

**VISITOR AGENDA
MAHNOMEN PUBLIC SCHOOLS
SEPTEMBER 28, 2026 BOARD MEETING
MONDAY, SEPTEMBER 28, 2026
6:00 PM SCHOOL BOARD CONFERENCE ROOM**

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
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
 - 7.1. A board member may participate virtually in this meeting. In case of inclement weather, this meeting will be rescheduled for the following day at the same time and location (6:00 PM in the Conference Room).
 - 7.2. In recognition of School Board Appreciation Month, we want to thank our board members for their time, service, and commitment to Mahnomen Public Schools, our students, staff, and community.
8. COMMITTEE AND SCHOOL BOARD REPORTS
9. ADMINISTRATION REPORTS
 - 9.1. Start of Year ALC Report
10. DISCUSSION ITEMS
 - 10.1. Game/Event Guest Behavior Expectations Discussion
Lighting?
Access to Playground?
 - 10.2. Elementary Sports Discussion
 - 10.3. Standard Response Protocol - Discussion

Discuss the district's use of the **Standard Response Protocol (SRP)** and efforts to strengthen consistent emergency communication across the district and with community partners.

10.4. ACTION ITEMS

10.4.1. Weight Room Funding / Donation

Accept the Enbridge donation for the weight room project; **or**
Delay action for up to 10 months to allow Ashley Bunker time to pursue alternative funding sources for the weight room project.

10.4.2. White Earth Tribal Health School Nursing Services Contract

10.4.3. MSBA Board Training

MSBA has offered to provide a 2-3 hour Board in-service in Mahanomen focused on meeting procedures, protocols, and other areas identified by the Board. Cost is **\$1,395**.

MSBA currently has good availability during the last two weeks of October and recommends scheduling the training on a night separate from a regular Board meeting.

10.4.4. Cardiac Emergency Response Plan

10.4.5. SRO Contract

10.4.6. Second Reading and Approval of 2026–2027 Student Handbooks

10.4.7. First Reading of Policy 625 - Artificial Intelligence

Policy 625 establishes district guidelines for the responsible use of artificial intelligence by students and staff, including expectations related to academic integrity, privacy and data protection, appropriate use, and human oversight.

10.4.8. Revision to Policy 516 - Student Medication

The proposed revisions to Policy 516 include two changes:

- **Medical provider authorization:** Adds a requirement for a physician/medical provider signature for medication administration at school.
- **Over-the-counter medications:** Removes the provision allowing secondary students to self-carry and self-administer nonprescription pain relievers. OTC medications would instead be maintained and administered by designated school personnel.

10.4.9. Revision to Policy 721: Uniform Grant Guidance Policy Regarding Federal Revenue Sources (Addition: Credit Card Usage)

The proposed revision adds language governing district credit card use. The revision establishes that only the Superintendent and Business Manager will have access to district credit cards, and outlines requirements for purchase approval, documentation, receipts, and monthly reconciliation.

10.4.10. Revision to Policy 902: Use of School District Facilities and Equipment (Certificate of Liability Insurance Requirement)

The proposed revision clarifies insurance requirements for community use of district facilities. Community groups or individuals using district facilities will be required to provide a Certificate of Liability Insurance naming Mahnomen Public Schools, ISD #432, as an additional insured prior to facility use.

10.4.11. Wood Shop Material Fees

Brent Miller is requesting Board approval to implement student-paid material fees for wood shop courses beginning Fall 2026 to help offset increasing costs for consumable materials used in student projects.

Proposed fees are:

- **IT 8:** \$25 per student
- **Intro to Woods:** \$50 per student
- **Woods I:** \$50 per student
- **Woods II:** \$50 per student

Additional costs may apply for students choosing projects requiring materials beyond the standard amount.

10.4.12. Alluma Contract

10.4.13. Set Proposed 2026 Payable 2027 Tax Levy

10.4.14. Moving November Regular School Board Meeting from November 16, 2026, to November 23, 2026, due to the MREA Conference.

10.4.15. Approve Delane Schaumburg as the district's Red Flags Rule Compliance Officer

10.4.16. Consider Approval of Music Trip Participation Guidelines

10.4.17. Snow Removal Bid

10.4.18. White Earth Head Start Catering Agreement

10.4.19. Music Department Overnight Field Trip Request - April

10.4.20. Water Heater Replacement

10.4.21. Mahube Head Start Catering Agreement

10.4.22. Naming the Local Education Agency Representative regarding Public Law 107-110

11. PERSONNEL TOPICS

Resignations

Hiring

Lane Change

Other

- 11.1. Unpaid Leave Request for Para Dawn Racine 9/14 to 9/21 (vacation)
- 11.2. Resignation of Desiree Linden
- 11.3. Resignation of Julia Heim
- 11.4. Hire Meredith McArthur-Thorpe as Indian Education Coordinator
- 11.5. Hire Kelly Phillips as 1/2 Student Council & Concessions Advisor
- 11.6. Hire Crystal Blue as 1/2 Student Council & Concessions Advisor
- 11.7. Hire Heather Mackner as Para
- 11.8. Hire Shandelle Rae as Para
- 11.9. Unpaid Leave Request Robin Bendickson 11/9-11/13 (vacation)
- 11.10. Termination of Probationary Employment of Para Bob Mundt Effective 8/13
- 11.11. Hire Bob Mundt as Custodian



Superintendent's Report

September 28, 2026

1. Highlights

The 2026–27 school year is off to a strong start, with continued **enrollment growth** as a major highlight. This growth has created some challenges, particularly with transportation, food service, and staffing, but these are great problems to have. Our staff has been amazing—adjusting quickly, helping wherever needed, and making sure our new students and families feel welcome.

2. Staffing & Personnel

We continue to **recruit for paraprofessional and custodial positions**. With our enrollment growth and changing needs across the district, filling these positions remains a priority. We appreciate our current staff continuing to step up and help cover needs while we work to bring additional people on board.

With the increase in enrollment, we have also been working through additional **transportation needs**. For now, we plan to continue our current routes and add a district route to and from Riverland each day. We will continue to monitor ridership and make adjustments as needed.

Last week, I completed **30-day check-ins with our new staff members**. These conversations provided a good opportunity to see how things are going, answer questions, and identify any additional support needed as they settle into their roles.

3. Operations & Facilities

Emergency Preparedness Communication: We are also beginning a broader community conversation around the Standard Response Protocol (SRP). Mahnomen Public Schools uses the common emergency response language of Hold, Secure, Lockdown, Evacuate, and Shelter. We are reaching out to WETCC, the hospital, county/courthouse, City, Fire/EMS, law enforcement, and neighboring school districts to explore whether greater consistency in emergency terminology across our community could improve communication and coordination.

We continue to explore outside funding opportunities for district facilities, including potential funding for a new **elementary playground**. This is still in the exploratory stage, but could provide an exciting opportunity to make significant playground improvements without relying solely on district funds. A committee led by Mandy is helping explore possibilities and next steps.



Mahnomen ISD 432

Safe, Supportive, Learning

4. Planning & Programming

Strategic Planning: Our district strategic planning process with MSBA is officially underway. The community survey will be open September 28–October 9, followed by stakeholder input meetings on October 6. The Core Planning Team will meet for three sessions on October 28, November 18, and December 2, followed by a Thought Leaders meeting on December 9. This process will give our staff, students, families, board members, and community partners an opportunity to help shape priorities and direction for Mahnomen Public Schools.

Advocacy & Impact Aid: This month I represented Mahnomen Public Schools in Washington, D.C. for the NAFIS/Impact Aid Conference. The trip went very well, including productive meetings with members of Minnesota’s congressional delegation and their staff to advocate for continued federal Impact Aid funding and share Mahnomen’s perspective.

Permanent School Fund: We are continuing to share information about the Permanent School Fund. Our focus is on providing clear, factual information so community members can make their own informed decisions.

5. Committee Meetings Summary

Technology Committee met immediately prior to tonight’s board meeting. A summary of the committee’s work will be included in next month’s Superintendent’s Report.

Policy Committee continued work on several district policies, including purchasing/credit card procedures, artificial intelligence, student cell phones, transportation, and student medication. The committee also discussed continued handbook updates. Work will continue to align district policies with MSBA guidance.

Pairing Committee discussed a framework for moving elementary sports under Community Education, potentially beginning with basketball. The model would rely primarily on volunteers and include background checks and district procedures, like facility use forms and certificates of liability insurance.

Mahnomen Alternative Learning Center ISD #432

September 8, 2026

Start of Year Report 2023

We currently have 21 students enrolled at ALC for the 2026-27 school year. I expect to have quite a few more enrollees during the month of September.

Student grade breakdown:

7th—2	10 th --3
8th—3	11 th --5
9th—4	12 th --4

Attendance is good so far.

No discipline issues.

Thank you,

John “Bomber” Clark
ALC Director



BEHAVIOR AT SCHOOL EVENTS

GAMES • CONCERTS • ACTIVITIES • COMMUNITY EVENTS

We want all students, families, and community members to have a safe, positive, and enjoyable experience at Mahnomen Public Schools events. Please help us by following these expectations.



ELEMENTARY STUDENTS

All students through 5th grade are expected to attend events with an adult.



STUDENT SEATING AND SUPERVISION

All students should be seated or in a designated standing area during events. For football and track, students above grade 5 who attend without a parent/guardian are expected to remain in the designated student section.



RESTRICTED AREAS

The playground and other designated areas are off limits during events. These areas will be roped off. (We can use flagged ropes from section track events, and maintenance can help with setup.)



NO OUTSIDE BALLS OR SIDELINE GAMES

No footballs, soccer balls, kick balls, etc. are allowed at events. They will be confiscated by event supervisors. There is also no dribbling in the hallways and no tag games allowed at any indoor event.



CONCESSIONS

Concessions are available at many events. After going to the concession stand, students should return to their seat or designated area.



BE RESPECTFUL

Always treat others with respect. This includes:

- Be respectful during the National Anthem, school songs, and performances.
- Never boo or yell at officials, performers, or opposing players.
- Cheer for the THUNDERBIRDS in a positive manner.
- Represent Mahnomen Public Schools with pride.
- Be respectful of other students and adults attending the event.



FOLLOW DIRECTIONS

Follow the directions of school staff, event supervisors, and law enforcement. If you do not follow these expectations, you may be asked to leave the event.

Let's make our events a positive experience for everyone!

Go Thunderbirds!

Mahnomen Thunderbirds Elementary Sports Guidelines

Purpose

Thunderbird Elementary Sports are offered through Community Education to give younger students an opportunity to participate, learn skills, be part of a team, and have fun. Our goal is to provide positive experiences that emphasize participation, teamwork, sportsmanship, and pride in being a Thunderbird.

Program Support

Elementary sports are community-supported programs offered under the Community Education umbrella.

- Coaches and other program staff will be volunteers. The district/Community Education will not provide compensation for coaches, officials, or other program staff.
- The district will not provide or pay for transportation. Families are responsible for transportation to practices, games, and events.
- Program costs, including officials, equipment, tournament or league fees, and other expenses, are the responsibility of the individual program and may be covered through registration fees, fundraising, or donations.
- All volunteer coaches must complete a district-approved background check before working with students.

Use of School Facilities

Teams using Mahnomen or Waubun-Ogema-White Earth facilities must complete the required facility-use paperwork and receive approval before practices or events are scheduled.

A **Certificate of Liability Insurance (COLI/COI)** meeting district requirements must be provided as part of the facility-use process. Facility rules must be followed, and an approved adult must supervise students at all times.

Thunderbird Athlete Expectations

When students put on the Thunderbird name or logo, they represent their team, schools, and communities. The 7–12 handbook similarly expects athletes to demonstrate respect toward teammates, coaches, officials, opponents, families, staff, and community members.

Elementary athletes are expected to:

- Treat teammates, coaches, officials, opponents, and spectators with respect.
- Use appropriate language and behavior.
- Show good sportsmanship whether winning or losing.
- Listen to coaches and follow directions.
- Take care of school facilities and equipment.
- Be a good teammate and include others.
- Represent the Thunderbird name and logo in a positive way.

Bullying, harassment, fighting, threatening behavior, or repeated unsportsmanlike conduct will not be accepted. The existing Thunderbird handbook also specifically identifies bullying, harassment, intimidation, and disrespectful behavior as inconsistent with participation.

Parent/Guardian Expectations

Parents and guardians are expected to model good sportsmanship, support coaches and officials, and help make elementary athletics a positive experience for all students. Concerns should not be addressed with coaches or officials during or immediately following a game. This follows the same basic approach as the Thunderbird handbook's 24-hour rule.

Acknowledgment

Participation in Thunderbird Elementary Sports means that the student and parent/guardian agree to follow these expectations. Failure to meet them may result in consequences up to and including removal from the program.

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

OCCUPANTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

STAFF

Close and lock door
Account for occupants and staff
Do business as usual



SECURE! Get inside. Lock outside doors.

OCCUPANTS

Return inside
Do business as usual

STAFF

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for occupants and staff
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

OCCUPANTS

Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

STAFF

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Account for occupants and staff
Prepare to evade or defend



EVACUATE! (A location may be specified)

OCCUPANTS

Evacuate to specified location
Bring your phone
Instructions may be provided about retaining or leaving belongings

STAFF

Lead evacuation to specified location
Account for occupants and staff
Notify if missing, extra or injured people



SHELTER! Hazard and safety strategy.

OCCUPANTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

STAFF

Lead safety strategy
Account for occupants and staff
Notify if missing, extra or injured people

I am sharing a photograph of my grandmother, Phyllis Bunker, known as Big Gram. She is the eldest elder on our reservation and is pictured here with Jane Fonda. This image dates back to the time when White Earth was opposing the Enbridge Pipeline 3. Throughout her life on the White Earth Reservation, my grandmother has witnessed numerous significant events. A survivor of the boarding school system, she entered at the age of four and remained there throughout her childhood, which deepened her appreciation for our cultural heritage. This photo illustrates the long-standing commitment of our people to advocate for the well-being of our community. She is currently 96 years old and still going strong!



Letter of Opposition to Enbridge Funding the Mahnomen School Gym.

To the Mahnomen School Board and Community Members,

I am writing to express my concerns regarding the proposal for Enbridge to fund the construction of our school gym.

As Anishinaabe people, we must carefully consider the values and teachings we pass on to our children. Our future generations deserve opportunities that are built upon respect for our land, our culture, and our sovereignty. Many community members have concerns about accepting funding from Enbridge and the message it sends to our youth.

We believe that our community is strong and resilient. Rather than relying on corporate funding that may conflict with the values held by many Anishinaabe people, we can work together to seek alternative sources of support. Grants, charitable donations, community fundraising efforts, and partnerships with organizations that respect our community's goals can help us build the gym our children deserve.

This is not about opposing a gym for our students. We fully support providing the best facilities and opportunities for our children. It is about ensuring that those opportunities are created in a way that reflects our principles and honors our responsibilities to future generations.

Our children are watching the decisions we make today. Let us show them that we can come together, find solutions, and create a future that aligns with our values and respect for the next seven generations.

Miigwech for your consideration.

Sincerely,

Niiganni Ma'iingan

Dear Mahnomen School Board:

Gaagigeyaashiik nindizhinikaaz. Gaawaabaabiganikaag indoonjibaa. (My name is Everlasting Wind. I'm from White Earth.) My English name is Dawn Goodwin. I am an elder who works for Nimaamaa Aki (Mother Earth). My great grandparents made their homestead in Mahnomen in the early 1920's. Since, our family currently lives, works, and attends school at Mahnomen and the Tribal College.

Today, September 17, I am supporting the community in Mashkiziibii, Bad River, Wisconsin, where Enbridge is constructing the Line 5 reroute and just completed an unpermitted bypass. Wisconsin DNR requested them to stop work after the August 25th rupture and release of natural gas liquids into the air and onto the lands. Enbridge did not report the leak for over an hour. A local drone pilot got coverage and shared it to the public before the report. People were evacuated from the area for at least 48 hrs and the electricity had to be shut off for precautions of a possible explosion. There have been 6-8 frac-outs on the current construction with those being exposed by citizen monitoring teams. A report came in of a fire this A.M on the construction site. Yesterday, the Bad River Band declared an official disaster and called for a permanent shut-down declaring the restart will continue to pose a threat that could cause permanent damage to their reservation lands, waters and Treaty territories for all including our animals relatives. In addition, recently, the Supreme Court has upheld that Enbridge has been trespassing on the Bad River Reservation since 2013. Enbridge comes into areas with their good will donations and short term jobs that create division within families and communities.

The destruction within the 1855 Treaty lands took place here in Minnesota during the winter of 2020 and the summer of 2021 when Enbridge constructed the rerouted replacement and RELOCATION of Line 3/93 TAR SANDS pipeline. For the record, tar sands/bitumen sinks in water. During that project, 13 of 56+ frac-outs were reported when constructing through waterways and under rivers, along with 4 aquifer breaches. However more than 36+ areas along the Line 3/93 reroute are suspected to have aquifer breaches or irreparable damage to water flowage and lands. Enbridge did not report the 1st aquifer breach in Clearbrook, MN for 8 months. They first received a dewatering permit for 500 million gallons of water and sneakily got an amended increase of 5 billions gallons of water during a historical exceptional drought during 2021. With a pattern of permit infractions, trespassing, unreported frac-outs, late or unreported aquifer breaches, and continued Treaty violations show that Enbridge is not the upstanding company or community member they claim to be.

Please do not accept the monetary donation from Enbridge. The deficit in the school budget can be sourced from other donors. We have a resilient community who could and I whole heartedly believe they would step up to meet the financial challenges ahead. Miigwech for your time and consideration in this important matter during these unprecedented times.

Sincerely,
Gaagigeyaashiik
Dawn Goodwin



September 23, 2026

Mahnomen Public School
P.O. box 319
310 W Madison Ave.
Mahnomen, MN 56557

Dear Mahnomen School Board,

Last week, it was brought to our attention that Mahnomen Public School is seeking a donation from Enbridge Corporation. A community member requested a letter of support regarding efforts to encourage the school to reconsider accepting funding from Enbridge. This matter was brought before the Niibi Center Board of Directors for consideration.

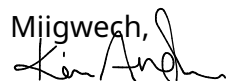
After discussion, the Niibi Center Board of Directors voted unanimously to support the community member's efforts to encourage Mahnomen Public School to seek funding from sources that are more closely aligned with Anishinaabe values and our shared responsibility to protect the land, water, and all of our more-than-human relatives.

The Niibi Center is committed to protecting our water, natural resources, and the more-than-human relatives with whom we share this land. During the time that Enbridge was actively constructing and operating pipelines through our lands, waterways, and wetlands, Anishinaabe people were standing up to protect what is sacred to us and to uphold our responsibilities to the land and future generations.

The Niibi Center has also done in extensive work supporting the rights of manoomin (wild rice). We continue to support efforts to recognize the rights and personhood of manoomin so that wild rice can be represented and protected within legal systems. This work is rooted in our understanding that manoomin is not simply a natural resource, but a relative with whom we have longstanding cultural, spiritual, and reciprocal relationships.

