section playoffs.

School Information and Input: During each realignment process all schools will be given the opportunity to file an information form that will allow them to share specific information about their program; indicate schools that they feel they must play; and provide any other information that will be helpful to the committee during the placement process. These forms must be filed by April 1 of the year in which realignment takes place.

Placement Process: The District Placement Committee will meet at least two times to assign schools to Districts. Their final recommendation will go to the Athletic/Activities Directors Advisory Committee for review at their May meeting. The AD's Advisory Committee will review all placements and pass these placements on to the full Board of Directors with any recommended adjustments. The Board will review and give final approval at the June meeting in even numbered years.

The committee will work to place schools according to geography, and "school size." While the membership of districts may include schools that are more than twice as big as another school, the Placement Committee recommends that when developing sub-districts, Districts should not place schools with enrollments more than twice as large as another School, in the same sub-district; unless smaller school approves of that placement, or such a placement will work based on competitive balance.

The goal will be to have Districts with at least sixteen schools (although that may not always be possible), and all will have an even number unless there is an odd number of 9-man teams or an odd number of 11-man teams. When there is an odd number, that district may use the Zero Week concept to make sure that all schools have a full schedule. Another option may be to find a school from an adjacent state to fill in the bye weeks; or schools may choose to have a bye and only play seven games. All schools within a District must have an eight game regular season schedule, unless there is an odd number of schools and the District members decide to only play seven games. Districts will have flexibility in how those schedules are developed.

District Structure: Schools within each District will determine the "structure" of their District and how they will schedule regular season games. Once Districts have been assigned, a District Committee, made of Athletic/Activities Directors from the schools of that District shall meet and determine, with input from all District schools, the best way to form sub-districts. Each District shall have a minimum of two sub-districts, with sub-districts named Red, White, Blue, Maroon; or sub-districts may be named by "direction," for example

9-man South District may name their sub-districts East and West. Final sub-district alignment shall be voted on by all member schools, with a two-thirds majority (of those voting) needed to pass.

Schedules: Regular season schedules will be developed with all of the schools in a sub-district playing each other. Games scheduled to fill out the schedule will be cross-over games with schools in another sub-district of the District to which they are assigned (Intra-District games); or with permission from the MSHSL Placement Committee, these games may be played against schools in another District

(Inter-District games). Once the District Committee has determined the schedule for all District Schools, all members of the district will have the opportunity to vote on this schedule, with a two-thirds majority (of those voting) necessary in order to approve the schedule. Once the original two-year schedule has been approved, if there is a need to adjust schedules based on changes with co-ops, or schools adding or dropping programs, those adjustments may be made by the District Committee.

Sub-Varsity Schedules: District football governs varsity schedules only. Schools within each District will decide how to schedule sub- varsity levels. These schedules may be aligned with the varsity schedule, or schools may schedule sub-varsity on their own. Sub-varsity schedules are not restricted to District opponents. The procedures for scheduling sub-varsity, and rules and policies to govern sub-varsity shall be included in District Bylaws.

Sub-District Champions: A champion will be determined for each sub-district. Trophies for Sub-District Champions shall be purchased directly from the MSHSL Trophy vendor by the championship teams. Each District may also name an all-district team based on their sub- districts. The criteria for these awards and any other awards (Coach of the Year, MVP, etc.); and how these award winners are selected,

is to be determined by the District Committee and included in the District Bylaws. Each District shall determine what the awards will be (trophies, plaques, certificates, etc.) and shall arrange for the purchase of the awards, with each school paying for the individual awards they receive.

District Committee: Membership on the District Committee shall be determined by each District, with equal representation (as close as possible) from each sub-district. Members of the District Committee shall elect a chairperson from those that are on the committee. The recommendation is to have seven or nine members of the District Committee. Each committee shall finalize the Bylaws for their District, as per the model provided by the MSHSL. Bylaws shall be approved by a vote of all members of the District, with a two-thirds majority (of those voting) needed to pass. The Bylaws shall be on file in the MSHSL office. Districts are to operate without having a separate financial structure. If there is a need to collect and disburse funds, a procedure for doing so must be included in the Bylaws. Those

Funds must be accounted for through the financial operation of a school that is a member of that district.

Resolution of Issues: The District Committee is expected to resolve issues that may occur within their district. They may contact MSHSL staff for guidance. If necessary, the District Placement Committee will mediate and assist in resolving any internal conflicts. Conflicts that cannot be resolved at the District level or with assistance from staff and/or the District Placement Committee will go to the Executive Committee of the Board of Directors. The decision of the Executive Committee is final.

MSHSL member schools who choose not to participate or do not fully cooperate with District Football Policy will not be allowed to participate in the Section Playoffs.

