

**VISITOR AGENDA
MAHNOMEN PUBLIC SCHOOLS
SPECIAL MEETING
MONDAY, JULY 21, 2025
6:00 PM HIGH SCHOOL LIBRARY**

1. CALL TO ORDER
2. PLEDGE OF ALLEGANCE
3. ROLL CALL:
Board Members Present: _____Chris Otto, _____Nicole Ose, _____Ashley Neis,
_____Kimberly Scott-Neisen, _____Traci Turner, _____Craig Bower
4. ADOPTING THE AGENDA
As presented or modified
5. VISITORS AND GUEST COMMENTS
6. MONTHLY ROUTINE CONSENT BUSINESS
Minutes from previous School Board Meetings
Bills
Financial Reports
Donations
7. COMMUNICATION
Tonight's meeting serves as a special meeting to set the regular board meeting schedule for the upcoming year, while also covering the regular business of the July board meeting.
8. COMMITTEE AND SCHOOL BOARD REPORTS
 - 8.1. Athletics & Activities Report
 - 8.2. Community Education Report
9. ADMINISTRATION REPORTS
 - 9.1. Superintendent's Report
 - 9.2. High School Principal Report
 - 9.3. Elementary Principal Report
10. ACTION ITEMS
Revision of Local Policies 495M, 496M, & 497M
 - 10.1. Approve change to regular board meeting schedule and adopt BoardBook
Approve change of regular board meeting schedule to the third Monday of the month and adopt the use of Board Book.

10.2. Approval of Financial Signatures

TO approve the following signature accounts and authorized signatures:

Petty Cash: Superintendent Andrea Simon, Business Manager Jessica Gilbertson and District Secretary Delane Schaumburg

District Checks: Superintendent Andrea Simon, Business Manager Jessica Gilbertson, School Board Chair Christopher Otto, Clerk Nicole Ose, and Treasurer Kimberly Scott-Neisen.

Money Market Savings and Alternative Facilities Bond: Superintendent Andrea Simon, Business Manager Jessica Gilbertson, and Treasurer Kimberly Scott-Neisen.

Student Activity Account: Student Activity Secretary Delane Schaumburg, Principal Kevin Hedstrom, Principal Jacob Melby, Superintendent Andrea Simon, and Business Manager Jessica Gilbertson

10.3. Revision of Local Policies 495M, 496M and 497M

TO approve the annual modification of these policies with rate changes to reimbursements, substitute pay, and fees being made;

10.4. Offer vs Serve option for meals

TO use the Offer vs Serve option in the student food service program for the 2025-26 school year.

10.5. Public Acknowledgement of Equal Rights Compliance, Naming of Title IX Coordinator, and Identifying a Harassment Free Workplace Contact Person.

TO acknowledge that all educational opportunities will be offered without regard to sex, race, color, national origin, or any handicapping disabilities. Also, to name Aimee Pederson the Activities Director as the school district's Title IX Coordinator. Office is located in the Mahnomen Public School Building with a telephone number (218) 935-2211. This school board action also testifies that this school district is a Harassment Free Workplace. The school district and its employees will maintain a working atmosphere free of discriminatory insult, insinuation, or intimidation, and all forms of employee sexual harassment, verbal or physical. To this end, the district has developed a sexual harassment policy and hereby appoints the Activities Director as the district contact person, she may be reached at (218) 935-2211.

10.6. Long Term Facilities Maintenance Plan Resolution

Resolution Adopting Independent School District No. 432 FY27 Long-Term Facilities Maintenance Ten-Year Plan

BE IT RESOLVED by the School Board of Independent School District No. 432, State of Minnesota, approves the district's FY27 Long-Term Facilities Maintenance Plan. The Board will follow the LTFM Legislation as follows:

- The district will maintain and implement a health and safety program that complies with regulations.
- The district will maintain an indoor air quality management program.
- As outlined in the LTFM plan, the district has bonded their LTFM dollars.