We recognize the funding challenges facing schools and communities today, including reductions in government funding and the increasing costs of food, fuel, and other essential needs. We understand these challenges because we experience many of the same funding difficulties in our own work. We also recognize the important role that schools play in serving our children and communities.

At the same time, we believe that the sources from which institutions receive funding matter. When seeking financial support, we encourage Mahnomen Public School to consider funding partners whose practices and values are consistent with the responsibility we all share to protect our water, land, and more-than-human relatives.

Miigwech,


Kim Anderson
Executive Director of Niibi Center

Niibi Board members: SJ Hanks, Fawn Weaver, Evelyn Bellanger, Olivia Janis

Dear Mahnomen School Board,

I am writing to raise a concern about the donation from Enbridge and to offer a solution. While it is known that we need an updated and safe weight room for our students, my concern lies with the source of funding being offered to cover the cost of the update. I am willing to work with area partners if I am granted ten months to raise the money for the new equipment.

The source of the donation is Enbridge. White Earth members have stood against the pipeline through our 1855 Treaty Area. Although Enbridge won and the pipeline was laid through our Treaty Area, this does not mitigate the fact that we still oppose the pipeline. The concern has always been the potential impact on our land and wild rice should there be a leak. Our opposition to Enbridge did not end when the pipeline was constructed on our land.

It is our responsibility to teach our children who they are as Anishinaabeg and to explain why our members and the White Earth RBC stood against the pipeline. This issue is about our future, and accepting money from Enbridge legitimizes the pipeline. What message are we sending our children when we accept this money? There was a time when significant protests occurred on White Earth, declaring that "White Earth Is Not for Sale." Today, our water should not be for sale.

If granted ten months, I will work with the Superintendent and School Board to have all funding approved before it is requested, and all funding will be deposited into the Mahnomen School. I will collaborate with the community and various organizations to explore funding opportunities, and I will report to this board and the community monthly. I am willing to volunteer my time to make this happen.

Sincerely,

Ashley Bunker, Parent



Mahnomen Public Schools
INDEPENDENT SCHOOL DISTRICT #432
P.O. BOX 319
MAHNOMEN, MINNESOTA 56557
PHONE: (218) 935-2211
FAX: (218) 935-5756

MAHNOMEN SCHOOL DISTRICT HEALTH, WELLNESS & FITNESS INITIATIVE

Weight Room & Fitness Facility Improvement Project

Supporting Physical Education • Student Wellness • Athletics • Community Education

Project Overview

Mahnomen Public Schools is respectfully requesting that Enbridge reconsider funding support for improvements to the District's weight room and fitness facility. The proposed project would create a modern, safe, and versatile fitness environment designed to serve the District as a whole. While traditionally considered a "weight room," the improved facility would have a much broader purpose, supporting physical education, student health and wellness, strength and cardiovascular fitness, Thunderbird athletics, lifelong fitness, District wellness initiatives, and Community Education. This is not intended to be an investment in one sport, one team, or one group of students. It is an opportunity to create a long-term District resource that can serve multiple programs and generations of Mahnomen students.

District & Student Impact

The improved facility would provide students with access to quality strength and cardiovascular equipment within the school environment, regardless of whether they participate in athletics or have access to fitness facilities outside of school.

The project would:

- Expand physical education and fitness opportunities.
- Support student physical and mental wellness.
- Provide equitable access to strength and cardiovascular fitness equipment.
- Support strength and conditioning across multiple Thunderbird athletic programs.
- Promote healthy habits, confidence, stress management, and lifelong fitness.
- Improve the safety, functionality, and organization of the District's fitness space.
- Provide a long-term resource for current and future Mahnomen students.

Mahnomen Public Schools serves a predominantly Native student population within the White Earth Reservation. Increasing access to physical activity and fitness within the school setting provides an opportunity to support health promotion, prevention, and lifelong wellness while removing barriers such as transportation, cost, or access to private fitness facilities. The goal is not simply to create stronger athletes. It is to provide a resource that supports the whole person; physically, mentally, and emotionally.

Kevin Hedstrom

Dr. Andrea Simon



Mahnomen Public Schools
INDEPENDENT SCHOOL DISTRICT #432
P.O. BOX 319
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Community Education & Public-Safety Partnerships

The District also sees an opportunity to maximize the value of this investment through Community Education. Student instruction, physical education, wellness, and athletics would remain the priority. During approved times when the facility is not being used for student programming, Community Education could potentially provide structured wellness opportunities for:

- Local firefighters and volunteer fire departments
- EMS personnel and EMTs
- First responders
- Law enforcement personnel
- District employees
- Other approved Community Education wellness groups

Firefighters, EMS/EMTs, law enforcement, and other first responders serve the same students, families, and communities as Mahnomen Public Schools. Providing structured access through Community Education could strengthen these partnerships while extending the benefit of the facility beyond the traditional school day. Any Community Education use would be administered by the District in accordance with applicable policies, scheduling, supervision, facility access, and other District requirements.

Proposed Equipment

The updated BSN Sports proposal includes:

- Four Pro Laser Power Racks and four customized Thunderbird platforms
- Seven adjustable benches
- Olympic and specialty training bars
- Branded Olympic and bumper weight plates
- Multi-use strength-training equipment
- Two combination leg extension/leg curl machines
- Two cross trainers
- Two treadmills
- Weight storage components
- Equipment installation

The combination of strength, functional-training, and cardiovascular equipment allows the facility to support physical education, student wellness, individual fitness, and multiple athletic programs, rather than limiting its use to traditional weight training.

Kevin Hedstrom

Dr. Andrea Simon



Mahnomen Public Schools
INDEPENDENT SCHOOL DISTRICT #432
P.O. BOX 319
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Project Cost

An updated BSN Sports proposal was received for the proposed fitness facility improvements.

Equipment/Installation: \$74,551.00

Freight: \$4,831.10

Sales Tax: \$0.00

TOTAL PROJECT COST: \$79,382.10

Funding Request

Mahnomen Public Schools respectfully asks be to reconsidered for the previous offer of financial support for this project. The District did not move forward with the previous opportunity in a timely manner; however, there is interest in pursuing the project because of the broad and lasting benefit it could provide to Mahnomen students and the District. We would appreciate the opportunity to discuss whether funding remains available toward the \$79,382.10 project. An investment in this project would support much more than a weight room. It would help create a long-term District health, wellness, physical education, and fitness resource serving students across programs while also creating opportunities for Community Education and partnerships with those who serve our community. This is an investment in the health, wellness, opportunities, and future of Mahnomen students.

Submitted for Consideration by:

Traci Turner, Craig Bower, Cortney Pemberton and Ashley Neis
School Board Members

Mahnomen Public Schools, ISD #432

Kevin Hedstrom

Dr. Andrea Simon

Dear Mahnomen School Board Members,

Thank you for submitting the updated proposal for the Mahnomen School District Health, Wellness & Fitness Initiative. We appreciate the thoughtful work that went into outlining how the improved facility will support students, physical education, wellness, athletics, and the broader community.

I also want to offer clear reassurance about Enbridge's intent in supporting this request. Our support comes with no expectations beyond the funding being used for the intended weight room and fitness facility improvement project described in your proposal. We are not asking the District or School Board to promote Enbridge, display our logo, publicly recognize our contribution, or share information about our support. If you choose to acknowledge the support in a way that feels appropriate to you, that is entirely your decision.

The purpose of this community investment is simply to help meet an identified community need and support the students and families who will benefit from a safer, modern fitness and wellness resource. We are pleased that the project will expand opportunities for physical activity, health and wellness, and lifelong fitness for Mahnomen students, with the potential to benefit others in the community as well.

We appreciate the opportunity to support this project and the young people it will serve for years to come.

Please feel free to reach out to me if you have any additional questions or concerns.

Miigwech,

Angela

Angela Nordman

Strategist, Tribal Engagement

ENBRIDGE

Cell: 218-600-9952

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Board member _____ introduced the following Resolution and moved its adoption:

**RESOLUTION REGARDING ACCEPTING
ENBRIDGE FUNDING FOR WEIGHT ROOM**

WHEREAS, the District is pursuing the renovation of its weight room and fitness facility at an estimated cost of \$79,382.10:

WHEREAS, the District submitted a proposal to Enbridge in an effort to obtain outside funding for the proposed renovation;

WHEREAS, Enbridge is willing to provide funding for the proposed weight room and fitness facility renovation as a community investment initiative;

WHEREAS, pursuant to Minnesota Statutes section 465.03, the School Board may accept a donation of funds in accordance with terms prescribed by the donor by resolution adopted by a two-thirds majority of its members.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 432, Mahanomen, as follows:

1. The School Board hereby accepts Enbridge's donation of funds for the renovation of the District's weight room and fitness facility. The donation will be for an amount up to the total cost of the renovation, which is estimated to be \$79,382.10.
2. Consistent with Enbridge's September 25, 2026 correspondence to the School Board, the donation will be used for the renovation of the District's weight room and fitness facility consistent as described in the District's proposal seeing funding from Enbridge.

The motion for the adoption of this Resolution was duly seconded by _____ and upon a vote being taken thereon, the following voted in favor of the Resolution:

And the following voted against the Resolution:

Whereupon this Resolution was declared duly passed and adopted.



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Jacob McArthur
DISTRICT I Henry Fox **DISTRICT II** Alrick "Son" Accobee **DISTRICT III** Laura Lee Erickson

Michael Fairbanks
Chairman, White Earth Band of Chippewa
Michael.Fairbanks@whiteearth-nsn.gov
(218) 935-6230

To the Mahnomen School Board,

The White Earth Band of Chippewa is writing this letter to indicate commitment and support for the process of aiding in the submission of grant applications, for the purpose of revitalizing and restoring athletic spaces within the Mahnomen Public School. The Mahnomen School District is the only school district in Minnesota to be contained entirely within the borders of a Reservation, and the demographics of its student body shows 92% of the attendees are of Native American descent. As a result, the functionality of Mahnomen's facilities connects directly to tribal children's health and quality of life.

In order to ensure that our community has the same opportunities for athletic growth as those in other Minnesota school districts, it has become necessary that investment be made into several, otherwise neglected, points of interest. The restoration of these facilities expands the available sporting opportunities in a way that cannot be met anywhere else in the Reservation, much less within the Mahnomen Public School, and as such innately encourages healthier development in tribal children's most crucial years of growth.

White Earth will commit to grant writing assistance to help secure up to \$100,000 for the express purpose of the Mahnomen Public School beginning renovations of the exercise equipment room, otherwise known as the weight room, so that the school district does not have to rely solely on seeking private donations in order to begin the necessary revitalization. The exercise equipment room is, by far, the most used indoor athletic venue within the Mahnomen Public School, and restoring it to full functionality has a direct impact on improving our tribal communities' childhood vitality.

Sincerely,

Michael Fairbanks, Chairman



**WHITE EARTH TRIBAL HEALTH
MAHNOMEN SCHOOL DISTRICT #432
SCHOOL CONTRACT
2026-2027 SCHOOL YEAR**



The BOARD OF EDUCATION OF WAUBUN/OGEMA SCHOOL DISTRICT #432, hereinafter known as the MAHNOMEN Board of Education, and WHITE EARTH TRIBAL HEALTH hereinafter known as Tribal Health enter into joint agreement for the purpose of providing school nurse services to the Mahnomen Public School.

The Mahnomen Board of Education agrees:

1. To provide a contact person through whom administrators, teachers, and other personnel can contact Tribal Health. The designated Health Assistants will be the designated school contact persons:
2. To maintain school health records on all pupils in accordance with Minnesota Statutes and Minnesota Department of Health Guidelines.
3. To reimburse White Earth Tribal Health at a rate of \$53,865/academic year (equal to \$45.00/hr x 7 hours per school day for 171 school days) for school nurse services as identified in Attachments A and B.
4. To ensure that adequate policies, procedures and guidelines are in place for a school health program in accordance with Minnesota Statutes and Minnesota Department of School Health guidelines.
5. To identify all appropriate school staff involved in carrying out the school district health services policy, procedures or guidelines and allow for training and adequate time to perform health assistant duties.
6. To request school nurse participation in development of all Student Emergency Plans for the district.

WHITE EARTH TRIBAL HEALTH agrees:

1. To recruit, train and supervise Tribal Health school nurse staff according to agency policies and in accordance with Minnesota Statutes and Minnesota Department of Health Guidelines.
2. To provide consultation, services and health services oversight per Attachment A, Attachment B and per related health services policies, procedures and guidelines of the school district during school hours.
3. To develop Standing Orders through the White Earth Tribal Health Medical Director for school nursing services.
4. To assure the completion and submission of the Annual Immunization State Report (AISR) and those requested by the school district administration.
5. To bill the Board of Education monthly for school nurse services to be provided.

6. To assure that the school nurse contract, services and health guidelines and procedures are reviewed annually and recommended revisions are submitted to school administration.
7. Student health records and documentation remain the property of the school district but are available with no restrictions to Public Health school nurse staff and supervising administration as needed to carry out the functions and responsibilities of this contract. Student service nurse notes, individual health plans and emergency plans are written by the school nurse and copies are maintained in the Public Health office for reference.

This contract may be terminated with a 60 day written notice by either party.

All attachments become part of the legal agreement as referenced in the contract language above.

This contract is effective September 1, 2026, through May 21, 2027.

Dated this _____ day of _____, 2026.

Superintendent, Board of Education

White Earth Tribal Chairman

White Earth Tribal Health-Health Director

ATTACHMENT A

CONTRACTED SCHOOL NURSING SERVICES

PRIMARY FUNCTION:

To promote optimal health services for all students of the school district.

LINE OF AUTHORITY:

Directly responsible to the Superintendent and to the Health Director.

SUPERVISION OF OTHERS:

Will train, direct and supervise delegated tasks to the health assistants and/or other identified school health personnel or volunteers as designated in policy and guidelines.

QUALIFICATIONS:

Must have and maintain current Registered Nurse licensure and Licensed Practical Nurse Licensure and Public Health Nurse Certification with the Minnesota Board of Nursing and meet other School Nurse licensure requirements per Minnesota Statutes.

POSITION RESPONSIBILITIES: EXAMPLES

1. Delegate safe nursing activities to health assistants, school staff such as secretaries, principals or others as identified by school administration per district health policy, procedure or guidelines.
2. Assess the health status, provide care and evaluate treatments of students seen under the health program. Supervise and monitor care provided by school staff providing services under the school health program.
3. Consult with school administration to establish, review and revise policy, procedures, and guidelines for the school health program.
4. Arrange and/or conduct in-service programs for school personnel for first aid, emergency care procedures, blood borne pathogens and other relevant subjects as requested by school administration.
5. Coordinate efforts with those of the other health professionals and school personnel for optimal learner outcomes.
6. Provide necessary health counseling and refer to further professionals when appropriate.
7. Act as a resource person in the health education for teaching personnel and administration as requested by school administration or as identified as a need by school nurse.

8. Procure supplies and equipment to allow for safe and efficient school nursing practice per school district policy and as school administration requests.
9. Arrange and/or conduct screenings to identify student health concerns and disseminate with regard to the data privacy act. Assign health assistant/volunteers, or other designated school staff to assist as appropriate per district policy, procedure or guidelines.
10. Supervise medication administration policy, procedure and or guidelines as established by the school district.
11. Be available to supervise and monitor activities of school health assistants/school staff as they are providing school health services under the direction and supervision of the school nurse.
12. Assess and document safe and appropriate performance of identified school personnel in carrying out the school health services policy, procedure, and guidelines.

ATTACHEMENT B

WHITE EARTH PUBLIC HEALTH GUIDELINES AND PROCEDURES

I. MANAGEMENT OF THE MEDICATION ADMINISTRATION PROGRAM

A. The school nurse shall be the supervisor of the medication administration program in the school.

B. Medication Orders/Parental Consent:

1. The school nurse shall ensure that there is proper medication order(s) from a licensed prescriber, parent and/or guardian, which is renewed as necessary, including the beginning of each academic year. The REQUEST TO ADMINISTER AT SCHOOL form needs to be signed by the parent/guardian for over-the-counter medications (the school nurse has the ultimate authority and responsibility to reject a parents request and to decline an over-the-counter medication if the nurse feels the medication is unnecessary, inappropriate, or could lead to harm). Prescription medications will require a parent/guardian and licensed prescriber signature. The school nurse shall be notified of any new medications or changes in medication.

a. In accordance with standard medical practice, a medication order from a licensed prescriber shall contain:

1. The student's name;
2. The name and signature of the licensed prescriber and business and emergency phone numbers;
3. The name of the medication;
4. The route and dosage of the medication;
5. The frequency and time of medication administration;
6. The date of the order and the discontinuation date;
7. A diagnosis and any other medical condition(s) requiring the medication, if not a violation of the government data practices act or if not contrary to the request of a parent, guardian or student to keep confidential;
8. Specific directions for administration, while at school.

C. Medication Administration:

The school nurse shall establish an individual health plan for each student receiving a long term medication. The REQUEST TO ADMINISTER MEDICATION AT SCHOOL form will be used for any student taking a medication.

1. Prior to the initial administration of the medication, the school nurse shall develop a medication administration plan which includes:

- a. The name of the student;
- b. An order from a licensed prescriber, including business and emergency telephone numbers;

- c. The signed authorization of the parent/guardian, including home and business telephone numbers if available;
- d. Any known allergies to food or medications;
- e. The diagnosis, unless a violation of confidentiality or the parent/guardian or student requests that it not be documented;
- f. The name of the medication;
- g. The dosage of the medication, frequency of administration and route of administration;
- h. Any specific directions for administration;
- i. Any possible side effects, adverse reactions or contraindications;
- j. The quantity of medication to be received by the school from the parent/guardian;
- k. The required storage conditions;
- l. The duration of the prescription;
- m. The designation of unlicensed school personnel, who will administer the medication to the student according to the STAFF TRAINED FOR MEDICATION ADMINISTRATION list. With parental permission, other persons, including teachers, to be notified of medication administration and possible side effects of the medication;
- n. Provision for medication administration in the case of field trips and other short-term special school events. Every effort shall be made to obtain a nurse or school staff member trained in medication administration to accompany students to special school events. When this is not possible, the school nurse may choose to delegate medication administration to another responsible adult. Written consent from the parent/guardian for the named responsible adult to administer the medication shall be obtained. The school nurse shall instruct the responsible adult on how to administer the medication to the student.
- o. The Licensed School Nurse and other healthcare personnel have the authority to provide over-the-counter medications to a student upon the parent/guardian's request, even without a physician's order. The licensed school nurse has the authority to reject a parent/guardian request and to decline to administer an over-the-counter medication if the LSN believes that such medication is unnecessary, inappropriate, or could lead to patient harm.