MINNESOTA STATUTE 122A.15 – TEACHERS, SUPERVISORY AND SUPPORT PERSONNEL, DEFINITIONS, LICENSURE
Subdivision 1. Teachers.

The term “teachers” for the purpose of licensure, means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

Subdivision 2. Supervisory personnel.

“Supervisory personnel” for the purpose of licensure means superintendents, principals, and professional employees who devote 50 percent or more of their time to administrative or supervisory duties over other personnel, and includes athletic coaches.

MINNESOTA STATUTE 122A.33 – LICENSE AND DEGREE EXEMPTION FOR HEAD COACH

Subdivision 1. Employment.

Notwithstanding section 122A.15, subdivision 1, a school district may employ as a head varsity coach of an interscholastic sport at its secondary school a person who does not have a license as head varsity coach of interscholastic sports and who does not have a bachelor’s degree if:

- (1) In the judgment of the school board, the person has the knowledge and experience necessary to coach the sport;
- (2) can verify completion of six quarter credits, or the equivalent, or 60 clock hours of instruction in first aid and the care and prevention of athletic injuries; and
- (3) Can verify completion of a coaching methods or theory course.

Subdivision 2. Annual contract.

Notwithstanding section 122A.58, a person employed as a head varsity coach has an annual contract as a coach that the school board

may or may not renew as the board sees fit.

Subdivision 3. Notice of nonrenewal: opportunity to respond.

A school board that declines to renew the coaching contract of a licensed or unlicensed head varsity coach must notify the coach within 14 days of that decision. If the coach requests reasons for not renewing the coaching contract, the board must give the coach its reasons in writing within ten days of receiving the request. The existence of parent complaints must not be the sole reason for a board not to renew a coaching contract. Upon request, the board must provide the coach with a reasonable opportunity to respond to the reasons at a board meeting. The hearing may be opened or closed at the election of the coach unless the board closes the meeting under section 13D.05, subdivision 2, to discuss private data.

MINNESOTA STATUTE 122A.58 – COACHES, TERMINATION OF DUTIES

Subdivision 1. Termination; hearing.

Before a district terminates the coaching duties of an employee who is required to hold a license as an athletic coach from the commissioner of education, the district must notify the employee in writing and state the reasons for the proposed termination. Within 14 days of receiving this notification, the employee may request in writing a hearing on the termination before the board. If a hearing is requested, the board must hold a hearing within 25 days according to the hearing procedures specified in section 122A.40, subdivision

14, and the termination is final upon the order of the board after the hearing.

Subdivision 2. Final decision.

Within ten days after the hearing, the board must issue a written decision regarding the termination. If the board decides to terminate the employee’s coaching duties, the decision must state the reason on which it is based and include findings of fact based upon competent evidence in the record. The board may terminate the employee’s duties or not, as it sees fit, for any reason which is found to be true based on substantial and competent evidence in the record.

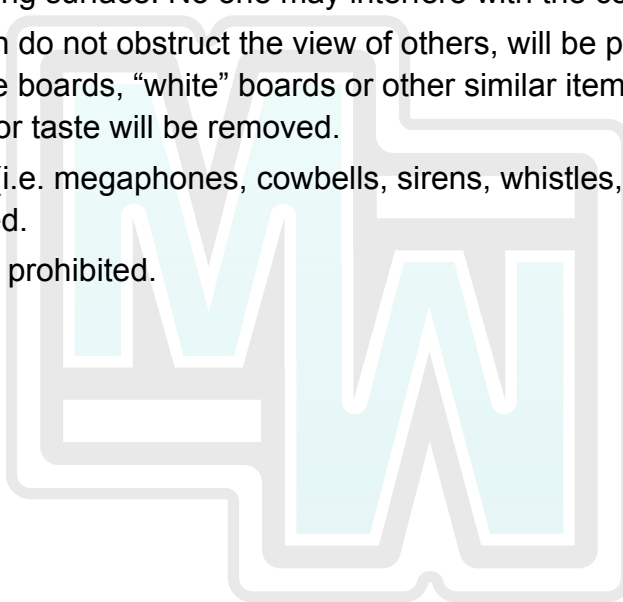
Subdivision 3. Non-application of section.

This section shall not apply to the termination of coaching duties pursuant to a district transfer policy or as a result of the non renewal or termination of the employee’s contract or the employee’s discharge, demotion or suspension pursuant to section 122A.40 or 122A.41.

This section shall not apply to the termination of an employee’s coaching duties before completing the probationary period of employment.