1) The District further covenants to comply with all procedures now or hereafter established by the Minnesota Department of Education pursuant to Minnesota Statutes, Section 123B and otherwise to take such actions as necessary to comply with that statute. The chair, clerk or superintendent is authorized to execute any applicable Minnesota Department of Education forms.

BACKGROUND: Per state statute, a plan must be submitted and amended on an annual basis to access LTFM levy & aid funds. The plan is due at the end of July.

10.7. Authorizing Out of State Travel

TO authorize out of state travel for Supt. Andrea Simon to attend the NAFIS Conference in Washington DC, September 14-16, 2025.

10.8. Calling for FY-2026 Bids

TO call for sealed price competitive product bids for dairy products and snow removal, per specifications set by the district. Said bids are to be sealed and addressed to School Board Clerk, ISD No. 432, PO Box 319 Mahnomon, MN 56557 by 1 p.m. August 4, 2025. The School District reserves the right to waive any irregularities and accept or reject any or all bids.

11. PERSONNEL TOPICS

Permission to remove Food Service Director from Delane and replace with Transportation Director upon hiring a new Food Service Director/Head cook.

11.1. Accept the resignation of Jared Tracy - Paraprofessional

11.2. Accept the resignation of Jill Bisek as Dance Coach

11.3. Accept the resignation of Michelle Geray as a paraprofessional

11.4. Permission to hire Food Service Director/Head Cook

11.5. Approve fall coaching assignments

12. ADJOURNMENT

MINUTES
SPECIAL PLANNING BOARD MEETING
I.S.D. NO. 432, MAHNOMEN, MINNESOTA
May 23, 2025

CALL TO ORDER at 4:02 pm by Chris Otto, Chair.

ROLL CALL Board Members Present: Ashley Neis, Traci Turner, Chris Otto, Craig Bower, Kimberly Scott-Niesen and Nicole Ose. Staff participating at the table were: Superintendent Jeff Bisek, Secretary Delane Schaumburg and Andrea Simon.

ADOPTING THE AGENDA-

MOTION BY Ose to approve the agenda as presented. SECONDED BY Turner. VOTE-u/c

NEW BUSINESS

Naming of the One-Year Contracted Cleaning Vendor

MOTION BY Turner to have the Negotiation Committee meet and negotiate a reduced cleaning bid. SECONDED BY Neis. VOTE-u/c

ADJOURNMENT-

MOTION BY Bower to adjourn the meeting at 4:39 p.m. SECONDED BY Neisen. VOTE- u/c

RESPECTFULLY SUBMITTED:

APPROVED BY:

Nicole Ose, Clerk
Public School District #432

Presiding Officer on date of approval

MINUTES
REGULAR MONTHLY BOARD MEETING AGENDA
I.S.D. NO. 432, MAHNOMEN, MINNESOTA
June 9, 2025

CALL TO ORDER at 6:01 pm by Chris Otto.

PLEDGE OF ALLEGIANCE

ROLL CALL Board Members Present: Chris Otto, Traci Turner, Nicole Ose, Ashley Neis, Craig Bower and Kimberly Scott-Neisen. Staff participating at the table were: Superintendent Jeff Bisek, Elementary Principal Jacob Melby, Assistant Principal Mandy Okeson and Secretary Delane Schaumburg.

Staff and visitors: Desiree Linden, Jessica Lewis, Tasha Domier, Ike Hills, Andrea Simon, and Mahnomen Pioneer Representative, Sue Kraft.

ADOPTING THE AGENDA-

MOTION BY Turner to approve the agenda with additions. **SECONDED BY** Ose. **VOTE-u/c**

VISITORS/PRESENTERS IN ATTENDANCE SPEAKING AT THIS MEETING. Mandy Okeson - FastBridge update

MONTHLY MINUTE AND FINANCE CONSENT BUSINESS

MOTION BY Scott-Neisen to approve the May 12, 2025 Regular Meeting Minutes and the May 23, 2025 Special Meeting Minutes as presented as well as monthly financial claims for June 3, 2025 totaling \$828,986.70 with check numbers 86226-86303, and add bills for June 9, 2025 totaling \$1,194,410.32 with check numbers 86304-86345. **SECONDED BY** Neis. **VOTE-u/c**

RESOLUTION ACCEPTING DONATION

The following resolution was moved by Turner and seconded by Neis.