- D. The school nurse has procedures in place to ensure the positive identification of the student who receives medication.**
- E. The school nurse shall have a current pharmaceutical reference available for her/his use, such as the Nurse Drug Handbook or electronic availability (i.e. Computer/internet access).**
- F. Emergency Medication**
1. For the purpose of administering emergency medication to an individual student including parental administration (e.g., by injection) of the medication, the school nurse may delegate to individual school personnel. Said school personnel shall be listed on the individual health plan and receive training in the administration of emergency medication to a specific child.
 - a. The school nurse shall have final decision-making authority with respect to delegating administration of medications to unlicensed personnel in the school system.
 - b. A school nurse or appointed designee shall be available by telephone should consultation be required while medications are being administered.
 - c. Medications to be administered pursuant to PRN ("as needed") orders may be administered by authorized school personnel after contacting parent for permission.
 - d. For each school, an updated list of unlicensed personnel who have been trained in the administration of medications shall be maintained.
 - e. When medication administration is delegated by the school nurse to unlicensed school personnel, such personnel shall be under the supervision of the school nurse for the purposes of medication administration. Responsibilities for supervision at a minimum shall include the following:
 1. *After consultation with the principal or administrator responsible for a given school, the school nurse shall select, train, and supervise the specific individuals, in those categories of school personnel who may administer medications. When necessary to protect student health and safety, the school nurse may rescind such selection. The individual selected may refuse delegation of medication responsibility.*
 2. *The school nurse shall supervise the training of designees.*
 - i. The school nurse shall document the training and evidence of competency of unlicensed personnel designated to assume the responsibility for medication administration.
 - ii. The school nurse shall provide a training review and informal update, at least annually, for those school staff authorized to administer medications.

3. *The school nurse shall support and assist persons who have completed the training to prepare for and implement their responsibilities related to administration of medication.*
4. *The first time a health assistant administers medication the delegating nurse shall provide supervision at the work site.*
5. *The degree of supervision required for each student shall be determined by the school nurse after an evaluation of the appropriate factors involved in protecting the student's health including, but not limited to the following:*
 - a. Health condition and ability of the student;
 - b. The extent of training and capability of the unlicensed school personnel to whom the medication administration is delegated;
 - c. The type of medication;
 - d. The proximity and availability of the school nurse to the unlicensed person who is performing the medication administration.
6. *Personnel designated to administer medications shall be provided with the names and locations of school personnel who have documented certification in cardiopulmonary resuscitation (CPR). The school should make every effort to have a minimum of two school staff members with documented certification in CPR present in each school building throughout the day.*
7. *For the individual student, the school nurse shall:*
 - a. Review the initial orders, possible side effects, adverse reactions and other pertinent information with the person to whom medication administration has been delegated;
 - b. Provide supervision and consultation as needed to ensure that the student is receiving the medication appropriately as ordered. Supervision and consultation may include record review, on-site observation and /or student assessment.

G. Handling, Storage and Disposal of Medications

1. A parent/guardian or designated responsible adult shall deliver all medications to be administered by school personnel, to the school nurse or other responsible person designated by the school nurse to accept medications.
 - a. The medication must be in a pharmacy or manufacturer labeled container.
 - b. The school nurse or other responsible person receiving the medication shall document the quantity of the medication delivered.

2. All medications shall be stored in their original pharmacy or manufactured labeled containers and in such a manner as to render them safe and effective. Expiration dates shall be checked.
3. All medications to be administered by school personnel shall be kept in a securely locked cabinet used exclusively for medications, which is kept locked except when opened to obtain medications. Medications requiring refrigeration shall be stored in either a locked box in a refrigerator or in a locked refrigerator maintained at temperatures of 38 to 42 degrees Fahrenheit.
4. Access to stored medications shall be limited to persons authorized to administer medications. Access to keys and knowledge of the location of the keys shall be restricted to the maximum extent possible.
5. Parents/guardians may retrieve the medications from the school at any time.
6. Where possible, all unused, discontinued or outdated medications shall be returned to the parent/guardian and the return appropriately documented. Notification letters will be sent home when medications need to be picked up at the end of the school year. If medications are not picked up they will be destroyed at the nurse's discretion.

H. Documentation and Record-Keeping

Each school where medications are administered by school personnel shall maintain a medication administration record (MAR) for each student who receives medication during school hours.

1. Such record at a minimum shall include a daily log and an individual health plan, including the medication order and parent/guardian authorization.
2. The daily log shall contain:
 - a. The dose or amount of medications administered;
 - b. The date and time of administration or omission of administration, including reason for omission.
 - c. The full signature of the nurse or designated unlicensed school personnel administering the medication. The medication is given more than once by the same person, he/she may initial the record, subsequent to signing their full signature.

3. All documentation shall be recorded in ink and shall not be altered.
4. The completed medication administration record and forms pertinent to self-administration shall be filed in the student's health record.

I. Reporting and Documentation of Medication Errors including omissions

1. A medication error includes any failure to administer medication as prescribed for a particular student.
2. In the event of a medication error, the health assistant shall notify the school nurse immediately. The school nurse shall then notify the parent/guardian immediately. (The school nurse shall document the effort to notify the parent/guardian.) If there is a question of potential harm to the student, the nurse shall also notify the student's licensed prescriber or the Tribal Medical Director.
3. Medication errors shall be documented by the health assistant on the MEDICATION ERROR INCIDENT REPORT. These reports shall be retained by the school in the student record.
4. The school nurse shall review reports of medication errors and take necessary steps to ensure appropriate medication administration in the future.

II. OBSERVATIONS AND REFERING

During time in school, the school health assistant or other school personnel (UAP) may observe students with health problems or teachers may report problems. The identified school personnel can provide valuable assistance to the school nurse by being alert to health problems and reporting them to the nurse. It is not the role of the school health assistant to diagnose, treat, counsel parents/guardians or make referrals to medical providers. School health assistants may administer First Aid per standing orders and respond to an emergency situation per district policy. The school health assistant may contact a parent when a child shows signs of illness and shall request them to come and pick up their child if possible. Parents/guardians are responsible for determining if their child needs medical care when the school nurse is not available to make a recommendation.

Teachers are looked upon as the first line of defense in the identification of students with physical, mental and emotional problems. His or her daily observation can detect deviations from normal appearance, if the deviation persists, should be reported to the school nurse. The school health assistant or other designated school personnel will document such issues and concerns by using the attached SCHOOL HEALTH LOG and is responsible for sharing that log with the school nurse in a timely matter.

III. EMERGENCY CARE

1. Any student who has more than a minor injury must not be left unattended. It will be the responsibility of the health assistant to stay with the student if the nurse is not available.
2. Provide first aid to the student as needed. If situation is thought to be life threatening, have someone call 911 immediately.
3. Call the parent/guardian at once and obtain permission to call physician and obtain instructions for transportation depending on the type and severity of illness or injury.
4. If the parent/guardian cannot be reached, or are unable to provide transportation, call the physician listed on the emergency health form. If he/she is unavailable, the nearest medical provider will be contacted and arrangements will be made for transport and care per school administration authorization.
5. All emergency care will be documented on an injury report. The school nurse is responsible for follow-up on all injury reports as appropriate. A copy of the injury report form will be provided to the principal. This completed form will also be faxed to the school nurse for review.

IV. IDENTIFICATION OF HEALTH PROBLEMS/EMERGENCY CARE PLANS

If a student has a health related issue, that information will be recorded on the student's health record: ie: diabetes, epilepsy, orthopedic problem. Each Fall the school health assistant or other identified school personnel shall review school registration forms and compile a list of all students with health issues, including all special education students, to be reviewed by the school nurse. An emergency plan shall be developed as needed and updated annually. School staff should be made aware of students with health issues and oriented to any emergency care plans for students as they come into contact with them.

V. INJURY/ACCIDENT REPORTING

Injuries sustained in school shall be reported to the health service office and the building principal. Those injuries that require more than basic first-aid treatment will be documented on the STUDENT INJURY REPORT form. A copy of the completed form will be given to the building principal and faxed to the school nurse. All accident reports will be reviewed by the school nurse. The school nurse is responsible for follow-up on all accident reports as deemed necessary.

VI. IMMUNIZATIONS

Each year the school health assistant or other designated school personnel will be asked to assist the school nurse to determine which students are in need of immunizations. Parents should be notified of this need and provided with the informed consent form. Immunizations received shall be recorded on the student's health record. Standing orders will be in place for all immunization clinics offered at the school. Required MDH Immunization Reports will be filed according to MN Statutes and MDH guidelines as directed by the school nurse.

VII. INFECTIOUS DISEASE

The school nurse will be notified of all suspected communicable diseases. The school nurse follows Minnesota Department of Health Infectious disease guidelines and references the Infectious Disease in Childcare Settings and Schools manual. Notification of parents/guardians/community will be at the direction of the superintendent/building principal upon consultation with the school nurse.

VIII. EARLY CHILDHOOD SCREENING

The school nurse will assist designated school personnel, as requested, with Early Childhood Screening per MN Statutes 123.701

IX. SCHOOL HEALTH SCREENINGS

School health screenings will be done by the White Earth Health Division staff as directed by the school nurse per Minnesota Department of Health Guidelines.

X. MEDICAL TRANSPORTATION

White Earth Tribal Health policy does not permit the school nurse to transport students.

XI. OVERDOSE MEDICATION

As a means of enhancing the health and safety of its students, staff, and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone(Narcan), and administer devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at the school districts activities.

The licensed school nurse will obtain a standing order from the medical director that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members, or other individuals believed to be experiencing an opioid overdose. The standing order shall contain the following information:

1. Administration type
2. Dosage
3. Date of issuance
4. Signature of authorized provider

XII. TRAINING OF HEALTH SERVICES STAFF

Training of all school district staff involved in carrying out the health services guidelines/procedures shall include as a minimum:

- First Aid training
- CPR certification
- Medication Administration for paraprofessionals/unlicensed personnel (UAP)
- Blood Borne Pathogens
- Confidentiality
- Emergency Care Plans

First Aid and CPR certification shall be kept current at all times (usually renewable every two years)
Epinephrine Administration
Overdose Medication (Naloxone)
Hygiene and puberty courses for designated grades

A list of school staff certified in CPR and First Aid will be maintained each year at each school for the school nurse to review.



WHITE EARTH TRIBAL HEALTH

SCHOOL HEALTH CONTACT INFORMATION

WHITE EARTH TRIBAL HEALTH DIRECTOR:

LINDSI DARCO, RN, PHN, LSN

218-983-3286 Ext. 1367

lindi.darco@whiteearth-nsn.gov

WHITE EARTH TRIBAL MEDICAL DIRECTOR:

AUTUMN AMBRODAY, MD

651-238-3483

autumn.ambroday@whiteearth-nsn.gov

WHITE EARTH TRIBAL HEALTH ASSISTANT DIRECTOR:

MINA SPALLA, RN,PHN

218-983-3286 Ext. 1363

mina.spalla@whiteearth-nsn.gov

WHITE EARTH TRIBAL HEALTH SCHOOL NURSE:

Taylor Winter, RN

218-983-3286 Ext. 1295

taylor.winter@whiteearth-nsn.gov



Cardiac Emergency Response Plan

Mahnomen Public Schools

Date adopted by School Board:

Date of Last Revision:

Cardiac Emergency Response Plan

This plan template is based on the Minnesota Department of Education's (MDE's) model plan guidance for school districts and charter schools to meet the requirements in [Minnesota Statutes 2025, section 121A.241](#) and [Minnesota Statutes 2024, section 121A.035](#) and supports a school's development of a cardiac emergency response plan (CERP).

Purpose and Integration

The CERP provides a comprehensive strategy for responding to sudden cardiac arrest (SCA) on school grounds. The plan should become an addendum to the **Crisis Management Policy** and be included in a building-level crisis management plan under crisis-specific procedures for cardiac emergencies.

List of Abbreviations

Abbreviations	Definitions
AED	automated external defibrillator
CERP	cardiac emergency response plan
CERT	cardiac emergency response team
CPR	cardiopulmonary resuscitation
EMS	emergency medical services
SCA	sudden cardiac arrest

Definition of Sudden Cardiac Arrest

Sudden cardiac arrest (SCA), as defined by the American Heart Association, as a sudden and unexpected loss of heart function caused by an irregular heart rhythm and can occur with or without a known heart condition. This disruption prevents effective blood circulation, and without immediate intervention, can cause loss of consciousness, collapse, and death within minutes.

Signs of arrest may include one or more of the following:

- Unresponsiveness
- Abnormal or absent breathing
- seizure-like movements
- In some cases, SCA may occur immediately after a sudden, forceful direct hit to the chest

Cardiac Emergency Response Team (CERT)

The school administrator in each building designates available and willing school staff including school nurses, physical education teachers, activities directors, coaches, office and maintenance staff, staff overseeing recess, and any other staff who are present before, during, or after the school day. Best practice suggests including at least five people or 10% of overall staff (AHA, 2025). Minnesota Statutes 2025, section 121A.241, subdivision 2(1).

The school administrator has selected the following staff members to lead emergency medical responses.

Staff Name	Role	CPR/AED Certification Date
Taylor Winter - School Nurse	CERP Coordinator	7/3/26 (CPR/AED Cert)
White Earth Tribal Health Staff	CERT Member	
Andrea Simon - Superintendent	CERT Member	8/26/26 (Hands only CPR)
Kevin Hedstrom- HS Principal	CERT Member	8/26/26 (Hands only CPR)
Amanda Okeson- Elementary Principal	CERT Member	8/26/26 (Hands only CPR)
Jon Starkey- Elem Dean of Students/AD	CERT Member	8/26/26 (Hands only CPR)
John Clark- Dean of Students (for HS calls)	CERT Member	8/26/26 (Hands only CPR)
Patti Johnson - HS Secretary	CERT Member	8/26/26 (Hands only CPR)

Erica Wytaske - Elem Secretary (for Elem calls)	CERT Member	8/26/26 (Hands only CPR)
Kayla Nelson- Office	CERT Member	8/26/26 (Hands only CPR)
Randy Hisgun- SRO	CERT Member	
Jamie Nordick- Phy Ed Teacher	CERT Member	8/26/26 (Hands only CPR)
Steve McMullen- Phy Ed Teacher/Coach	CERT Member	8/26/26 (Hands only CPR)
Noah Monson- Phy Ed Teacher	CERT Member	8/26/26 (Hands only CPR)
Brent Miller- Coach	CERT Member	8/26/26 (Hands only CPR)
Meredith McArthur	CERT Member	8/26/26 (Hands only CPR)
Kelly Philips- First Responder	CERT Member	8/26/26 (also has CPR cert)
Jason Eggen- Facilities Manager	CERT Member	8/26/26 (Hands only CPR)
Sheila Helgeson- School Counselor	CERT Member- Mental Health	

Automated External Defibrillator (AED) Locations

AEDs must be placed in high-traffic, accessible locations (e.g., cafeterias, gymnasiums) to ensure **retrieval and delivery ideally within 3 minutes** of notification of the emergency.

AED Registry

[Minnesota Statutes 2024, section 403.51](#), states that a person who purchases or obtains a public access AED shall register that device with an AED registry within 30 working days of receiving the AED. Register public access devices with the **National Emergency AED Registry (NEAR)** via [PulsePoint AED](#).

Maintenance

Schools are required to provide routine maintenance of AEDs and should consult with their district or charter school's health and safety or facilities team to determine best practices for proper installation and maintenance of AEDs, including a process for regular safety checks. Minnesota Statutes 2025, section 121A.241, subdivision 2(3).

This plan designates the following school staff or department to maintain AED registry and maintenance of equipment including regular safety checks to verify expiration dates for device pads and batteries and to ensure equipment is functioning properly:

Staff/Department Name	Role	Responsibility
Jon Starkey- Athletic Director	Athletic Director- AED Coordinator	[e.g., AED registry, regular safety checks, verify pad/battery expirations]

AED Site Map

This plan references site maps with indoor and outdoor locations for all buildings on campus.

Site map and AED locations:



AED Location	Nearest High-Traffic Area	Co-located Items
Located in the hallway near Door 2- bus loop door on the North side of building	Bus pick up/drop off, Staff parking lot, parent pick-up/drop off, Health Office, Cafeteria, 3rd-5th grade classrooms	Naloxone, CPR/AED rescue kit (scissors, CPR barrier, razor, gloves, gauze)
South end of the 1st/2nd grade hallway	Playground, PreK-2nd grade classrooms, Title classrooms, Football field, Track, South Student/staff parking lot	Naloxone, CPR/AED rescue kit (scissors, CPR barrier, razor, gloves, gauze)
High School Office	High School/JH classrooms, Library, Woodshop, Autoshop, Big Gym, ALC, Band/Choir rooms, 6th grade classroom, SPED	Naloxone, CPR/AED rescue kit (scissors, CPR barrier, razor, gloves, gauze)
West wall in the commons area by the district office/concession stand	District offices, Big/Small gymnasiums, Pool area, South student/staff parking lot, 6th grade classroom, SPED, Band/Choir rooms	Naloxone, CPR/AED rescue kit (scissors, CPR barrier, razor, gloves, gauze)
Portables???		

Communication Plan

How to Activate the CERT and Local Emergency Medical Services (EMS)

Discuss Roles and Responsibilities

Identify and discuss specific tasks within the emergency response team. CERT members should be prepared to assist in multiple roles if necessary to account for when staff are absent or not available at the time of the emergency response.

1. Staff member to call 911
2. Staff member to retrieve the AED
3. Staff member to meet EMS at the quickest entry point to access the scene
4. Staff member to clear the area and manage possible crowds
5. Staff members to assist with compressions and AED use
6. Staff member to document the event timeline and transition report to EMS

Communication

Communication is a critical component in the team's efficient emergency response. CERTs should determine a communication plan that includes two-way communication covering all areas of the school's campus, both inside and outside of the facility.

The following plan outlines how staff members activate local EMS and the CERT in a consistent manner using overhead page, two-way radio, phone, or other communication device with consideration for confidentiality.

- **Initial Alert:** Any staff member witnessing a collapse should immediately call 911
- **Internal Notification:** Activate the CERT via overhead page.
- **Standard Script:** "CODE MEDICAL- CERP TEAM PLEASE RESPOND TO "X" LOCATION, 911 has been called."
- **Building Status:** School will be placed in a "**hold**" for medical emergency to clear hallways

Integration of Local EMS with School CERP

School administrators and CERT members develop and implement the CERP in cooperation with relevant local emergency responders, school district health and safety officials, school nurses, athletic staff, and other members of the school or community medical team. The school's CERP with locations of onsite AEDs is provided, along with facility diagrams and site plans to first responders, as requested. Minn. Stat. 121A.241, subd. 2(4) (2025).

The school administrator has designated Taylor Winter, RN, BSN, LSN, PHN as the person responsible for updating and distributing the CERP annually.

Training and Practice Drills

Staff Training

Training is the educational process of learning how to recognize sudden cardiac arrest, call 911, perform quality chest compressions, and use an AED. School staff and coaches are encouraged to annually review the school's CERP and learn Hands-Only CPR and AED use to strengthen the school-wide readiness and timely response for cardiac emergencies.

CERT Certification

Certification formally recognizes a person's proficiency in performing CPR and AED use. Certification is obtained through a nationally recognized organization, such as American Heart Association, the American Red Cross, and others, and includes written and hands-on testing of competency.

Emergency Response Team members are encouraged to maintain CPR/AED certification, renewed at least every two years through a nationally recognized organizations like American Heart Association or American Red Cross.

Student Instruction and Practice

Minnesota law requires grade 7-12 students receive onetime CPR and AED use instruction with hands-on practice as part of the curriculum. Minnesota Statutes 2025, section 120B.236. Schools should consider instructing students on the building's AED locations and how to initiate the emergency response team.