MSHSL MINIMAL BEHAVIOR EXPECTATIONS FOR REGULAR AND POSTSEASON TOURNAMENT COMPETITIONS:

- Respect the American flag and the National Anthem.
- Spectators must wear clothing that covers the entire torso. Those who do not comply or who wear clothing that is vulgar, obscene or that in some other way inappropriate, as determined by school/tournament personnel, will be removed from the arena/stadium if they do not cooperate with this behavior expectation.
- The use of appropriate language is expected at all times. Profanity, negative chants, booing, trash talk, name calling, personal attacks or other acts of disrespect are unacceptable and must be immediately addressed by school/tournament administrators.
- Respect the game/contest. Under no condition shall anyone other than the members of the official squad enter the playing surface. No one may interfere with the contest in any way.
- Hand held signs, which do not obstruct the view of others, will be permitted provided they are in good taste. Signs, message boards, “white” boards or other similar items contest/tournament officials deemed to be in poor taste will be removed.
- Artificial noisemakers (i.e. megaphones, cowbells, sirens, whistles, thunder sticks, and other similar items) are not allowed.
- Laser lights are strictly prohibited.



ATHLETIC AND ACTIVITIES ACKNOWLEDGMENT

Mahnomen – Waubun Thunderbirds

By signing below, I agree that I have read and understand the Mahnomen-Waubun Thunderbird Cooperative Handbook and agree to abide by any rules or regulations outlined in the document for the 2025-2026 school year, in addition to the MSHSL Eligibility Brochure, Health History Questionnaire, Student Code of Conduct and necessary physical forms when applicable.

Name of Student (Printed)

Grade

Student Signature

Date

Parent/Guardian Signature

Date

*****Please sign and return this page*****

Hough Incorporated
PO Box 2
534 US Hwy 59 N
Detroit Lakes, MN 56502
www.houghinc.com

Proposal



Phone: 218-844-4976

Fax: 218-847-2380

Proposal: 25050

Date:

To:	Project:
Mahnomen Public School Attn: Jeff Bisek 310 W Madison Ave Mahnomen, MN 56557	ADDED PARKING LOT 310 W MADISON AVE MAHNOMEN, MN 56557

Salesperson		
Bryce Moen		

Scope of Work

REMOVE TREES
SUBCUT EXISTING AREA FOR NEW PARKING - EXPORT SPOILS OFFSITE
SUBGRADE PREP - GRADE AND COMPACT EXISTING SUBSOILS
INSTALL GEOTEXTILE FABRIC
IMPORT, PLACE AND COMPACT CLASS 5 TO 10" DEPTH

Respectfully Submitted

Bryce Moen

Bryce Moen
Est./Project Manager

Exclusions

NO UTILITY RELOCATION
NO GEOTECHNICAL TESTING DESIGN OR SURVEY INCLUDED
PROPOSAL INCLUDES USING SAME GEOTEXTILE FABRIC INCLUDED IN PAVEMENT SECTION IN DRAWINGS

Reference	Description	Quantity	UOM	Unit Price	Extended Price
101	SUBCUT AREA EAST OF SCHOOL, FABRIC AND ADD 10" CLASS 5	1.0000	LS	53,320.0000	53,320.00

Proposal Total: 53,320.00

Acceptance	
Accepted by:	_____
Title:	_____
Date:	_____

Mahnomen-Waubun Thunderbirds

Coaching Staff

Fall 2025-26

Football

Head:	John Clark Jr.
Assistant:	Todd Johnson
Assistant:	Bob Larson
Assistant:	Steve McMullen
Assistant:	Jon Starkey
Assistant:	Ken Bevins
Assistant:	Josh Kemper

Jr. High:	Ed Snetsinger
Jr. High:	Dan Kohler
Jr. High:	Brent Miller

Volleyball

Head:	Vickie Anderson
Assistant:	Jess Kier
Assistant:	Danielle Richey
Assistant:	Skyler Presler

Jr. High:	Aspen Thompson
Jr. High:	Tiffany Hanson
Jr. High:	Sydney Clark
Jr. High:	Brynn McArthur

Cheer Team

Head:	Vicki Haverkamp
Assistant:	Samantha Delong

Debra J. Neisen
P.O. Box 135
Mahnomen, MN 56557
218-686-5574

July 30, 2025

Andrea Simon, Superintendent
Mahnomen Public School
PO Box 319
Mahnomen, MN 56557

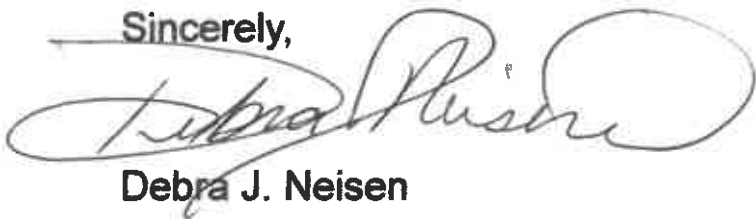
Dear Ms. Simon

Please accept this letter as an official notification of my resignation. I am writing to inform you that I will be resigning my position as Mahnomen Public School para.