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee and any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in advancement of education.”; and

WHEREAS, Minnesota Statute 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Mahanomen Public School District, ISD #432, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
United Valley Bank	\$100.00	FFA

The vote on adoption of the Resolution was as follows:
 Aye: Ose, Bower, Turner, Scott-Neisen, Neis and Otto
 Nay:
 Absent: None
 Whereupon, said Resolution was declared duly adopted.

COMMUNICATIONS- Thank you-Jeff Bisek

STUDENT REPRESENTATIVE, COMMITTEE, AND SCHOOL BOARD REPORTS-
 ALC-Report Submitted; Pairing Committee-Report Submitted; Building & Grounds-Facilities project update; American Indian Education- Report Submitted, BRIC-May 20, 2025 Council Minutes, Community Ed-Report Submitted.

ADMINISTRATION REPORTS-Elementary Principal Report-Report Submitted.
 High School Principal Report-Report Submitted.
 Superintendent Report: Report Submitted.

OLD BUSINESS

Naming of the One-Year Contracted Cleaning Vendor

MOTION BY Neis to name the company of Melissa Bendickson for the Elementary/High School and Alternative Learning Center cleaning bid from June 2025 thru May 2026 per attached negotiated rates. SECONDED BY Turner. VOTE-u/c

NEW BUSINESS-

Adoption of FY-26 Preliminary Budget

MOTION BY Neis to approve the FY-26 School Year Interim Budget as follows;

Fund	Revenue	Expenditures
01 General	\$13,194,000	\$13,299,297
02 Food Service	\$ 467,200	\$ 523,433
04 Community Service	\$ 120,600	\$ 214,075
07 Debt Redemption	\$ 783,500	\$ 847,000
TOTALS	\$14,565,300	\$ 14,883,805
Construction (committed funds)	\$5,514,000	\$5,514,000

SECONDED BY Ose. VOTE-u/c

Resolution Committing Fund Balance

At the regular meeting of the Board of Education ISD #432, Mahnomen, held on the 9th day of June, 2025; Board member Scott-Neisen offered the following resolution,

Whereas, board action is required to formalize the commitment of fund balance to specified purposes.

Now, therefore, be it resolved by the Board of Education of ISD #432 that effective June 10, 2024 the fund balance and specific purposes for which they are committed are as follows.

Fund	Specific Purpose	Amount or Calculation
General	Severance & Separation	\$100,000
General	Technology Initiative & Upgrade	\$100,000
General	Facilities Maintenance & Improvements	\$5,514,000

SECONDED BY Turner,

Upon roll call of Board members, the vote stood as follows:

Members voting in the affirmative: Scott-Neisen, Ose, Bower, Neis, Turner and Otto.

Members voting in the negative:

Designation of an Identified Official with Authority for Education Identity Access Management:

MOTION BY Bower to identify Superintendent, Andrea Simon, as the Local Official with Authority to authorize external user’s access to MDE secure systems for the Mahnomen Public School District ISD #432. SECONDED BY Scott-Neisen. VOTE-u/c

MSHSL Annual Membership

MOTION BY Turner to approve the 2025-26 Resolution for Membership in the MSHSL as presented. SECONDED BY Neis. VOTE-u/c

Action to Disburse NW MN Foundation Scholarship Funds

MOTION BY Turner to approve the Disbursement of the Northwest Minnesota Foundation Scholarship Funds as recommended by the scholarship selection committee. SECONDED BY Scott-Neisen. VOTE-u/c

Annual Notice to Employees

MOTION BY Ose to approve the annual Notice To Employees: Drug and Alcohol notification for the 2025-2026 School Year as presented. SECONDED BY Neis. VOTE-u/c