Annual Drills:

Research shows that having a written and practiced CERP with regular practice drills can increase the chance of survival to 70% compared to less than 10% without such practice (Evans, 2024). Minnesota Statutes 2025, section 121A.241, subdivision 2(5) requires schools to conduct **annual drills** involving staff and students. A successful drill is defined by the American Heart Association as full completion of the protocol in **5 minutes or less**.

The school's plan for practice drills is as follows:

Practice Drill	Students/Staff Involved:	Location:	Drill Format and Time to Complete:
8/26/26	CERT members	District conference room/gym	CERP review, tabletop exercise, hands-on simulation, CPR hands-only training. 1 hour to complete
[Date]	[e.g., CERT, additional staff or student names]	[e.g., gymnasium]	[Format e.g., tabletop exercise, hands-on simulation] [Time to complete]
[Date]	[e.g., CERT, additional staff or student names]	[e.g., gymnasium]	[Format e.g., tabletop exercise, hands-on simulation]

			[Time to complete]
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Cardiac Emergency Response Protocol

Although most school staff do not have a background in the medical field, it is possible that a situation will arise that requires quick action from staff to successfully respond to a medical emergency. This protocol provides step-by-step guidance that all staff can follow in the event of a cardiac emergency.

Scenario: A person is found on the ground, not responding to verbal prompts or physical touch. The person is observed to have abnormal breathing (irregular breaths, gasping, or not breathing at all), and may begin to show seizure-like movements or convulsions. You need to take immediate action.

1. **Recognize signs of SCA** (may include one or more of the following).
 - Not moving, unresponsive, or unconscious
 - Not breathing normally (e.g., irregular breathing patterns, gasping or gurgling, or may not be breathing at all)
 - Seizure or convulsion-like movements
2. **Call 911:** Direct a specific person to call and stay on the line and answer dispatcher questions
 - Provide building address: **310 W Madison Ave, Mahanomen, MN 56557** and include closest entry point, if possible, (e.g., “Door A”)
 - Explain the person’s condition and symptoms
 - Listen carefully to the dispatcher for additional guidance
3. **Activate CERT:** Use the internal communication plan to alert the team. “CODE MEDICAL- CERP TEAM PLEASE RESPOND TO “X” LOCATION, 911 has been called.”
 - Schools follow communication procedures within the crisis management plan for placing the school or area of the school in a “**hold**” for medical emergencies.
4. **Retrieve AED:** Designate a person to retrieve the nearest AED.
5. **Start CPR:** Place the unresponsive person on their back, on a firm, flat surface and begin chest compressions (100-120 per minute).
 - Use 2-hands placing heel of one hand in the center of the chest, on the lower half of the breastbone, and the other hand directly on top, interlock fingers (use one hand for smaller adults and children).
 - If you are able and willing to provide rescue breaths, use a barrier mask and provide 2 breaths after 30 compressions.
 - Continue compressions until EMS arrives.
6. **Turn on the AED:** Apply the pads and follow all audio/visual prompts.
7. **Transfer Care:** Report the time found and CPR start time to EMS.
8. **Document:** A designated CERT member must record all event timings and conditions.

Post-Event Procedures

- **Notification:** Notify emergency contacts following the crisis management plan.
- **AED Data:** Provide AED data to medical providers if requested.
- **After-Action Review:** CERT members should debrief to identify successes and improvements to the plan.
- **Mental Health Support:** Implement a plan for supporting staff and student mental health needs following their participation in or observation of the event. The plan may include support through the Employee Assistance Program or Regional Crisis Response Team ([Minnesota Statewide Crisis Management Team](#)).

Annual Review

The School Board and CERP Coordinator will review this plan annually to ensure it reflects current evidence-based best practices. Minnesota Statutes 2025, section 121A.241, subdivision 2 (6).

Planning and evaluation tools are provided in the MDE Model CERP for Schools, Appendix B.

Legal References

- Minnesota Statutes 2025, section 121A.241 Cardiac Emergency Response Plan
- Minnesota Statutes 2025, section 121A.035 Crisis Management Policy
- Minnesota Statutes 2025, section 120B.236 CPR and AED Instruction
- Minnesota Statutes 2025, section 403.51 Automatic External Defibrillation; Registration
- Minnesota Statutes 2025, section 604A.01 Good Samaritan Law

References

American Heart Association. (2025). Cardiac emergency response plan and protocol.

https://cpr.heart.org/en/-/media/CPR-Files/Training-Programs/2025-CERP/Cardiac-Emergency-Response-Plan-and-Protocol042025.pdf?sc_lang=en

Evans S, Legg M. (2024). Cardiac emergency response plan: Is your school prepared? NASN School Nurse, 39(4):175-180. <https://doi.org/10.1177/1942602X231201087>

MEMORANDUM OF UNDERSTANDING BETWEEN THE MAHNOMEN COUNTY SHERIFF'S OFFICE AND THE MAHNOMEN SCHOOL DISTRICT

The Mahanomen County Sheriff's Office (hereinafter "Sheriff") and the Mahanomen School District (hereinafter "School") do hereby agree to enter a partnership for the purpose of establishing and maintaining a School Liaison Program. The program will utilize a School Liaison Officer, who will be a sworn Mahanomen County Sheriff's Office Deputy and will work in the Mahanomen Public School District when school is in session.

Mission

The School Liaison Program is a cooperative, preventive-oriented plan between the Sheriff and the School. It is designed to prevent delinquent and criminal behavior by youths and is intended to deal with youth concerns before they become youth problems. The School Liaison Program can provide a forum through which students, parents, faculty, and law enforcement can become acquainted and, as a result, earn mutual respect.

Goals of the Partnership

1. Improve safety within the school district and community by:
 - a. Becoming a visible presence both inside and outside school buildings;
 - b. Investigating violations of state law, ordinances, and applicable school policy that occur on or off campus;
 - c. Providing training on safety issues to school staff when appropriate;
 - d. Serving as a member of the School Safety Team;
 - e. Collecting intelligence information concerning threats to personal safety and order on and around campus;
 - f. Identifying problems or behaviors that are detrimental to the education process and/or welfare of students or staff, handling these issues directly, or referring them to appropriate staff or community resources;
 - g. Monitoring traffic on and around campus and taking appropriate enforcement action; and
 - h. Being a member of the School's Emergency Planning Team.
2. Develop a mutually positive and receptive relationship between the School Liaison Officer and students by:
 - a. Providing opportunities for students to meet with the School Liaison Officer, whether it be publicly or privately, if necessary;
 - b. Establishing and having regular office hours for students to contact and meet with the School Liaison Officer;
 - c. Developing and maintaining a highly visible and approachable presence on campus; and
 - d. Meeting with students and collaborating with faculty to assist them with issues of tobacco, alcohol, and drug use prevention, crime prevention, and personal safety.

3. Facilitate the appropriate referral of students and their families to various services and resources available in the school and in the community by:
 - a. Developing and maintaining a positive and trusting relationship between the School Liaison Officer, students, student's families, and school staff;
 - b. Maintaining and disseminating appropriate literature and information on available resources in the community; and
 - c. Collaborating with school counselors, staff, and community service agencies to provide students and families with needed assistance.
4. Providing formal and informal education opportunities to discuss law, ordinances, the justice system, and law enforcement with students, faculty, and parents by:
 - a. being available as a resource for classroom presentations, support groups, and student organizations on topics related to the basic understanding of state law, the juvenile code, ordinances, and the role of law enforcement;
 - b. Attending school staff meetings when requested to discuss topics related to school safety or any other law enforcement-related subject;
 - c. Utilizing media to communicate with students and parents;
 - d. Working with students and staff on special events and programs; and
 - e. Presenting programs on issues relating to tobacco, alcohol, and drug use prevention, violence prevention, and safety.

Selection and Retention of the School Liaison Officer

The School Liaison Officer is a licensed deputy with the Mahanomen County Sheriff's Office. The School Liaison Officer will be selected and assigned by the Sheriff or his/her designee. The selection process will include, but not be limited to, an interview by a panel including the Sheriff, Mahanomen County Attorney, and school district representatives. The School Liaison Officer selected shall then be approved by the School.

Supervision

The School Liaison Officer is an employee of the Sheriff and is subject to the policies, rules, and regulations of the Sheriff. Under the supervision of the Sheriff, the School Liaison Officer will engage in crime prevention, detection, investigative activities, and liaison activities between the Sheriff and the School; and under the direction of the School, the School Liaison Officer will serve as a resource for school staff and faculty, students, and parents on law enforcement-related issues.

Programmatic Reporting

Although the School Liaison Officer is an employee of the Sheriff, the success of the partnership relies on the collaboration between the Sheriff and the School. The School Liaison Officer will be guided by a joint School Liaison Officer Coordinating Committee, comprised by the Sheriff, the School Superintendent or designee, and the Mahanomen County Attorney. The Coordinating Committee will meet on a quarterly basis, or more frequently as needed, during the school year.

Community Policing Activities

The School Liaison Officer will work with school staff and facility, community agencies and officials, and other law enforcement personnel to address issues of student safety and crime in and around the School Property. Some of the issues include:

- Identification of students involved in gang, alcohol, and/or drug activity.
- Development and implementation of strategies to reduce smoking and/or vaping, littering, and parking problems around school property.
- Expanding crime prevention efforts.
- Development and implementation of strategies to reduce the incidence of violence, bullying, and intimidation in and around school property.

Work Schedule

The School Liaison Officer Shall be available for duty at the School when the School is in session, which shall correspond with the school year calendar. The School Liaison Officer's duty hours shall be determined by the provision of the labor agreement between Mahnommen County and the LELS Local 51. Whenever possible, it is intent of the parties that the School Liaison Officer duty hours shall conform to the school day. The Sheriff, with input from the School Liaison Officer and the School, shall prepare the work schedule and provide a copy of the schedule to the School. The School Liaison Officer, as part of his/her responsibilities, may be required to attend and assist at certain extracurricular activities. These responsibilities shall be scheduled as part of the School Liaison Officer's duty hours.

Dress Code

The School Liaison Officer shall wear uniforms in compliance with and as authorized by the Sheriff. The Mahnommen County Sheriff's Office may designate that the School Liaison Officer wear plain clothes.

Training

The School Liaison Officer will be excused from duty in the School Liaison Program for police in-service and other training deemed necessary by the Sheriff or his/her designee. The Sheriff will attempt to minimize the training days during the school year.

Overtime

In the event the School Liaison Officer is to engage in duty work in excess of his/her normal hours resulting in overtime, such overtime must receive prior approval, consistent with the Sheriff's policies. The Mahnommen County Sheriff's Office bears sole financial responsibility for payment of overtime hours if the hours are generated as a result of engaging in duties for the Sheriff's Office. The School bears the sole financial

responsibility for payment of overtime hours if the overtime hours are a result of the School Liaison Officer attending “a school related event”.

Incidents

Incidents occurring on or about the school property which require law enforcement intervention should be investigated by the School Liaison Officer, unless additional law enforcement resources are necessary, or the School Liaison Officer is not on duty. The School Liaison Officer shall conduct such investigations in accordance with the Sheriff Policy and Procedure and prepare customary law enforcement reports.

Transportation of Students

The School Liaison Officer shall not transport students, except:

- When the student is a victim of a crime, under arrest, or some other emergency situation exists; or
- When the student has been suspended and/or sent home from school pursuant to school disciplinary actions, the student’s parents/guardians have refused or are unable to pick up the student within a reasonable period of time, and the student is disruptive/disorderly and his/her continued presence on school property poses a threat to the safety and welfare of other students and/or school personnel.

Unless under arrest, a student shall not be transported to any location unless the student’s parent/guardian is at that location to take custody of the student. The School Liaison Officer shall not transport students in his/her personal vehicle. The School Liaison Officer shall notify the School upon removing a student from School property.

Access to Education Records

School officials shall allow the School Liaison Officer to inspect and copy any needed records maintained by the School to the extent allowed by law. The School Liaison Officer shall be a member of the Mahnom County Child Protection Team and may access information in accordance with Minnesota Statute Section 626.558. If some information in a student’s record is necessary in an emergency situation to protect the health or safety of the student or other individuals, School officials may disclose to the School Liaison Officer that information which is needed to respond to the emergency situation. This determination will be based on the need of the information to meet the emergency situation and the extent to which time is of the essence.

If confidential student records information is requested by the School Liaison Officer, but no emergency situation exists, the information may be released only as allowed by law.

Evaluation of the School Liaison Officer

In June of each year the School will provide the Sheriff a performance evaluation report of the School Liaison Officer. The evaluation report shall be in a format mutually agreed

upon by the School and the Sheriff. The evaluation report will be used in the evaluation of the School Liaison Officer by the Sheriff in accordance with county and office policy.

Upon allegations of unlawful or improper conduct by the School Liaison Officer, the School may request immediate removal and/or reassignment of the School Liaison Officer. The Sheriff or his/her designee shall take disciplinary action consistent with the allegations pending completion of a joint Sheriff and School investigation into such allegations.

Upon appropriate documentation of unsatisfactory performance by the School Liaison Officer, the School may request removal and reassignment of the School Liaison Officer. The Sheriff has the authority to reassign the School Liaison Officer at any time.

Liability

Each party hereto shall be solely responsible and liable for the act(s) and/or omission(s) of its own officers, employees, officials, agents, representatives, and members. Each party shall and hereby does indemnify and hold harmless the other from any and all damages, liability, judgments, claims, expenses, fees, costs, actions, demands, and payments of whatsoever kind and nature arising from and/or pertaining to the act(s) and/or omission(s) of its own officers, employees, officials, agents, representatives, and members. This indemnity and waiver shall apply solely with respect to the operation of the School Liaison Program.

Amendments

This Memorandum of Understanding may be amended only upon mutual written agreement executed by both parties.

Emergency Powers Unaffected

Notwithstanding any provision in this Memorandum of Understanding to the contrary, the Sheriff shall retain the authority to temporarily suspend the Sheriff's participation in this program and reassign the School Liaison Officer in the event the Sheriff determines that such suspension and reassignment are necessary for the health, welfare, safety, and best interest of the community, and/or such is required by the Sheriff, ordinance, state law, and/or other exigent and/or compelling circumstances.

Exceptions

Nothing in this document is intended to be an all-inclusive list of duties, responsibilities, or projects. Other duties, responsibilities, or projects may be assigned to the program as necessary and required by the Sheriff to ensure the success of the program.

Term of Memorandum of Understanding

The parties agree that the term of this Memorandum of Understanding shall be for the 2026-2027 academic school year.

Cost of Memorandum of Understanding

For the provision of a School Liaison Officer on School property please see the table below

		<u>2026-2027</u>		
<u>MONTH</u>	<u>SALARY</u>	<u>BENEFITS</u>	<u>MATCHING BENEFITS</u>	<u>TOTAL MONTHLY</u>
September, 2026	\$6,915.04	\$1,260.36	\$1,324.23	\$9,499.63
October, 2026	\$6,915.04	\$1,260.36	\$1,324.23	\$9,499.63
November, 2026	\$6,600.72	\$1,260.36	\$1,264.04	\$9,125.12
TOTAL QTR 1	\$20,430.80	\$3,781.08	\$3,912.50	\$28,124.38
December, 2026	\$7,229.36	\$1,260.36	\$1,384.42	\$9,874.14
January, 2027	\$6,930.00	\$1,260.36	\$1,327.10	\$9,517.46
February, 2027	\$6,600.00	\$1,260.36	\$1,263.90	\$9,124.26
TOTAL QTR 2	\$20,759.36	\$3,781.08	\$3,975.42	\$28,515.86
March, 2027	\$7,590.00	\$1,260.36	\$1,453.49	\$10,303.85
April, 2027	\$7,260.00	\$1,260.36	\$1,390.29	\$9,910.65
May, 2027	\$4,950.00	\$1,260.36	\$947.93	\$7,158.29
TOTAL QTR 3	\$19,800.00	\$3,781.08	\$3,791.70	\$27,372.78
TOTAL YEAR	\$60,990.16	\$11,343.24	\$11,679.62	\$84,013.02
** I do not have the new health insurance rates for 2027 so that will need to be adjusted once we receive that information. Also, any increase in Medicare or PERA rates for 2027 will also need to be adjusted once received. If any changes happen for any of the taxes or health insurance a new chart will be forwarded to you. I also do not have the new COLAs for 2027. Once those have been negotiated I will update the wages on this chart as well.				

** Health insurance rates are not known yet for 2027 and any other benefit changes regarding Medicare and PERA have not been received at this time. Once rates and any other changes have been received for 2027 a new spreadsheet will be completed and sent to you. If you have any questions, please contact Melissa at (218) 936-8392. Thank you.

This Memorandum of Understanding may be cancelled by either party at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of a cancellation, Mahnomon County shall be entitled to payment, determined on a pro rata basis, for services provided.

IN WITNESS WHEREOF, the Parties, intending to be legally bound, have caused their proper and duly authorized officers to execute and deliver this Agreement as of the date when signed.

Dated this ____ day of _____, 2026

Mahnomen School District

Dated this ____ day of _____, 2026

Joshua Guenther
Mahnomen County Sheriff

THUNDERBIRDS



**Mahnomen/Waubun-Ogema-White Earth
Thunderbird Student - Athlete Handbook**

(Reflective of the Cooperate Agreement)

2026-2027

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

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.

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.

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 Mahanomen and Waubesa 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)



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*****

Mahnomen High School

Student-Parent Handbook 2026-2027

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. I encourage you to 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 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!

2026-2027 Student Council Co-Presidents, Mataya Bigbear and Benjamin Tibbetts

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.....	Patti Johnson.....	237
Health Services.....	White Earth.....	111
Student Resource Officer.....	Deputy Hisgun.....	333
District Secretary.....	Delane Schaumburg.....	107
Athletic Director.....	Jon Starkey.....	124
Superintendent.....	Andrea Simon.....	110
AIE/Title VI Coordinator.....	Desiree Linden.....	248

(To contact other school staff call Patti Johnson, 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.

2026-2027 Calendar

August	24	Teacher Work Day
	25-27	Staff In-Service Days
	26	Mahnomen School Open House 3:30-6:00
	31	Para In-Service
September	1	First Day of School
	7	Labor Day – No school for students
October	2	First Quarter Mid-term
	15-16	ED MN - No school
November	5	End of First Quarter
	6	Staff In-Service Day - No school for students
	10 & 12	Parent-Teacher Evening Conferences
	26-27	Thanksgiving Break - No school
December	4	Second quarter midterm
	23	Early out
	24	Winter Break begins –No School Dec 24-Jan 3
January	4	First day of school following Winter Break
	15	End of second quarter
	18	Teacher In-Service – No school for students
February	12	Third quarter mid-term
	15	Presidents Day - No school
	25	High School Evening Conferences
March	8	Staff In-Service day - No school for students
	19	End of third quarter
	26 & 29	Spring break - No school
April	8	High School Evening Registration for 27-28
	16	Fourth quarter mid-term
May	21	Last day for students
	21	Graduation
	21	Last Day for Teachers

<u>Quarter Schedule</u>	<u>Beginning</u>	<u>Mid-Term</u>	<u>End</u>
First Quarter	September 1, 2026	Oct. 2	Nov. 5
Second Quarter	November 9, 2026	Dec. 4	January 15
Third Quarter	January 19, 2027	February 12	March 19
Fourth Quarter	March 22, 2027	April 16	May 21

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 credits (Algebra I, Algebra II, Geometry, or Advanced Math I)
- *Fine Arts--1 credit
- *Physical Education Credits sufficient to satisfy the state standards
- *Health 9-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?
- 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 Mahnomen 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 Mahnomen ISD #432 information technology resources, including email, are subject to all relevant school policies and state and federal laws, including copyright law.