I would like to thank you for all the opportunities, help and support you have provided me over the past years. The staff and students have been a rewarding experience for me.

If there is anything more I need to do to complete this transition, please let me know. Thank you again for everything.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Debra J. Neisen', with a large, looping flourish at the end.

Debra J. Neisen

Tue, Jul 29,
11:17 AM

Ranae LaMorie

<rlamorie@mahnomen.k12.mn.us>

To whom this may concern,

I Ranae LaMorie am writing this to inform you that due to me recently having my daughter, unforeseen problems and lack of childcare I have to resign from my position as a Paraprofessional. I'm sorry for such short notice but I have no choice but to stay at home with her. If you have any questions or concerns you can reach me at my cell or email. Thank you for your time and consideration.

(218)261-1798

Ranae.l124@gmail.com

- LANE CHANGE REQUEST FORM -

Name: Kayla Heller

Current Lane: MA

Requested Lane: MA + 15

<u>Date</u>	<u>Course Title</u>	<u>University/College</u>	<u>QTR Credits</u>	<u>Grade</u>
<u>7/28</u>	<u>Native American</u>	<u>NDSU</u>	<u>3</u>	<u>A</u>
<u>7/28</u>	<u>Early Childhood</u> <u>Typical & Atypical</u>	<u>NDSU</u>	<u>4.5</u>	<u>B</u>
<u>7/28</u>	<u>Early Childhood</u> <u>Observation</u>	<u>NDSU</u>	<u>4.5</u>	<u>B</u>
<u>7/28</u>	<u>Early Childhood</u> <u>Family-Centered</u>	<u>NDSU</u>	<u>3</u>	<u>B</u>
TOTAL CREDITS:			<u>15</u>	

A. Per Master Contract: Credit conversion shall be as follows: one (1) semester hour equals one and one half (1.5) quarter hours.

B. Please attach transcript/documentation of classes.

**Quarter Credits Carried Over to Next Lane Change: 0

APPROVAL:

Masha Jin 7-30-25
Superintendent

7/28/25
Date

North Dakota State University
Unofficial Transcript Student Self Service

Page 1 of 1

Name: Kayla L Heller
Student ID: 1369573

Print Date: 2025-07-28
Institution Info: North Dakota State University

Beginning of Continuing Education Record

2020 Summer

Program:	Non-Degree				
Plan:	Non-Degree				
<u>Course</u>	<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>
EDUC 2000	Special Topics-Continuing Educ	1.000	1.000	A	4.000
Course Topic:	Best Practices/Guided Reading				
Term GPA:	4.000	Term Totals:	1.000	1.000	1.000
Cum GPA:	4.000	Cum Totals:	1.000	1.000	4.000

2020 Fall

Program:	Non-Degree				
Plan:	Non-Degree				
Program:	Non-Degree				
Plan:	Non-Degree				
<u>Course</u>	<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>
EDUC 2000	Special Topics-Continuing Educ	1.000	1.000	A	4.000
Course Topic:	New Tchr Induction Prog 20-21				
Term GPA:	4.000	Term Totals:	1.000	1.000	1.000
Cum GPA:	4.000	Cum Totals:	2.000	2.000	8.000

2025 Summer

Program:	Non-Degree				
Plan:	Non-Degree				
<u>Course</u>	<u>Description</u>	<u>Attempted</u>	<u>Earned</u>	<u>Grade</u>	<u>Points</u>
EDUC 2000	Special Topics-Continuing Educ	2.000	2.000	A	8.000
Course Topic:	Native American Best Practices				
EDUC 2000	Special Topics-Continuing Educ	3.000	3.000	B	9.000
Course Topic:	Early Chldhd:Typical &Atypical				
EDUC 2000	Special Topics-Continuing Educ	3.000	3.000	B	9.000
Course Topic:	Early Chldhd: Observe/Assess				
EDUC 2000	Special Topics-Continuing Educ	2.000	2.000	B	6.000
Course Topic:	Early Chldhd:Family-Centered				
Term GPA:	3.200	Term Totals:	10.000	10.000	10.000
Cum GPA:	3.333	Cum Totals:	12.000	12.000	40.000
Continuing Education Career Totals					
Cum GPA:	3.333	Cum Totals:	12.000	12.000	40.000

End of Unofficial Transcript Student Self Service