Property/Liability & Workers Comprehension Insurance for 2025-26 Year

MOTION BY Scott-Neisen to accept the proposal from Farmers Union Insurance - Joe McCollum Agency for Property/Liability Insurance and Workers Compensation Insurance coverage for July 1, 2025 to June 30, 2026 at a rate of \$137,888.00. SECONDED BY Neis. VOTE-u/c

Out of State Travel

MOTION BY Turner to approve out of state travel for Superintendent Andrea Simon to attend the Impact Aid Workshop, July 2025 in Bismarck, ND. SECONDED BY Ose. VOTE-u/c

Bank Signatures

MOTION BY Neis to approve signature changes at United Valley Bank for Andrea Simon, Delane Schaumburg, Jessica Gilbertson, Christopher Otto, Kimberly Scott and Nicole Ose. SECONDED BY Turner. VOTE-u/c

PERSONNEL TOPICS-

Resignations

MOTION BY Turner to accept the resignation of paraprofessional Michelle Stevens effective May 23, 2025. SECONDED BY Scott-Neisen. VOTE-u/c

MOTION BY Scott-Neisen to accept the resignation of teacher Michelle Hestera effective May 23, 2025. SECONDED BY Bower. VOTE-u/c

Non-Renewals and Termination of Employment

MOTION BY Neis to acknowledge the non-renewal and end of employment with Paraprofessional, Maggie Hedstrom effective June 9, 2025. SECONDED BY Scott-Neisen. VOTE-uu/c

MOTION BY Turner to acknowledge the non-renewal and end of employment with Paraprofessional, Emily Fox effective June 9, 2025. SECONDED BY Neis. VOTE-u/c

MOTION BY Neis to acknowledge the end of employment with Paraprofessional, Kandy Wanner effective June 9, 2025. SECONDED BY Turner. VOTE-u/c

MOTION BY Neis to acknowledge the end of employment with Paraprofessional, Karen Kellerhius effective June 9, 2025. SECONDED BY Turner. VOTE-u/c

Hiring

MOTION BY Scott-Neisen to approve the hiring of Michael Cerkowski as special education teacher. SECONDED BY Ose. VOTE-u/c

MOTION BY Turner to approve the hiring of Mackenzie Neuhalfen as elementary teacher. SECONDED BY Neis. VOTE-u/c

Lane Change Request;

MOTION BY Turner to approve lane change request from Michelle Fjeld from a MA+15 lane to MA+30 Lane. SECONDED BY Ose. VOTE-u/c

ADJOURNMENT-

MOTION BY Bower to adjourn the meeting at 7:05 p.m. SECONDED BY Scott-Neisen. VOTE- u/c

RESPECTFULLY SUBMITTED:

Nicole Ose, Clerk
Public School District #432

APPROVED BY:

Presiding Officer on date of approval

INDEPENDENT SCHOOL DISTRICT NO. 432
Mahnomen, Minnesota
RECONCILIATION OF CASH REPORT TO THE BOARD June 30, 2025

	General Fund -01-	Food Service -02-	Community Service -04-	Construction Fund LTFM (06)	Debt Redemption -07-	Student Activities 21	Payroll Cash -28-	Total All Funds
Beginning Balance	\$12,762,467.70	\$302,515.12	\$221,803.79	\$0.00	\$64,302.67	\$77,750.25	(\$115,879.59)	\$13,312,959.94
Receipts	\$949,187.18	\$55,508.07	\$18,119.47	\$0.00	\$179,668.26	\$0.00	\$784,912.60	\$1,987,395.58
Expenditures	\$3,067,489.48	\$30,551.93	\$34,763.72	\$0.00	\$0.00	\$2,134.42	\$667,060.36	\$3,801,999.91
TOTAL CASH	\$10,644,165.40	\$327,471.26	\$205,159.54	\$0.00	\$243,970.93	\$75,615.83	\$1,972.65	\$11,498,355.61
Bank Balance	\$11,630,682.16							*
Deposits in Transit								
Outstanding Checks	\$132,625.24							
Reconciled Balance	\$11,498,355.61							*
Investments	\$0.00							
TOTAL CASH & INVESTMENTS	\$11,498,355.61							*