Internet Expectations (Internet Acceptable Use Policy #524)

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/Contact Parent
- **2nd offense:** Students may be restricted from specific websites for a set amount of time.
- **3rd offense:** Students may be restricted from specific websites for the remainder of the school year.

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

Mahnomen 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.

Personal Property

Students are encouraged to leave valuable personal items at home. Cell phones, smart watches, earbuds, jewelry, cash and other electronic devices are brought to school at the owner's own risk. Mahnomen Public School is not responsible for the loss, theft, or damage to personal property brought to school or school-sponsored activities, including items stored in lockers. Students may be required to surrender electronic devices to school staff in accordance with district or classroom expectations. Staff will make reasonable efforts to safeguard collected items; however, the district cannot guarantee against loss, theft or damage. Lockers are provided for student convenience and should not be used to store valuables. Backpacks are not allowed in classrooms.

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, wearables (smartwatches, smart glasses, airpods, etc.), electronic messaging devices and music players (iPods/MP3) can be disruptive to student learning. Students are not allowed to use cell phones/electronic devices on school property from 7:45-3:18 unless specifically authorized by school staff. Students are expected to download and use the required app called "The Commons" if they choose to have their phones in the building during the school day. 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 student's parent/guardian coming to the school to collect the device and/or potential suspension. The Mahanomen 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/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 \$3.30 and lunch cost \$5.35 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.

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.

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.

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 student's name, name and dosage of medication, time to be administered, administration route, and reason for medication.
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 at the discretion of the school nurse.
6. Students who self medicate must have an order from the doctor on file in the office.

Head Lice

If live 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
- grade
- date of the absence
- reason for 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)

Illness-Related Absences

If your child is absent due to illness and is seen by a doctor or other medical provider, please provide a doctor's note to the school when your child returns. The note should include the date of the visit and, when applicable, the dates your child is advised to remain home. Providing medical documentation helps the school properly record the absence as excused.

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**

Our school's 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. All disciplinary action is subject to the discretion of school administrators. Below are general guidelines that provide a range of consequences, which may vary depending on the situation. Every attempt will be made to maintain consistency in the consequences administered to students for unacceptable choices on school property and at school sponsored events. Severe offenses at each level may be subject to the strictest action at each level, at the discretion of school administrators, including services from local law enforcement. Guardians, students and staff may file a complaint to administration related to a behavior they believe did not follow discipline guidelines and the school will begin an investigation within three days. Consequences are considered based on severity of offense, frequency of incidents, and student progress. 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)
- 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.

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.’

Level I Offenses:

- Computer misuse (minor incident)
- Cell phone violation (including recording)
- Disrespectful behavior/offensive language
- Dress code violation
- Forgery/falsification of information/cheating
- Gambling
- Gang symbols (drawing or displaying)**
- Insubordination
- Leaving school grounds
- Nuisance devices (toys, slime, media devices, laser lights, etc.)
- Public displays of affection
- Scuffling/horseplay
- Skipping class
- Trespassing**

Level 1 Consequences:

1st Offense: warning/intervention/detention

2nd Offense: Up to three days of in or out of school suspension

Subsequent Offenses: Up to ten days of in or out of school suspension

**Gang symbols and trespassing are referred to law enforcement

Level II Offenses:

- Bullying (includes cyberbullying)
- Computer misuse (major incident, ex. pornography/damage)
- Fighting or instigating a fight
- Harassment
- Smoking/possession of tobacco
- Stolen property, theft/possession
- Threatening or intimidation of students/staff
- Vandalism
- Vaping or possession of vaping paraphernalia
- Possession of ammunition

Level II Consequences:

1st Offense: Up to three days of in or out of school suspension, possible referral to law enforcement

2nd Offense: Up to five days of in or out of school suspension, possible referral to law enforcement

Subsequent Offenses: Up to ten days of in or out of school suspension, referral to law enforcement, and possible referral to the expulsion review committee

Level III Offenses:

- Burglary
- Disorderly conduct (student does not respond to staff interventions)
- Possession of drug paraphernalia
- Extortion
- Hazing
- Reckless driving (on or around school property)

Level III Consequences:

1st Offense: One to five days of in or out of school suspension, possible referral to law enforcement, restitution when appropriate, possible referral to the expulsion review committee

Subsequent Offenses: One to ten days of in or out of school suspension, referral to law enforcement, and referral to the expulsion review committee

Level IV Offenses:

- Alcohol possession or distribution on school property
- Illegal drugs/marijuana possession or distribution on school property
- False fire alarms/bomb threats/setting fires (including firecrackers and other incinerating devices, chemicals or imploding devices, and tampering with sprinkler systems or fire alarms/extinguishers) on school property.
- Weapon possession (including look-alikes)
- Sexual criminal conduct
- Physical assault to staff/students

Level IV Consequence:

Up to fifteen days out of school suspension, referral to law enforcement and a referral to the expulsion review committee

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 devices, or other illegal substances are 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, Jon Starkey.

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 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
Quiz Bowl
E-Sports

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 2026- 2027



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 will be available in paper form at open house and daily in the elementary office and it is also available online on the district's website. Parents/guardians and students are responsible for reading this handbook.

Adopted By:
The Mahnomen Board of Education

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MAHNOMEN PUBLIC SCHOOL DISTRICT 432

Mrs. Okeson - Elementary Principal

Dear Parents and Students,

Welcome to Mahnomen Elementary School. Our school is committed to creating a safe, respectful, and engaging learning environment where every student has the opportunity to grow academically, socially, and emotionally. We believe that strong partnerships between students, families, and staff are essential to student success.

This handbook is designed to serve as a guide to our school's expectations, procedures, and policies. It is an important resource to help ensure consistency, fairness, and clarity for all members of our school community.

A key component of this handbook is the discipline section. At Mahnomen Elementary, we view discipline as a way to teach and reinforce positive behavior rather than simply respond to misbehavior. Clear expectations and consistent consequences help students understand responsibility, develop self-regulation, and make positive choices.

Our discipline practices are grounded in respect, accountability, and restoration. We strive to create an environment where students feel safe, supported, and understood, while also being held accountable for their actions. The guidelines outlined in this handbook are intended to promote a positive school climate and ensure that learning remains the top priority.

Also, for the safety of your child, requests made for your child's after school schedule, must be phoned to the elementary office by 2:00 PM. I will evaluate any extreme emergency situations. Along the same lines, 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.**

We encourage families to review this handbook carefully and discuss its contents with their child. Working together, we can maintain a school environment where all students can succeed.

Sincerely,

Mandy Okeson
Elementary Principal



2026-2027 CALENDAR DAYS

August	24	Teacher In-Service Day
	25	Teacher In-Service Day
	26	Teacher In-Service & Open House 3:30-6:00
		Teacher Flex Day
September	1	1st Day of School
	4	No School
	7	No School - Labor Day
October	15-16	NO SCHOOL -Education MN Break
November	6	NO SCHOOL- Teacher Work Day
	10	Evening Family Conferences
	12	Evening Family Conference
	13	NO SCHOOL - Family Conferences
	26-27	NO SCHOOL - Thanksgiving Break
December	23	EARLY OUT
	24-31	NO SCHOOL - Winter Break
January	4	School resumes from Winter Break
	18	NO SCHOOL Teacher In-Service Day
February	15	NO SCHOOL - President's Day
	23	Evening Family Conferences
	25	Evening Family Conferences
March	8	NO SCHOOL Teacher In-Service
	26-29	NO SCHOOL - Spring Break
May	21	Last Day of School Early Out - Teacher In-Service

Storm make up days: May 24, 25, 26

ELEMENTARY STAFF

(revised 7/28/26)

PRINCIPAL

Mandy Okeson

DEAN of STUDENTS

Jon Starkey

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

Gerri Swiers

McKenzie Neuhalfen

FOURTH GRADE

Lesley Miller

Michelle Fjeld

Kelly Bistlin

FIFTH GRADE

Erin Guenther

Courtney Stueness

SIXTH GRADE

Kristin Johnson

Amber Korbel

HEAD COOK & FOOD**SERVICE DIRECTOR**

Danielle Uran

COOKS

Ruth Nefzger

Cliff Balentine

April Wadenah

Shirley Anderson

CUSTODIANS

Jason Eggen

Steve Houdek

Lesa Brunner

Kayla Dillon

Darell Skoy

Hannah McGregor

PreK & ECFE

Valla Jaster

Lisa Larson

HEALTH ASST.

White Earth Health Services

INDIAN EDUCATION

Desiree Linden-Coordinator

Meredith McArthur- Success

Coach/ DAC

Lakeisha Londo-Teacher

Jessica Goodwin-Truancy

SOCIAL WORKER

Catherine Olson

MUSIC

Jill Bisek

Megan Argall

PHYSICAL EDUCATION

Steve McMullen

Jamie Nordick

Noah Monson

SPECIAL EDUCATION

Holly Nelson

Laura Gulseth

Michael Cerkowski

Nichole Machart

Lynn Sisson

Amy Rassmussen

**SPEECH & LANGUAGE
THERAPY**

Karen Mitchell

Michelle Geray

TITLE I/ADSIS

Lori Handyside

Dawn Winters

Lisa Kangas

Becky Olson

PARA PROFESSIONALS

Jeanine Houska

Tim LaVoy

Tammy Neis

Catherine Bunker

Jessica Lewis

Tasha Domier

Kaylie Schecker

Jennifer Brunner

Nina Ruschmeier

Haylee Onstad

Robin Bendickson

Dawn Racine

Betty Gunderson

Danika Kochmann

Julia Helm

Dawn Racine

Madison Fairbanks

Hailie Sherer

COMMUNITY ED

Kim Kochmann

**DISTRICT SECRETARY &
TRANSPORTATION**

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 an **E-learning day**, families will be notified by the school's instant alert system. There are assignments linked on our Mahnomon Website under E Learning Day. Teachers will be available from 9-3pm and will be available via Google Meets from 10-11 am & 1-2pm to assist with classroom assignments. Students have two school days to submit their E-Learning school work.

Admittance: New Students/Exiting Students

All student records must be submitted to the elementary office at least two days 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 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 Programming:

The district offers STEAM activities 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.

Attendance

Attendance is necessary for your child to succeed at school. If your child is absent, please call the Mahnomon 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.

Illness-Related Absences:

If your child is absent due to illness and is seen by a doctor or other medical provider, please provide a doctor's note to the school when your child returns. The note should include the date of the visit and, when applicable, the dates your child is advised to remain home. Providing medical documentation helps the school properly record the absence as excused.

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
- * 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.

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 additional offenses; the device will be held until the student's parent/guardian can pick it up from the Principal, and a plan may be set up for 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.

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.

Personal Property

Students are encouraged to leave valuable personal items at home. Cell phones, smart watches, earbuds, jewelry, cash and other electronic devices are brought to school at the owner's own risk. Mahanomen Public School is not responsible for the loss, theft, or damage to personal property brought to school or school-sponsored activities, including items stored in lockers.

Students may be required to surrender electronic devices to school staff in accordance with district or classroom expectations. Staff will make reasonable efforts to safeguard collected items; however, the district cannot guarantee against loss, theft or damage.

Lockers are provided for student convenience and should not be used to store valuables.

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.

Our Staff Support Team will be instrumental in 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 7:55 a.m. - 8:20 a.m. Students are not allowed in the classroom until 8:25 a.m. unless approved by the teacher. 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.

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) if requested. 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 Mahnommen 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 2:00 PM (935-2581). The building principal will evaluate extreme emergency situations after 2:00 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

It is the home's responsibility to check and recheck for the best control. If live 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 **two** days 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. Fever of 100.4 degrees or higher, diarrhea or vomiting will result in a child needing to go home and stay home for 24 hours after the last episode.

Immunization

Minnesota Statutes 1980, Section 123.70, requires all children who are enrolled in a Minnesota school to provide proof of immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. 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

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher can administer prescribed medications, except any form of cannabis, in accordance with law and school district procedures.

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

Parents/guardians are to bring medications to school. School personnel are compelled by law to comply with the above requirements.

Physical Education 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.

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 Earth 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 pride in your accomplishments Take care of classroom materials	Respect yourself, others and property	Positively participate Be prepared Contribute to discussions and activities	Attend school daily Finish assignments on time Learn from mistakes and keep trying	Ask questions when you need help Use your time wisely Complete your own work honestly
In the... Hallways Bathrooms Locker Rooms	Help keep the school clean Report problems to an adult	Use quiet voices Respect school property and others' belongings	Be on time to class Greet others kindly	Go directly to your destination Return promptly from the restroom	Wash your hands Walk safely at all times
In the... Cafeteria & Commons	Take pride in your school Clean up your area	Use good manners Wait your turn patiently	Help others when appropriate Include everyone	Stay in your assigned area Follow adult directions	Use inside voices and table manners Make healthy choices
Participating ... Recess Extra-Curricular Events, Gym Assemblies	Show school spirit Care for equipment	Demonstrate good sportsmanship Include everyone	Participate safely Encourage teammates and classmates	Try your best Challenge yourself to improve	Listen and follow directions Exit quietly and appropriately
Bus and School Vehicles	Keep the bus clean Appreciate privilege to riding the bus	Follow driver directions Respect others and their property	Be a positive role model Report concerns to the driver	Arrive at the bus stop on time Stay seated	Practice bus Safety Dress appropriately for the weather

In the World... At Home Social Media	Represent Mahnomen with pride Make your home and community bully-free Be honest	Be kind and courteous Respect different opinions Use appropriate language	Be a positive member of your community Help others when you can Stand up for others	Make responsible choices Follow laws and family expectations Keep trying with things are difficult	Think before you post or share Use technology safely and responsibility Verify information and give credit to others' work
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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 receive a message from Synergy 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
- Restorative Practice
- Lunch Restriction (NR)
- In School Suspension (ISS) 4-6th grade students
- 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.

In School Suspension (ISS) for 4-6th grade students

- 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.

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 person's name
Falsifying Information	Providing untrue statements verbally or in writing
Insubordination	Willful refusal to follow reasonable directives from school staff
Leaving School	Without permission
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 Conference with Dean of Students or other appropriate staff Class time out Loss of Privilege Restorative Practice	Lunch Restriction Loss of Privilege Restorative Practice ISS (4th -6th grade) Meeting with Parent

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

Burglary	Entering a school building without consent with the intent to commit a crime
Illegal Drugs Prescription Drugs Cannabis/THC	Possession, Use or Distribution on school property
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 (4TH-6TH GRADE)

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

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

(Grades K-6th) 10 discipline referrals may 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.

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 (Internet Acceptable Use Policy #524)

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/Contact Parent
- **2nd offense:** Students may be restricted from specific websites for a set amount of time.
- **3rd offense:** Students may 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.

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.
14. No unnecessary coats or outside clothing may be worn during the school day.

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

625 RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE

I. PURPOSE

The purpose of this policy is to establish guidelines for the responsible, ethical, and transparent use of Artificial Intelligence (AI) within Mahanomen Public Schools. The school district recognizes that AI can support teaching, learning, creativity, and administrative efficiency when used appropriately, while also recognizing the need to protect academic integrity, student and staff privacy, and school district data.

II. GENERAL STATEMENT OF POLICY

- A. The school district supports the appropriate use of AI as a tool to enhance, rather than replace, human thinking, professional judgment, instruction, and decision-making.
- B. Students and staff are responsible for the accuracy and appropriateness of work produced with the assistance of AI. AI-generated information should be reviewed and verified before it is used.
- C. AI use must comply with applicable federal and state law, school district policies, classroom expectations, and data privacy requirements.
- D. The school district will provide students and staff with appropriate guidance and training regarding responsible AI use.

III. STUDENT USE OF AI

- A. Students may use school district-approved AI tools for educational purposes when authorized by a teacher.
- B. Teachers will establish expectations for when and how AI may be used for classroom assignments. Appropriate uses may include brainstorming, explaining concepts, supporting research, receiving feedback, and assisting with the learning process.
- C. Students are responsible for:
 - 1. Following teacher directions regarding AI use;
 - 2. Reviewing and verifying information generated by AI;
 - 3. Identifying or citing AI assistance when required by the teacher;
 - 4. Producing original work when AI use is not authorized; and
 - 5. Protecting personal and confidential information.
- D. Submitting AI-generated work as a student's own work when AI use has not been authorized or disclosed may be considered academic dishonesty.
- E. The level of student access to AI may vary based upon student age, instructional purpose, and teacher direction. AI use with younger students should be more structured and teacher-directed.

IV. STAFF USE OF AI

- A. Staff may use school district-approved AI tools to support instruction and work responsibilities, including lesson planning, differentiation, curriculum development, research, drafting documents, administrative tasks, and other appropriate professional purposes.
- B. Staff remain professionally responsible for any work completed with the assistance of AI. AI should not replace professional judgment or serve as the sole basis for consequential decisions regarding students or employees.
- C. Staff must review AI-generated information for accuracy, appropriateness, bias, and completeness before using or sharing it.
- D. Staff supervising student AI use will communicate expectations regarding appropriate use, attribution, fact-checking, and academic integrity.

- E. AI detection tools should not be used as the sole basis for determining that a student improperly used AI.

V. PRIVACY AND DATA PROTECTION

- A. Students and staff shall not enter confidential, private, personally identifiable, or sensitive school district information into publicly available AI tools.
- B. Protected information includes, but is not limited to:
 - 1. Student education records;
 - 2. IEP or Section 504 information;
 - 3. Medical information;
 - 4. Personnel information;
 - 5. Passwords or account credentials;
 - 6. Social Security numbers or financial information; and
 - 7. Other nonpublic school district information.
- C. AI use must comply with FERPA, COPPA, IDEA, the Minnesota Government Data Practices Act, and other applicable privacy requirements.

VI. PROHIBITED USES

Students and staff may not use AI to:

- 1. Violate school district policy or applicable law;
- 2. Engage in bullying, harassment, discrimination, threats, or intimidation;
- 3. Create or distribute obscene, sexually explicit, or otherwise prohibited material;
- 4. Impersonate another individual through deepfakes, voice cloning, synthetic media, or similar technologies;
- 5. Circumvent academic expectations or misrepresent AI-generated work as original work; or
- 6. Enter or disclose confidential school district, student, or employee information in an unauthorized AI system.

VII. APPROVED AI TOOLS

- A. The superintendent or designee will establish procedures for reviewing and approving AI tools for school district use.
- B. Considerations may include student and staff privacy, data security, age appropriateness, accessibility, educational value, vendor practices, and compliance with federal and state law.
- C. Staff should consult administration or the school district technology department before introducing an AI tool that collects student information or requires students to create individual accounts.

VIII. HUMAN OVERSIGHT

- A. AI is an assistive tool and not an autonomous decision-maker.
- B. School district employees remain responsible for decisions involving students, staff, school district operations, finances, and other official school district matters.
- C. AI shall not serve as the sole basis for student discipline, special education determinations, student placement, employee discipline, or other consequential decisions.
- D. When AI materially contributes to a consequential decision, appropriate human review must occur.

IX. VIOLATIONS

- A. Student violations of this policy may be addressed under the school district's Student Discipline Policy, academic integrity expectations, and applicable building or classroom rules.
- B. Employee violations may result in corrective or disciplinary action consistent with school district policy, applicable collective bargaining agreements, and law.

- C. Concerns regarding inappropriate AI use should be reported to a teacher, building administrator, superintendent, or designee.

X. TRAINING AND REVIEW

- A. The school district will provide reasonable guidance and training to staff and students regarding appropriate AI use, privacy, academic integrity, and emerging AI-related concerns.
- B. Because AI technology is rapidly changing, the superintendent or designee will periodically review school district AI practices and recommend revisions to this policy or related procedures as needed.

Legal References:

Minn. Stat. §§ 13.02, 13.03, 13.05, 13.32 (Government and Educational Data)
15 U.S.C. §§ 6501-6506 (Children's Online Privacy Protection Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. §§ 1400-1419 (Individuals with Disabilities Education Act)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act)

Cross References:

Policy 506 (Student Discipline)
Policy 514 (Bullying Prohibition Policy)
Policy 515 (Protection and Privacy of Pupil Records)
Policy 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety Policy)
Policy 524.5 (Personal Electronic Communication Devices)

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent **in addition to a doctor's signature**. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).

- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- J. Specific Exceptions:
 - 1. Special health treatments and health functions such as catheterization, tracheotomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
 - 2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
 - 3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
 - 4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
 - 5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:

- a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
- b. the inhaler is properly labeled for that student; and
- c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the School District employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:

- a. that are used off school grounds;
- b. that are used in connection with athletics or extracurricular activities; or
- c. that are used in connection with activities that occur before or after the regular school day

are not governed by this policy.

7. Nonprescription Medication. Students may not possess or self-administer nonprescription medication during the school day. Nonprescription medication must be provided to and maintained by designated school personnel and may be administered in accordance with school district procedures and with written authorization from the student's parent or guardian. Students may not carry nonprescription medications on their person, in backpacks, lockers, or other personal belongings unless otherwise required by law or specifically authorized through an IEP, Section 504 Plan, or Individual Health Plan (IHP).

8. At the start of each school year, or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed non-syringe injectors of epinephrine that enables the student to:
 - a. possess non-syringe injectors of epinephrine; or
 - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to non-syringe injectors of epinephrine in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering non-syringe injectors of epinephrine when required, consistent with state law. The health plan may be included in a student's § 504 plan.

K. "Parent" for students 18 years old or older is the student.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Non-syringe Injectors of Epinephrine; Model Policy)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
20 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794, *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

721 UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

[NOTE: School districts are required by the federal Uniform Grant Guidance (UGG) regulations, 2 Code of Federal Regulations, Part 200, to have policies that establish uniform administrative requirements, cost principles, and audit requirements for federal awards to non-federal entities including school districts. In June 2018, the United States Office of Management and Budget increased the threshold dollar amounts for both simplified acquisition costs (\$250,000) and micro-purchases (\$10,000).]

I. PURPOSE

The purpose of this policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

II. DEFINITIONS

- A. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations, section 200.431 (Compensation - Fringe Benefits).
- B. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations, Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- C. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- D. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000.
- E. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:
 1. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations, section 200.101 (Applicability); or
 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in 2 Code of Federal Regulations, section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
 3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- F. Grants
 1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
 2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

[NOTE: All requirements outlined in this policy apply to both direct grants and state-administered grants.]
- G. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations, section 200.431(g) for retirees and their spouses, dependents, and survivors.

I. Procurement Methods

1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations, Subpart 2.1 or as periodically adjusted for inflation).
2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$175,000 (periodically adjusted for inflation).
3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.

J. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.

K. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.

L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

III. CONFLICT OF INTEREST

A. Employee Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

B. Organizational Conflicts of Interest

The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

C. Disclosing Conflicts of Interest

The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policies.

IV. ACCEPTABLE METHODS OF PROCUREMENT

A. General Procurement Standards. The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are considered.
- H. Methods of Procurement
 - 1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
 - 2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
 - 3. Procurement by sealed bids (formal advertising).
 - 4. Procurement by competitive proposals. Requests for proposals must be publicized, proposals solicited from an adequate number of qualified sources, evaluations conducted under written methods, and contracts awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
 - 5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when the item is available only from a single source; a public exigency or emergency will not permit delay; DOE or MDE expressly authorizes it; or competition is determined inadequate after solicitation.
- I. Competition. The school district must have written procedures for procurement transactions that clearly describe technical requirements and identify all requirements and evaluation factors.
- J. The school district must ensure that all prequalified lists of persons, firms, or products used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
- K. Non-federal entities are prohibited from contracting with or making subawards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.
- L. All nonprocurement transactions entered into by a recipient, irrespective of award amount, are considered covered transactions unless exempt under applicable federal regulations.

V. CREDIT CARD USE

- A. Access to school district credit cards shall be limited exclusively to the Superintendent and Business Manager. No other school district employee shall be issued, possess, retain, or have direct access to a school district credit card.
- B. All credit card purchases must be for authorized school district purposes and follow applicable purchasing and approval procedures.
- C. Staff requesting a purchase requiring use of a school district credit card must submit an approved requisition or purchase order. The Superintendent or Business Manager will make or facilitate the purchase.
- D. School district credit cards shall not be used for personal purchases or other unauthorized expenditures.

E. Itemized receipts and appropriate supporting documentation are required for all credit card purchases and shall be submitted to the Business Office.

F. Credit card statements shall be reviewed and reconciled monthly, with appropriate documentation maintained by the school district.

VI. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS

A. Property Standards

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. The school district must adhere to applicable federal requirements concerning real property, equipment, supplies, and intangible property.

B. Equipment

1. Property records must be maintained that include a description of the property; identification number; source of funding; title holder; acquisition date; cost; federal participation; location, use, and condition; and disposition data.
2. A physical inventory of the property must be taken and reconciled with property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft. Any loss, damage, or theft must be investigated.
4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell property, proper sales procedures must be established to ensure the highest possible return.

C. Cybersecurity. The school district must take reasonable cybersecurity and other measures to safeguard personally identifiable information and other sensitive information consistent with applicable federal, state, local, and tribal laws.

VII. FINANCIAL MANAGEMENT REQUIREMENTS

- A. Financial Management. The school district's financial management systems and records must be sufficient to permit required reporting and tracing of funds to establish that funds have been used according to applicable statutes, regulations, and award terms.
- B. Payment. Advance payments must be limited to minimum amounts needed and timed as closely as administratively feasible to actual disbursements. The school district must make timely payment to contractors in accordance with contract provisions.
- C. Internal Controls. The school district must establish and maintain effective internal control over federal awards, evaluate and monitor compliance, take prompt action on identified noncompliance, and safeguard protected personally identifiable information.

VIII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds. The school district administration and board will enforce appropriate procedures and penalties for staff responsible for allocation of federal grant costs based on allowability and conformity with federal cost principles.

B. Definitions

1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. "Education Department General Administrative Regulations (EDGAR)" means regulations that apply to federal education programs and govern administration and allowable use of federal funds.
3. "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. "Advance payment" means a payment made by a federal awarding agency or pass-through entity before the non-federal entity disburses funds for program purposes.

C. Allowable Costs. Costs may be allowable under federal regulations under specific conditions, including advisory councils; audit services; bonding; communication; compensation; depreciation; employee

morale, health and welfare; equipment and capital expenditures; insurance; maintenance and repairs; materials and supplies; meetings and conferences; memberships; security; professional services; printing; rentals; training; and travel.

- D. Costs Forbidden by Federal Law. Federal funds may not be used for costs prohibited by applicable federal law and regulations, including, as applicable, alcoholic beverages, bad debts, donations, entertainment, fines and penalties, goods or services for personal use, and other prohibited expenditures.
- E. Program Allowability. Any cost paid with federal education funds must be permissible under the federal program supporting the cost and consistent with the purposes and requirements of that program.
- F. Federal Cost Principles. Costs must be necessary, reasonable, allocable, authorized under state and local rules, and adequately documented.
- G. Program Specific Fiscal Rules. Costs must comply with program-specific fiscal requirements, including supplement-not-supplant requirements where applicable.
- H. Approved Plans, Budgets, and Special Conditions. Costs must be consistent with approved program plans, budgets, and all terms and conditions of federal awards.
- I. Training. The school district will provide training on allowable use of federal funds to staff involved in federal programs and promote coordination among staff.
- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including termination of employment.
- K. Mandatory Disclosures. The school district must make disclosures required by federal law when it has credible evidence of fraud, conflict of interest, bribery, gratuity violations, or other matters requiring disclosure.

IX. COMPENSATION - PERSONAL SERVICES EXPENSES AND REPORTING

- A. Compensation - Personal Services. Costs of compensation are allowable to the extent they satisfy Uniform Grant Guidance requirements, are reasonable for services rendered, conform to established written school district policy, and follow appointments made in accordance with school district policy and applicable federal law.
- B. Compensation - Fringe Benefits. Fringe benefit costs are allowable when provided under established written policies, equitably allocated, and consistently accounted for in accordance with applicable federal requirements.
- C. Insurance and Indemnification. Types, extent, and cost of coverage shall be in accordance with school district policy and sound business practice.
- D. Recruiting Costs. Short-term travel visa costs may be directly charged to a federal award when critical and necessary, allowable, consistent with school district accounting practices and policy, and meeting the definition of direct cost.
- E. Relocation Costs of Employees. Relocation costs are allowable subject to federal limitations and school district reimbursement policy.
- F. Travel Costs. Travel costs may be charged on an actual cost, per diem, mileage, or combination basis when consistently applied and in accordance with school district reimbursement and travel policies. When charged directly to a federal award, documentation must establish that participation is necessary and costs are reasonable.

Legal References:

- 2 C.F.R. § 200.1 (Definitions: Capital Assets)
- 2 C.F.R. § 200.112 (Conflict of Interest)
- 2 C.F.R. § 200.113 (Mandatory Disclosures)
- 2 C.F.R. § 200.302 (Financial Management)
- 2 C.F.R. § 200.303 (Internal Controls)
- 2 C.F.R. § 200.313(d) (Equipment)
- 2 C.F.R. § 200.318 (General Procurement Standards)
- 2 C.F.R. § 200.319(c) (Competition)
- 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)

2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
2 C.F.R. § 200.430 (Compensation - Personal Services)
2 C.F.R. § 200.431 (Compensation - Fringe Benefits)
2 C.F.R. § 200.474 (Transportation Costs)
2 C.F.R. § 200.475 (Travel Costs)

Cross References:

MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 210 (Conflict of Interest - School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

902 USE OF SCHOOL DISTRICT FACILITIES AND EQUIPMENT

I. PURPOSE

The purpose of this policy is to provide guidelines for community use of school facilities and equipment.

II. GENERAL STATEMENT OF POLICY

The school board encourages maximum use of school facilities and equipment for community purposes if, in its judgment, that use will not interfere with use for school purposes.

III. SCHEDULED COMMUNITY EDUCATION CLASSES AND ACTIVITIES

- A. The Community Education Director shall be charged with the process of scheduling rooms and special areas for community education classes and activities planned to be offered during each session.
- B. Procedures for providing publicity, registration, and collection of fees shall be the responsibility of the school district Community Education Director.
- C. Registration fees may be structured to include a pro-rata portion of costs for custodial services that may be needed.

IV. GENERAL COMMUNITY USE OF SCHOOL FACILITIES

- A. The school board may authorize the use of school facilities by community groups or individuals. It may impose reasonable regulations and conditions upon the use of school facilities as it deems appropriate.
- B. Requests for use of school facilities by community groups or individuals shall be made through the school district Community Education office. The Community Education Director will present recommended procedures for the processing and review of requests to the school board. Upon approval by the school board, such procedures shall be an addendum to this policy.
- C. The school board may require a rental fee for the use of school facilities. Such fee may include the cost of custodial and supervisory service if deemed necessary. It may also require a deposit or surety bond for the proper use and repair of damage to school facilities. A rental fee schedule, deposit or surety bond schedule, and payment procedure shall be presented for review and approval by the school board.
- D. When emergencies or unusual circumstances arise that necessitate rescheduling the use of school facilities, every effort will be made to find acceptable alternative meeting space.
- E. Community groups or individuals using school district facilities shall provide a Certificate of Liability Insurance naming Mahanomen Public Schools, ISD #432, as an additional insured, in coverage amounts established by the school district. Proof of required coverage must be provided and approved prior to use of the facility.

V. USE OF SCHOOL EQUIPMENT

The administration and the Community Education Director will present a procedure to the school board for review and approval regarding the type of equipment that is available for community use, the extent to which it may be utilized, and the manner by which it may be scheduled for use and any charges to be made relating thereto. Upon approval of the school board, such procedure shall be an addendum to this policy.

VI. RULES FOR USE OF FACILITIES AND EQUIPMENT

The school board expects members of the community who use facilities and equipment to do so with respect for school district property and an understanding of proper use. Individuals and groups shall be responsible for damage to facilities and equipment.

Legal References:

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses For School and Nonschool Purposes; Closings)

Cross References:

MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

MSBA/MASA Model Policy 901 (Community Education)

Brent Miller-CTE Construction Careers Teacher
Wood shop room 209
September 1, 2026

To the Members of the Mahanomen School Board,

SUBJECT: Proposal to Implement Student-Paid Material Fees for wood shop classes.

Dear Members of the Board,

I am writing to formally request the Board's review and approval for a policy adjustment regarding instructional material costs. Specifically, I propose that students enrolled in IT-8, Intro to wood, Wood I and Woods II, directly cover the costs/partial costs of their specialized, consumable materials starting in the fall of 2026.

Currently, the institution absorbs these costs within the general operating budget. However, due to rising supply chain expenses and recent budget tightening, maintaining this model compromises our ability to provide quality instruction.

The proposed material fees are strictly tied to consumable items that the students keep or deplete entirely during the term. The itemized cost breakdown is as follows:

- **IT 8: year long class** \$25 per student for [examples: co2 dragster kits, bridge building and tower kits, lumber used in building projects, and lumber used for CNC projects]
- **Intro to woods: semester class** \$50 per student for [example: raw lumber for projects. Student build 4+ projects in this class]
- **Woods I: year long class** \$50 per student with possible more if building something that requires more funding. Students build night stands and other projects they design.
- **Woods II: year long class** \$50 per student with possibility of more depending on what is built. Students will be able to design and build their own projects as well as help with a big project for constructional careers: fish house or shed for possible examples.

Thank you for your time, consideration, and continued dedication to our students' academic environment.

Sincerely,

Brent Miller

**SCHOOL-BASED MENTAL HEALTH
Mutual Benefit Service & Space Agreement
By and Between
ALLUMA
AND
MAHNOMEN ISD 432**

PREAMBLE

Alluma, Inc. (hereinafter referred to as "CONTRACTOR"), whose address is 603 Bruce Street, Crookston, Minnesota 56716, and Mahnomen ISD 432 (hereinafter referred to as the "DISTRICT"), whose address is 310 W Madison Avenue, Mahnomen, MN 56557, hereby enter into this contract. For the purposes of this contract, the term "Party/Parties" means CONTRACTOR and the DISTRICT collectively. CONTRACTOR and the DISTRICT, in consideration of the mutual promises expressed below and intending to be legally bound, agree to the following provisions.

RECITALS

WHEREAS, the CONTRACTOR wishes to provide behavioral health services to children at locations more convenient to the children and their families, and

WHEREAS, the DISTRICT wishes to purchase Behavioral Health and/or Social Work Services, and

WHEREAS, the DISTRICT has space available to allow the CONTRACTOR to provide services to children, and

WHEREAS, the CONTRACTOR is duly qualified to provide Behavioral Health and/or Social Work Services, and

WHEREAS, there are funds available for the purchase of these services;

NOW, THEREFORE, in consideration of the mutual benefit of the agreements hereinafter set forth, the DISTRICT and the CONTRACTOR agree as follows:

**ARTICLE I
CONTRACTOR DUTIES/SCOPE OF WORK**

CONTRACTOR shall provide the services and perform the work as specified in the following:

As necessary, CONTRACTOR shall report to the DISTRICT's point of contact for this contract. ("Contract Manager", Dr. Andrea Simon or designee, Mahnomen ISD 432, 310 W Madison Avenue, Mahnomen, MN 56557; Telephone number: (218) 935-2211; E-mail: andrea.simon@mahnomen.k12.mn.us)

CONTRACTOR shall assign qualified staff to provide services as outlined in the Scope of Work (Exhibit 1) as prioritized by the DISTRICT for the amount and manner of compensation as set forth in ARTICLE IV of this contract.

Should staff not be available due to vacancies or other reasons, the CONTRACTOR shall not bill for nor in any other way request remuneration for DISTRICT-purchased services outlined in the Scope of Work (Exhibit 1).

CONTRACTOR shall consult with DISTRICT Contract Manager or designee, as necessary to ensure mutual understanding of the work to be performed and the satisfactory completion thereof.

CONTRACTOR shall notify DISTRICT when CONTRACTOR staff will be absent from the DISTRICT facility due to illness, time off or to attend to CONTRACTOR-assigned duties.

DISTRICT may, from time to time as it deems appropriate, communicate specific instructions and requests to the CONTRACTOR concerning the performance of the work described in this contract. Upon such notice and within ten (10) days after receipt of instructions, the CONTRACTOR shall comply with such instructions and fulfill such requests to the satisfaction of DISTRICT. It is expressly understood by the Parties that these instructions and requests are for the sole purpose of ensuring satisfactory completion of the work described in this contract. They are not intended to amend or alter this contract or any part thereof. All such instructions and requests shall be communicated to the CONTRACTOR by the DISTRICT Contract Manager or designee.

The CONTRACTOR shall furnish its own support staff and services as necessary for the satisfactory performance of the work described in ARTICLE I, above. Unless otherwise specified in this contract, DISTRICT will not provide any other staff, services, or materials to the CONTRACTOR for the purpose of assisting the CONTRACTOR in the performance of this contract.

ARTICLE II USE OF DISTRICT SPACE

DISTRICT shall provide private, confidential space for the delivery of Behavioral Health Services by the CONTRACTOR. The CONTRACTOR may furnish and equip the space as needed to meet applicable standards for providing mental health care to youth. The CONTRACTOR shall not install any permanent furnishings or make structural changes without the prior written consent of the DISTRICT.

DISTRICT shall provide CONTRACTOR with a copy of the DISTRICT's safety/threat assessment procedures so that CONTRACTOR staff are aware and follow procedures accordingly. DISTRICT shall ensure that communication systems used in DISTRICT safety procedures (i.e., phone, intercom) are available to CONTRACTOR staff in the assigned space so that CONTRACTOR staff are aware of emergent issues.