+

MAHNOMEN PUBLIC SCHOOL			
EXPENDITURE BUDGET 2024 -2025			
GENERAL	BUDGET	YTD	%
Salaries & Wages	\$6,678,222	\$6,642,575	99.47%
Employee Benefits	\$2,365,066	\$2,168,885	91.71%
Purchased Services, Re	\$2,970,660	\$3,135,539	105.55%
Fuel, Supplies & Textbo	\$837,950	\$735,009	87.72%
Capital Expenditures	\$10,202,900	\$8,772,556	85.98%
Dues, Membership & M	\$44,875	\$16,784	37.40%
2016D	\$35,600	\$35,683	100.00%
TOTAL GENERAL	\$23,135,273	\$21,507,031	92.96%
FOOD SERVICE	BUDGET	YTD	%
Salaries & Wages	\$165,000	\$159,932	96.93%
Employee Benefits	\$42,993	\$39,169	91.10%
Purchased Services, Re	\$8,500	\$7,473	87.92%
Food & Supplies	\$293,000	\$255,020	87.04%
Capital Expenditures	\$5,000	\$0	0.00%
Dues, Membership & M	\$0	\$0	0.00%
TOTAL FOOD SERVICE	\$514,493	\$461,594	89.72%
COMMUNITY SERVICE	BUDGET	YTD	%
Salaries & Wages	\$173,150	\$161,867	93.48%
Employee Benefits	\$47,642	\$46,458	97.51%
Purchased Services & T	\$4,515	\$4,992	110.56%
Supplies	\$7,150	\$4,511	63.09%
Equipment	\$0	\$0	0.00%
Interest Expense	\$0	\$0	0.00%
Dues, Membership & M	\$0	\$0	0.00%
TOTAL COMMUNITY SE	\$232,457	\$217,828	93.71%
DEBT REDEMPTION	\$847,000	\$843,518	99.59%
TOTALS	\$24,729,223	\$23,029,971	93.13%
As of June 30,2025			
Budget as of April 2025			

MAHNOMEN PUBLIC SCHOOL			
EXPENDITURE BUDGET 2024 -2025			
GENERAL	BUDGET	YTD	%
Salaries & Wages	\$6,885,878	\$88,864	1.29%
Employee Benefits	\$2,250,865	\$61,109	2.71%
Purchased Services, Repair, Travel	\$2,927,700	\$10,422	0.36%
Fuel, Supplies & Textbooks	\$843,300	\$46,522	5.52%
Capital Expenditures	\$8,186,400	\$183,022	2.24%
Dues, Membership & Misc	\$44,875	\$2,465	5.49%
2016D	\$35,600	\$0	21.00%
TOTAL GENERAL	\$21,174,618	\$392,404	1.85%
FOOD SERVICE	BUDGET	YTD	%
Salaries & Wages	\$165,000	\$1,553	0.94%
Employee Benefits	\$52,578	\$574	1.09%
Purchased Services, Repair, Travel	\$7,000	\$0	0.00%
Food & Supplies	\$296,000	\$592	0.20%
Capital Expenditures	\$6,000	\$0	0.00%
Dues, Membership & Misc	\$0	\$0	0.00%
TOTAL FOOD SERVICE	\$526,578	\$2,719	0.52%
COMMUNITY SERVICE	BUDGET	YTD	%
Salaries & Wages	\$165,625	\$6,379	3.85%
Employee Benefits	\$50,775	\$1,446	2.85%
Purchased Services & Travel	\$6,515	\$0	0.00%
Supplies	\$11,650	\$1,471	12.63%
Equipment	\$1,000	\$0	0.00%
Interest Expense	\$0	\$0	0.00%
Dues, Membership & Misc	\$0	\$0	0.00%
TOTAL COMMUNITY SERVICE	\$235,565	\$9,296	3.95%
DEBT REDEMPTION	\$852,000	\$58,271	6.84%
TOTALS	\$23,550,904	\$462,688	1.96%
As of July 31, 2024			
Budget as of June 2024			