CONTRACTOR shall utilize DISTRICT-provided space to provide services to DISTRICT students who are active clients of the CONTRACTOR.

CONTRACTOR employees are responsible for learning and following the culture and applicable policies and procedures (i.e., emergency policies) in each of the buildings where they are assigned.

CONTRACTOR employees will participate in any DISTRICT-required training on crisis response, restraint and seclusion, and fire and emergency operations.

CONTRACTOR employees are responsible for developing and maintaining safe, effective and professional relationships with staff, students and administration in each building.

ARTICLE III TIME OF PERFORMANCE

This contract shall be in effect from August 1, 2026 through July 31, 2027, unless this contract is suspended or terminated pursuant to ARTICLE X prior to the termination date.

The CONTRACTOR shall neither perform work nor receive payment for work performed under this contract for any time period prior to the effective date set forth in ARTICLE III, above.

The CONTRACTOR shall neither perform work nor receive payment for work performed under this contract for any time period after the termination date set forth in ARTICLE III, above.

ARTICLE IV COMPENSATION FOR SERVICES

In consideration of the services provided pursuant to ARTICLE I of this contract, DISTRICT agrees to pay compensation as follows:

Compensation for Purchased Services: Reimbursement will be made for services selected by the DISTRICT (Exhibit 1) as provided by CONTRACTOR staff. The reimbursed rate shall be set at \$140.00 per hour.

It is expressly understood by DISTRICT and CONTRACTOR that the terms of this contract limit the total compensation for services for the period beginning August 1, 2026 through July 31, 2027 to a maximum of ten thousand dollars (\$10,000.00).

CONTRACTOR shall prepare a monthly invoice for services provided to the DISTRICT by CONTRACTOR staff and shall submit the invoice to the DISTRICT for payment.

ARTICLE V INDEPENDENT CONTRACTOR

Within the scope of clinical licensure, certifications, clinical disciplines and services provided, the CONTRACTOR shall retain full discretion of the method and manner of performing the services set forth herein, in accordance with the terms hereof.

No agency, employment, joint venture or partnership has been or will be created between the Parties hereto pursuant to the terms and conditions of this agreement. DISTRICT is not liable for workers' compensation or unemployment compensation payments required. In addition, the CONTRACTOR assumes responsibility for tax liabilities that result from compensation paid to the CONTRACTOR by DISTRICT. DISTRICT will report any payment made under this contract to the Internal Revenue Service on Form 1099.

No provision contained in this contract shall be construed as entitling the CONTRACTOR to participate in hospital plans, medical plans, sick leave benefits, vacation, and other benefits available to employees of DISTRICT.

The CONTRACTOR certifies that all approvals, licenses or other qualifications necessary to conduct business in Minnesota have been obtained and are operative. If at any time during the contractual period the CONTRACTOR becomes disqualified from conducting business in Minnesota, for whatever reason, the CONTRACTOR shall immediately notify DISTRICT of the disqualification.

ARTICLE VI SUB-CONTRACTING

The CONTRACTOR shall not enter into subcontracts for any of the work contemplated under this contract without written approval of DISTRICT. If approved, all subcontracts shall be subject to the requirements of this contract. The CONTRACTOR shall be responsible for the performance of any subcontractor.

ARTICLE VII CONFLICT OF INTEREST AND ETHICS LAWS

The CONTRACTOR hereby covenants that neither the CONTRACTOR nor any officer, member or employee of the CONTRACTOR has an interest, personal or otherwise, direct or indirect, which is incompatible or in conflict with or would compromise in any manner or degree with the discharge and fulfillment of his or her functions and responsibilities under this contract.

Neither the CONTRACTOR nor any officer, member or employee of the CONTRACTOR shall, prior to the completion of such work and payment for such work, acquire any interest, personal or otherwise, direct or indirect, which is incompatible or in conflict with or would compromise in any manner or degree with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of such work.

The CONTRACTOR shall not promise or give to any DISTRICT employee anything of value that is of such character as to manifest a substantial and improper influence upon the employee with respect to his or her duties. The CONTRACTOR shall not solicit a DISTRICT employee to violate any DISTRICT rule or policy relating to the conduct of contracting parties.

ARTICLE VIII EQUAL EMPLOYMENT OPPORTUNITY

In carrying out this Agreement, each Party will comply with applicable federal and Minnesota nondiscrimination and equal employment laws, including the Minnesota Human Rights Act, Minn. Stat. ch. 363A; Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act; and Section 504 of the Rehabilitation Act of 1973, as applicable.

ARTICLE IX CONFIDENTIALITY OF CLIENT PROTECTED HEALTH INFORMATION

Governing Law. The Parties hereby agree that behavioral health services provided in this contract are considered health services and the information generated is protected under the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and are further protected under the Minnesota Data Privacy Act.

HIPAA Compliance. CONTRACTOR and DISTRICT agree to enter into a Business Associate Agreement (Exhibit 2) and to follow the parameters set forth therein.

Safeguard of Client Information. The use or disclosure by any Party of information concerning an eligible client in violation of any rules or confidentiality provided for in the governing laws, ARTICLE IX or for any purposes not directly connected with DISTRICT's or CONTRACTOR's responsibility with respect to the Purchased Services hereunder is prohibited except with written consent of such eligible client, the client's responsible parent or guardian or other legal representative in conformance with these laws and regulations. The DISTRICT's Superintendent is designated as responsible for compliance with the requirements of ARTICLE IX.

ARTICLE X SUSPENSION AND TERMINATION

Either Party may suspend or terminate this contract for any reason ninety (90) days after delivery of written notice to the other Party

DISTRICT may suspend or terminate this contract immediately after delivery of written notice to the CONTRACTOR if DISTRICT discovers any illegal conduct on the part of the CONTRACTOR.

The CONTRACTOR, upon receipt of notice of suspension or termination, shall cease work on the suspended or terminated activities under this contract, suspend or terminate any subcontracts relating to such suspended or terminated activities, take all necessary or appropriate steps to limit disbursements and minimize costs, and furnish a report, as of the date of receipt of notice of suspension or termination describing the status of all work under this contract, including without limitation, results accomplished, conclusions resulting therefrom, and such other matters as DISTRICT may require.

In the event of suspension or termination under this ARTICLE, the CONTRACTOR shall be entitled to compensation for the work performed prior to receipt of notice of termination or suspension, which shall be calculated by DISTRICT based on the rate set forth in ARTICLE IV, less any funds previously paid by or on behalf of DISTRICT. DISTRICT shall not be liable for any further claims, and the claims submitted by the CONTRACTOR shall not exceed the total amount of compensation allowed by this contract.

ARTICLE XI BREACH OR DEFAULT

Upon breach or default by the CONTRACTOR of any of the provisions, obligations or duties embodied in this contract, DISTRICT may exercise all administrative, contractual, equitable or legal remedies available, without limitation. The waiver of any occurrence of breach or default is not a waiver of subsequent occurrences, and DISTRICT retains the right to exercise all remedies hereinabove mentioned.

If DISTRICT or the CONTRACTOR fails to perform an obligation or obligations under this contract and thereafter such failure is waived by the other Party, such waiver shall be limited to the particular failure so waived and shall not be deemed to waive other failures hereunder. Waiver by DISTRICT shall not be effective unless it is in writing and signed by the DISTRICT Contract Manager.

ARTICLE XII LIMITATION OF LIABILITY & INSURANCE

The CONTRACTOR holds DISTRICT harmless from any and all liability, suits, losses, judgments, damages, or any other demands arising out of the actions or omissions of the CONTRACTOR while performing this contract. The CONTRACTOR agrees to defend against claims for injury or legal action arising from this contract if called upon by DISTRICT to do so.

The CONTRACTOR further agrees, in order to protect itself and the DISTRICT under the indemnity provisions set forth above, to at all times during the term of this contract, have and keep in force a liability insurance policy in the amount of \$1,000,000 for bodily injury or property damage to any one person and \$3,000,000 for total injuries or damages arising from any one incident.

DISTRICT's liability for damages, whether in contract or in tort, shall not exceed the total amount of compensation payable to the CONTRACTOR under ARTICLE IV or the amount of direct damages incurred by the CONTRACTOR, whichever is less. The CONTRACTOR's sole and exclusive remedies for DISTRICT's failure to perform under the contract shall be as set forth in this ARTICLE.

In no event shall DISTRICT be liable for any indirect or consequential damages, including loss of profit, even if DISTRICT knew or should have known of the possibility of such damages.

Neither Party is responsible to the other Party for nonperformance or delay in performance of the terms of the contract due to acts of God, wars, riots, strikes, or other causes beyond the control of the Parties.

ARTICLE XIII AMENDMENTS

Amendment: Except as otherwise stated in this Agreement, any alterations, variations, modifications, or waivers of provisions of this contract shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this contract.

Extent of Contract: This contract and additional and supplementary documents incorporated herein by specific reference contain all the terms and conditions agreed upon by the Parties hereto and no

other contracts, oral or otherwise, regarding the subject matter of this contract or any part thereof shall have any validity or bind either of the Parties hereto.

**ARTICLE XIV
WRITTEN NOTICES**

All written notices required by this contract shall be in writing and deemed received if personally delivered or sent by United States mail, registered or certified, return receipt requested, postage prepaid, to the addresses set forth hereunder or to such other addresses designated in writing by any of the Parties in accordance with this provision.

IN WITNESS WHEREOF, the Parties, by signing below, indicate their agreement to the above.

Dr. Andrea Simon
Superintendent
Mahnomen ISD 432

Date

Shauna Reitmeier, LICSW (Signatory for Alluma)
Executive Officer
Alluma, Inc.

Date

Amy Bartz, LICSW (Contract Manager for Alluma)
Youth & Family Services Director
Alluma, Inc.

Date

EXHIBIT 1 SCOPE OF WORK FOR CONTRACTOR

The DISTRICT may, at its discretion, request that the CONTRACTOR staff assigned to fulfill the duties of the contract complete any combination of the options below for which the CONTRACTOR staff is duly qualified to provide:

DISTRICT Student Support Services

CONTRACTOR will provide mental health expertise and school-based support using the DISTRICT funds identified in this Agreement. Services may include:

- **School Staff and Administration Support:** Consultation, coordination, and mental health support for DISTRICT staff and administration. This may include consultation regarding Alluma clients, general clinical guidance regarding student needs, student support meetings, professional development activities, and consultation with teachers or administrators.
- **Student Contact and Support for Non-Alluma Clients:** Brief, short-term support or meetings with students who are not currently enrolled with Alluma. If ongoing or recurring needs are identified, CONTRACTOR may recommend referral for appropriate services, including enrollment with Alluma.
- **School Social Work Support:** When DISTRICT needs and available funding allow, CONTRACTOR may provide limited assistance with school-based resource needs such as coordinating donations, hygiene or school supply drives, winter clothing distribution, holiday giving activities, and similar student or family support activities. These activities are intended to supplement, rather than take priority over, student mental health support and consultation with DISTRICT staff and administration.

Services provided under this section will be based on DISTRICT needs, available CONTRACTOR capacity, and the funding available under this Agreement.

EXHIBIT 2 BUSINESS ASSOCIATE AGREEMENT

This Agreement is between Mahnomen ISD 432, 310 W Madison Avenue, Mahnomen, MN 56557 (hereafter referred to as “Business Associate”) and Alluma, Inc., 603 Bruce Street, Crookston, MN 56716 (hereinafter referred to as “Covered Entity”). Alluma, Inc., as the Covered Entity, provides school-based mental health services under the Parties’ Mutual Benefit Service & Space Agreement.

Specific definitions:

- (a) Business Associate. “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean Mahnomen ISD 432.
- (b) Covered Entity. “Covered Entity” shall generally have the same meaning as the term “covered entity” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean Alluma, Inc.
- (c) Individual. “Individual” shall have the same meaning as the term “individual” in 45 CFR 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR 164.502(g).
- (d) Privacy Rule. “Privacy Rule” shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- (e) Protected Health Information (PHI). “PHI” shall have the same meaning as the term “protected health information” in 45 CFR 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- (f) Required by Law. “Required by Law” shall have the same meaning as the term “required by law” in 45 CFR 164.501.
- (g) Secretary. “Secretary” shall mean the Secretary of the Department of Health and Human Services or the Secretary’s designee.
- (h) HIPAA Rules. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.
- (i) The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Minimum Necessary, Notice of Privacy Practices, Security Incident, Subcontractor, Unsecured PHI, and Use.

1. PURPOSE

The purpose of this Agreement is to establish a business associate agreement in order to protect the privacy of protected health information (PHI) in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (HIPAA) and regulations promulgated thereunder by the U.S. Department of Health and Human Services and other applicable laws.

2. SCOPE

The scope of this Agreement shall be limited to the exchange of diagnostic and functional assessments, treatment plans, and other relevant information for the purposes of client care coordination.

3. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

Except as otherwise limited in this Agreement, Business Associate may use or disclose PHI to perform functions, activities, or services for, or on behalf of, Alluma, Inc. as specified in this Agreement. In performance of services under this Agreement, Business Associate agrees:

- (a) Not to use or disclose PHI other than as permitted or required by the Agreement or as required by law;
- (b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic PHI, to prevent use or disclosure of PHI other than as provided for by the Agreement;
- (c) Report to Covered Entity any use or disclosure of PHI not provided for by the Agreement of which it becomes aware, including breaches of unsecured PHI as required at 45 CFR 164.410, and any security incident of which it becomes aware;
- (d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit PHI on behalf of the Business Associate agree to the same restrictions, conditions, and requirements that apply to the Business Associate with respect to such information;
- (e) Make available PHI in a designated record set to the Covered Entity as necessary to satisfy Covered Entity's obligations under 45 CFR 164.524;
- (f) Make any amendment(s) to PHI in a designated record set as directed or agreed to by the Covered Entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy Covered Entity's obligations under 45 CFR 164.526;
- (g) Maintain and make available the information required to provide an accounting of disclosures to the Covered Entity as necessary to satisfy Covered Entity's obligations under 45 CFR 164.528;
- (h) To the extent the Business Associate is to carry out one or more of Covered Entity's obligations under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the Covered Entity in the performance of such obligations; and
- (i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

4. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

- (a) Business Associate may only use or disclose PHI for care coordination activities.
- (b) Business Associate may use or disclose PHI as required by law.
- (c) Business Associate agrees to make uses and disclosures and requests for PHI consistent with Covered Entity's minimum necessary policies and procedures.
- (d) Business Associate may not use or disclose PHI in a manner that would violate Subpart E of 45 CFR Part 164 if done by Covered Entity, except for the specific uses and disclosures set forth below.
- (e) Business Associate may use PHI for the proper management and administration of the Business Associate or to carry out the legal responsibilities of the Business Associate.
- (f) Business Associate may disclose PHI for the proper management and administration of Business Associate or to carry out the legal responsibilities of the Business Associate, provided the disclosures are required by law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in

which the confidentiality of the information has been breached.

(g) Business Associate may provide data aggregation services relating to the health care operations of the Covered Entity.

5. PROVISIONS FOR COVERED ENTITY TO INFORM BUSINESS ASSOCIATE OF PRIVACY PRACTICES AND RESTRICTIONS

(a) Covered Entity shall provide Business Associate with Covered Entity's "Notice of Privacy Practices" in accordance with 45 CFR 164.520. Covered Entity has attached a copy of the 'Notice of Privacy Practices' in effect at the time of the effective date of this Agreement.

(b) Covered Entity shall notify Business Associate of any limitation(s) in the Notice of Privacy Practices of Covered Entity under 45 CFR 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of PHI.

(c) Covered Entity shall notify Business Associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.

(d) Covered Entity shall notify Business Associate of any restriction on the use or disclosure of PHI that Covered Entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

6. PERMISSIBLE REQUESTS BY COVERED ENTITY

Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under Subpart E of 45 CFR Part 164 if done by Covered Entity, except for data aggregation or management and administration and legal responsibilities of the Business Associate.

7. TERM AND TERMINATION

(a) Term. The Term of this Agreement shall be effective upon execution by both Parties and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.

(b) Termination for Cause. Business Associate authorizes termination of this Agreement by Covered Entity if Covered Entity determines Business Associate has violated a material term of the Agreement and Business Associate has not cured the breach or ended the violation within the time specified by Covered Entity.

(c) Obligations of Business Associate Upon Termination. Upon termination of this Agreement for any reason, Business Associate, with respect to PHI received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, shall:

- 1) Retain only that PHI which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities;
- 2) Return to Covered Entity or, if agreed to by Covered Entity, destroy the remaining PHI that the Business Associate still maintains in any form;
- 3) Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic PHI to prevent use or disclosure of the PHI, other than as

provided for in this Section, for as long as Business Associate retains the PHI;

- 4) Not use or disclose the PHI retained by Business Associate other than for the purposes for which such PHI was retained and subject to the same conditions set out in paragraphs (e), (f) and (g) above under "Permitted Uses and Disclosures by Business Associate" which applied prior to termination; and
- 5) Return to Covered Entity or, if agreed to by Covered Entity, destroy the PHI retained by Business Associate when it is no longer needed by Business Associate for its proper management and administration or to carry out its legal responsibilities.

(d) Survival. The obligations of Business Associate under this Section shall survive the termination of this Agreement.

8. MISCELLANEOUS

(a) Regulatory References. A reference in this Agreement to a section in the HIPAA Rules means the section as in effect or as amended.

(b) Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for compliance with the requirements of the HIPAA Rules and any other applicable law.

(c) Interpretation. Any ambiguity in this Agreement shall be interpreted to permit compliance with the HIPAA Rules.

Executed upon signature of both Parties.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed by their duly authorized representatives and have affixed their respective hands effective as of the date of the last signature below.

Dr. Andrea Simon
Superintendent
Mahnomen ISD 432

Date

Shauna Reitmeier, LICSW
Executive Officer
Alluma, Inc.

Date

High School Music Trip Participation Guidelines

The spring band/choir trip will be taken annually as an incentive trip for students in the High School Band and Choir. Students will have the opportunity to do some fundraising towards the cost of the trip and/or pay out-of-pocket to attend. All fundraising and out-of-pocket payments will be deposited into the school Activity Account for Music and are not refundable. The cost of the trip is based on hotel occupancy of 4 students/hotel room. Trip events and attractions vary year to year.

Class Requirements:

- 9th Grade: must be a High School band or choir student both 1st & 2nd semester
 - Exception: students moving into the district after the start of 2nd semester
- 10th grade and above: must have a minimum of 2 completed semesters of High School band or choir prior to the trip.
 - Exception: students moving into the district after the start of 2nd semester of the trip year
- Must have attended **all** concerts during the trip year
 - *Prior arrangements* for a concert absence may be made by parents/guardians for family trips, or other excusable conflicts
 - A concert absence resulting from illness must be reported **before** the concert.
 - A concert absence resulting from a family emergency must be reported as soon as possible
 - Concert absences **need to be reported by a parent or guardian** through an email or voicemail to the school
 - Students with an excused absence for a concert will be required to turn in a concert make up assignment to continue to be eligible to participate in the trip
- Daily attendance to band/choir class should be consistent. No more than 8 absences in a quarter.
 - School sponsored events will not be counted against this attendance requirement.
 - Consideration will be taken for students who experience a lengthy illness/injury or are gone for a pre-communicated family vacation.

Academic Eligibility

- A student may not have any failing grades on their report card during the trip year (1st-3rd quarters).
- Additionally, grade checks will be done if the trip dates fall 2 or more weeks into the 4th quarter.
 - If the trip falls following the first week of the 4th quarter, no additional grade check will be done. Eligibility will be based on no failing grades 1st-3rd quarters.
 - If the trip falls following the 2nd week of the 4th quarter a grade check will be done on Wednesday before the trip. Any student with a failing grade will be ineligible to attend.
 - If the trip falls after the 3rd week or later of the 4th quarter, a preliminary check will be made 2 weeks prior to the trip, and then the final check the week prior to the trip. Any student with a failing grade on the final grade check will be ineligible for the trip.

Junior High Music Trip Participation Guidelines

The Junior High Music Day Trip will be taken annually (usually in May) as an incentive trip for students in the High School Band and Choir. Students will have the opportunity to do some fundraising towards the cost of the trip and/or pay out-of-pocket to attend. All fundraising and out-of-pocket payments will be deposited into the school Activity Account for Music and are not refundable. Trip events and attractions may vary year to year.

Class Requirements:

- Must have attended **all** concerts during the trip year
 - *Prior arrangements* for a concert absence may be made by parents/guardians for family trips, or other excusable conflicts
 - A concert absence resulting from illness must be reported **before** the concert.
 - A concert absence resulting from a family emergency must be reported as soon as possible
 - Concert absences **need to be reported by a parent or guardian** through an email or voicemail to the school
 - Students with an excused absence for a concert will be required to turn in a concert make up assignment to continue to be eligible to participate in the trip
- Daily attendance to band/choir class should be consistent. No more than 8 absences in a quarter.
 - School sponsored events will not be counted against this attendance requirement.
 - Consideration will be taken for students who experience a lengthy illness/injury or are gone for a pre-communicated family vacation.

Academic Eligibility

- A student may not have any failing grades on their report card during the trip year (1st-3rd quarters).
- Additionally, a preliminary grade check will be made 2 weeks prior to the trip, and then the final check the week prior to the trip. Any student with a failing grade on the final grade check will be ineligible for the trip.

Eric J Francis
1614 210th Street
Mahnomen, MN 56557
(218)261-0993

2026/2027 Snow Proposal for Mahnomen Public School, ISD 432

- South side of school parking lot/school bus garage doors: \$495 per push
- North side of school parking lot/bus drop off lanes: \$400 per push
- AutoMech parking lot: \$175 per push
- Small east side parking lot: \$95 per push
- ALC parking lot: \$150 per push

Return cleaning and or blizzard/heavy snowfall price would be \$195 per hour.

If larger tractor and blower are needed it will be billed at \$250 per hour.

Snow pile removal \$295 per hour

Equipment used:

- Kubota 6070 Hydro tractor with snowblower, snow bucket and snow pusher
- John Deere 1025 Hydro tractor with snowblower and pusher
- Ford 1 ton truck with Boss V Plow
- Dodge ¾ ton truck
- Ford ½ ton truck
- 16 ft dump trailer



Child and Adult Care Food Program Renewal of Vended Meal Contract Program Year 2026-2027

An Institution that participates in the Child and Adult Care Food Program (CACFP) and contracts for vended meals must use this contract renewal template to meet program requirements.

*With the exception of provisions in this renewal template that require information to be inserted (reflected by “blanks”), no changes or additions may be made to the standard provisions of this renewal template **unless approved by the Minnesota Department of Education (MDE) prior to execution of the renewal.** Instruction text in the template is in italics.*

MDE’s prototype contract with a food service management company (FSMC) provides for an initial term of one year, with up to four additional one-year renewal periods (a total of five years). As such, FSMC contracts that started with the 2022-2023 program year or later are eligible for renewal for the 2026-2027 program year, if both parties have mutually agreed to renew and if not otherwise prohibited by local procurement rules.

This renewal document may not be appropriate if there are material changes to the terms of the original Contract (such as a large increase in the number of meals or addition of sites) that alters the scope of work or increases the amount of the original Contract (with the exception of the standard Consumer Price Index adjustment to the meal pricing). If such changes are intended to be incorporated into this renewal, contact MDE’s Nutrition Program Services for assistance as soon as possible at 651-582-8526, 800-366-8922 (Minnesota Toll-free) or mde.fns@state.mn.us.

1. Purpose

Institution White Earth Reservation Business Council/Head Start Program [Cyber-Linked Interactive Child Nutrition Systems (CLICS) Identification Number: 1000004218] and Vendor Mahnomen School originally entered into a contract for vended meals for program year 10/1/2024 (“the Contract”) [insert the program year of the first year of the contract, for example, 2023-2024]. The Contract provided for up to four one-year renewal periods, upon mutual agreement of Institution and Vendor.

2. Renewal of the Contract

Institution and Vendor mutually agree to renew the Contract for the additional period indicated below, which does not exceed one year.

This renewal period will be the 3rd year of the Contract. [insert 2nd, 3rd, 4th or 5th]

Start Date for Renewal Period: 10/1/2026 End Date for Renewal Period: 9/30/2027

3. Adjusted Fixed Meal Prices

The federal regulations which govern the CACFP mandate specific meal component and pattern requirements. Vendor will provide meals that meet all the required components for a meal found in 7 CFR 226.20. Vendor's fixed meal prices have accounted for all of the meal components required by the applicable federal regulations. Each fixed price is "all-inclusive", meaning it includes any and all fees and costs incurred by Vendor in preparing and delivering the meals to Institution. No other fees, costs, charges, taxes or other expenses are allowed under this Contract.

Agreed-upon fixed meal prices are identified in the table below and have been calculated by multiplying the previous contract period's [program year 2025-2026] fixed meal price by the percent increase and adding that amount to the previous contract period's fixed meal price.

The maximum percent increase is 4.0, based on the Consumer Price Index for the 2025 - 2026 term.

Meal Service	25-26 Fixed Meal Price	Percent Increase	Increase Amount	26-27 Fixed Meal Price
<i>Breakfast with milk</i>	\$ 4.00	4.0%	\$0.16	\$4.16
<i>Breakfast without milk</i>	\$ 3.00	4.0%	\$0.12	\$3.12
Student Lunch w/milk	\$ 4.02	3.8 %	\$.16	\$ 4.18
Adult lunch w/milk	\$ 5.31	3.7 %	\$.20	\$ 5.51
	\$	%	\$	\$
	\$	%	\$	\$
	\$	%	\$	\$
	\$	%	\$	\$

4. Termination

If either party commits a material breach, the non-breaching party may terminate this agreement for cause by giving 60 days' written notice. If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue this contract. Institution and Vendor may only terminate the contract without cause or for convenience if both parties mutually agree to terminate the contract.

5. Estimated Contract Amount

Meal Service	Fixed Price per Meal ("Price")	# of Operating Months ("Mos.")	Average # Service Days per Month ("Days")	Average # of Meals Served per Day ("Meals")	Total = Price x (Mos. x Days x Meals)
Student Lunch w/	4.18	10	17	19	13501.40
Adult lunch w/	5.51	10	17	4	3746.80
Total Estimated Contract Amount:					17248.20

6. Program Requirements

Vendor remains obligated to comply with the regulations and guidance of the United States Department of Agriculture and the Minnesota Department of Education that are applicable to the CACFP, including but not limited to 7 CFR Part 226 and 2 CFR Parts 200 and 400, and additions or amendments thereto.

7. Original Contract Terms

Unless a provision of the original Contract is specifically modified in this renewal document, all terms, provisions and conditions as set forth in the original Contract remain unmodified and in full force and effect. In cases of direct conflict between provisions in the original Contract and provisions in this renewal document, the provisions of this renewal document control.

8. Certifications

By executing this renewal document, Vendor expressly and specifically agrees that:

- Each Certification, Certificate and Assurance attached to the original Contract (or, in the case of the Assurance of Civil Rights Compliance, attached to a renewal document) remains true and accurate as of the date of Vendor's signature on this renewal document;
- Vendor will continue to comply with each and every Certification contained in the "Certifications" section of the original Contract, including those regarding compliance with applicable civil rights laws;

c. A copy of Vendor's current and valid food and beverage license is attached to this renewal document; and

d. Select one of the following:

- i. ☒ there is no family or business relationship between Vendor and any principal of Institution and that the renewal of the original Contract causes no prohibited conflict of interest; or
- ii. ☐ that a family or business relationship between Vendor and any principal of Institution exists and that Institution has completed a "Specific Prior Written Approval" form, submitted it to MDE, and that MDE has granted approval for the execution of this document to renew the original Contract between Institution and Vendor notwithstanding the relationship.

9. Other Modifications

☐ If this box is checked, Institution and Vendor have agreed to additional minor modifications to the terms of the original Contract, which have been preapproved by MDE and are attached to this renewal document on a separate sheet labeled "Other Modifications".

Signatures

Institution Name: White Earth Head Start Programs

Name of Authorized Representative: Kay LR Sunram, RD LD

Signature of Authorized Institution Representative: _____

Title: Director Date: 9/16/26

Institution Contact – Name: Kay LR Sunram

Phone: 2189356257 Email: Kay.Sunram@Whiteearth-nsn.gov

Vendor Name: Mahnomen Schools

Address: _____

Location where meals are produced if different: _____

Authorized Representative: _____

Signature of Authorized Vendor Representative: _____

Title: Superintendent Date: _____

Vendor Contact – Name: Delane Schaumburg

Phone: (218)935-2211 Email: dschaumburg@mahnomen.k12.mn.us

Extended (Overnight) Fieldtrip Request

Extended trips involve one or more overnight stay(s) and must be requested **well in advance of the planned activity**. This form must be completed and approved at each level: principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament competition).

Requested by: Jill Bisek + Megan Argall Date: 9/14/26
Group: MUSIC Dept. (HS) Date of Fieldtrip: April 10-13, 2027
Number of Students: 40-50 Number of Chaperones: 4-5
Event/Destination: Spring Band/Choir Trip - Twin Cities
Purpose/Benefit to Student: Attend professional music performance, arts/entertainment in a different setting, additional museum or educational experience
Mode of Transportation: Charter Bus

Estimated Allowable District Expenses: (Advisor/Chaperone only)

Transportation: \$2,300 (+/-) (equivalent to school bus cost)
Lodging: _____
Meals: _____
Registration/Fees: _____
Substitute: \$175.00 x 2
Total: ~~\$2,475~~ \$2,650
** same situation as last year.*

Approved by: [Signature] (Principal)
Approved by: [Signature] (Superintendent)
Date of Board Approval: _____

Checklist items to be completed prior to departure:

1. Travel itinerary information submitted to and approved by administration. (Page 2)
2. Chaperone list with cell phone numbers submitted to and approved by administration.
3. Itinerary & contact information disseminated to parent/guardian & chaperone(s).
4. Student/Chaperone fees paid.
5. Permission & Rules of Conduct Forms signed by student & parent/guardian.
6. Chaperone expectation meeting conducted.
7. Luggage & personal belongings searched for banned substances.



Child and Adult Care Food Program Renewal of Vended Meal Contract Program Year 2026-2027

An Institution that participates in the Child and Adult Care Food Program (CACFP) and contracts for vended meals must use this contract renewal template to meet program requirements.

With the exception of provisions in this renewal template that require information to be inserted (reflected by "blanks"), no changes or additions may be made to the standard provisions of this renewal template unless approved by the Minnesota Department of Education (MDE) prior to execution of the renewal. Instruction text in the template is in italics.

MDE's prototype contract with a food service management company (FSMC) provides for an initial term of one year, with up to four additional one-year renewal periods (a total of five years). As such, FSMC contracts that started with the 2022-2023 program year or later are eligible for renewal for the 2026-2027 program year, if both parties have mutually agreed to renew and if not otherwise prohibited by local procurement rules.

This renewal document may not be appropriate if there are material changes to the terms of the original Contract (such as a large increase in the number of meals or addition of sites) that alters the scope of work or increases the amount of the original Contract (with the exception of the standard Consumer Price Index adjustment to the meal pricing). If such changes are intended to be incorporated into this renewal, contact MDE's Nutrition Program Services for assistance as soon as possible at 651-582-8526, 800-366-8922 (Minnesota Toll-free) or mde.fns@state.mn.us.

1. Purpose

Institution MAHUBE-OTWA Community Action Partnership [Cyber-
Linked Interactive Child Nutrition Systems (CLICS) Identification Number: 10000003504] and
Vendor Mahnomen Public Schools ISD#432
originally entered into a contract for vended meals for program year 2025-2026. ("the
Contract") [insert the program year of the first year of the contract, for example, 2023-2024]. The Contract
provided for up to four one-year renewal periods, upon mutual agreement of Institution and Vendor.

2. Renewal of the Contract

Institution and Vendor mutually agree to renew the Contract for the additional period indicated below,
which does not exceed one year.

This renewal period will be the 2nd year of the Contract. [insert 2nd, 3rd, 4th or 5th]

Start Date for Renewal Period: 09/01/2026 End Date for Renewal Period: 05/25/2027

3. Adjusted Fixed Meal Prices

The federal regulations which govern the CACFP mandate specific meal component and pattern requirements. Vendor will provide meals that meet all the required components for a meal found in 7 CFR 226.20. Vendor's fixed meal prices have accounted for all of the meal components required by the applicable federal regulations. Each fixed price is "all-inclusive", meaning it includes any and all fees and costs incurred by Vendor in preparing and delivering the meals to Institution. No other fees, costs, charges, taxes or other expenses are allowed under this Contract.

Agreed-upon fixed meal prices are identified in the table below and have been calculated by multiplying the previous contract period's [program year 2025-2026] fixed meal price by the percent increase and adding that amount to the previous contract period's fixed meal price.

The maximum percent increase is 4.0, based on the Consumer Price Index for the 2025 - 2026 term.

Meal Service	25-26 Fixed Meal Price	Percent Increase	Increase Amount	26-27 Fixed Meal Price
<i>Breakfast with milk</i>	\$ 4.00	4.0%	\$0.16	\$4.16
<i>Breakfast without milk</i>	\$ 3.00	4.0%	\$0.12	\$3.12
Student Breakfast w/ milk	\$3.00	3.33 %	\$0.10	\$3.10
Student Lunch w/ milk	\$4.00	2.5 %	\$0.10	\$4.10
Snack	\$2.35	4.0 %	\$0.09	\$2.44
Adult Breakfast w/milk	\$3.20	3.125 %	\$0.10	\$3.30
Adult Lunch w/milk	\$5.25	1.9 %	\$0.10	\$5.35
	\$	%	\$	\$

4. Termination

If either party commits a material breach, the non-breaching party may terminate this agreement for cause by giving 60 days' written notice. If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue this contract. Institution and Vendor may only terminate the contract without cause or for convenience if both parties mutually agree to terminate the contract.

5. Estimated Contract Amount

Meal Service	Fixed Price per Meal ("Price")	# of Operating Months ("Mos.")	Average # Service Days per Month ("Days")	Average # of Meals Served per Day ("Meals")	Total = Price x (Mos. x Days x Meals)
Child Breakfast	3.10	9	18	8	\$4017.60
Child Lunch wit	4.10	9	18	8	\$5313.60
Snack	2.44	9	18	8	\$3,162.24
Adult Breakfast	3.30	9	18	2	\$1069.20
Adult Lunch w/	5.35	9	18	2	\$1733.40
Total Estimated Contract Amount:					\$15,296.04

6. Program Requirements

Vendor remains obligated to comply with the regulations and guidance of the United States Department of Agriculture and the Minnesota Department of Education that are applicable to the CACFP, including but not limited to 7 CFR Part 226 and 2 CFR Parts 200 and 400, and additions or amendments thereto.

7. Original Contract Terms

Unless a provision of the original Contract is specifically modified in this renewal document, all terms, provisions and conditions as set forth in the original Contract remain unmodified and in full force and effect. In cases of direct conflict between provisions in the original Contract and provisions in this renewal document, the provisions of this renewal document control.

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- Vendor will continue to comply with each and every Certification contained in the "Certifications" section of the original Contract, including those regarding compliance with applicable civil rights laws;

- c. A copy of Vendor's current and valid food and beverage license is attached to this renewal document; and
- d. Select one of the following:
- i. ☒ there is no family or business relationship between Vendor and any principal of Institution and that the renewal of the original Contract causes no prohibited conflict of interest; or
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9. Other Modifications

☐ If this box is checked, Institution and Vendor have agreed to additional minor modifications to the terms of the original Contract, which have been preapproved by MDE and are attached to this renewal document on a separate sheet labeled "Other Modifications".

Signatures

Institution Name: MAHUBE-OTWA Community Action Partnership

Name of Authorized Representative: Liz Kuoppala

Signature of Authorized Institution Representative: _____

Title: Executive Director Date: _____

Institution Contact – Name: Katie Ackerman

Phone: 218.639.5233 Email: kackerman@mahube.org

Vendor Name: Mahnomen Public Schools

Address: 310 W. Madison Ave. Mahnomen, MN 56557

Location where meals are produced if different: _____

Authorized Representative: Andrea Simon

Signature of Authorized Vendor Representative: _____

Title: Superintendent Date: _____

Vendor Contact – Name: Danielle Uran

Phone: 218.935.2211 Email: duran@mahnomen.k12.mn.us

August 24, 2026

Dear Mahnomen Public School Administration and School Board,

Please accept this letter as my formal resignation from my position as American Indian Education Director with Mahnomen Public School, effective Friday, August 28 2026.

It is with mixed emotions that I submit my resignation. My time with Mahnomen Public Schools has meant so much to me, both personally and professionally. The American Indian Education Program has been a huge part of my life for many years, and I am incredibly grateful for the opportunity to have served our students, families, staff, and community through this work.

This position has allowed me to build relationships, create opportunities for students, strengthen cultural programming, and advocate for our American Indian students and families. I have been fortunate to be part of so many meaningful experiences and memories, and I will always carry those with me. The AIE Program is much more than a job to me, it has been a significant part of who I am and my professional journey.

While I am moving on from my position, I sincerely hope this is not goodbye. I hope that someday I will have the opportunity to return to Mahnomen Public Schools in some capacity. I also hope to remain connected to the American Indian Education Program and continue supporting its work from a different perspective. I will always be proud of the work we have accomplished together and will continue to be a strong advocate for the program and the students it serves.

Thank you for the support, opportunities, friendships, and memories I have gained throughout my time at Mahnomen Public Schools. I am truly grateful for the years I have spent here and for everyone who has been a part of this journey.

Leaving is not easy, especially when you love the work and the people you have worked alongside. However, I am excited for the next chapter in my professional journey and look forward to carrying everything I have learned at Mahnomen with me.

Thank you for allowing me the privilege of serving the Mahnomen community and, most importantly, our students. I leave with a grateful heart and tremendous respect for the work that will continue in the AIE Program.

Chii-Miigwech,



8/24/26

Desiree Linden
American Indian Education Director