MAHNOMEN PUBLIC SCHOOL			
YEAR-TO-DATE REVENUE AS A % OF BUDGET			
	2024-2025		
FUND:	BUDGET	YTD	%
GENERAL:	\$14,033,132	\$13,470,357	95.99%
FOOD SERVICE:	\$467,169	\$499,684	106.96%
COMMUNITY ED:	\$131,615	\$130,899	99.46%
DEBT SERVICE:	\$783,516	\$759,620	96.95%
TOTAL:	\$15,415,432	\$14,860,560	96.40%
As of 6/30/2025			

Budget as of 4/2025

Resolution Accepting Donation

The following resolution was moved by _____ and seconded by _____.

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee and any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in advancement of education."; and

WHEREAS, Minnesota Statute 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Mahnomen Public School District, ISD #432, gratefully accepts the following donations as identified below:

Mahnomen Area Baseball Program \$1000.00 Athletics

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted.

Mahnomen Public School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/10/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type
1ST	86354	04951		US BANK ST. PAUL		Check
			E 07	005 910 000 720 000	2016A BOND INTEREST	\$21,100.00
			E 07	005 910 000 720 000	2016B BOND INTEREST	\$2,721.25
			E 07	005 910 000 720 000	2016C BOND INTEREST	\$3,025.00
			E 07	005 910 000 720 000	2017A BOND INTEREST	\$22,875.00
			E 01	005 920 000 720 000	2016D BOND INTEREST	\$7,200.00
PO#:	Voucher #:	49857	Invoice	Invoice No: JULY	7/21/2025	Paid Amt: \$56,921.25
						Check Amount: \$56,921.25
1ST	86355	1039		ACE ELECTRIC AND LIGHTING		Check
			E 01	005 850 000 520 000	Building Improve/Acquisition	\$316,920.00
PO#:	Voucher #:	49890	Invoice	Invoice No: PAY APPLICATION 11	7/21/2025	Paid Amt: \$316,920.00
						Check Amount: \$316,920.00
1ST	86356	1517		ALLUMIA		Check
			E 01	300 211 000 305 000	Fees For Services	\$420.00
PO#:	Voucher #:	49885	Invoice	Invoice No: JULY	7/21/2025	Paid Amt: \$420.00
						Check Amount: \$420.00
1ST	86357	06118		AMANDA OKESON		Check
			E 01	100 203 000 430 000	Elementary Teacher Sup	\$204.00
			E 01	005 640 316 366 000	Travel	\$208.00
PO#:	Voucher #:	49804	Invoice	Invoice No: JULY	7/21/2025	Paid Amt: \$412.00
			E 01	100 203 313 430 000	STEM - Instructional Sup	\$1,648.54
PO#:	Voucher #:	49886	Invoice	Invoice No: JULY	7/21/2025	Paid Amt: \$1,648.54
						Check Amount: \$2,060.54
1ST	86358	05820		AMAZON CAPITAL SERVICES		Check
			E 01	005 810 000 410 000	Custodial Supplies	\$857.67
			E 01	005 110 000 401 000	Business Office Supplies	\$421.42
			E 01	100 411 740 433 000	Autism Supplies	\$324.95
PO#:	Voucher #:	49803	Invoice	Invoice No: JULY	7/21/2025	Paid Amt: \$1,604.04
			E 01	100 203 000 401 000	Elem & Health Supplies/Laundry	\$515.04
PO#:	Voucher #:	49865	Invoice	Invoice No: JULY	7/21/2025	Paid Amt: \$515.04
						Check Amount: \$2,119.08
1ST	86359	05084		ARVIG		Check
			E 01	610 211 000 320 000	Telephone	\$50.00
			E 01	005 810 000 320 000	Communications	\$227.16
PO#:	Voucher #:	49864	Invoice	Invoice No: JULY	7/21/2025	Paid Amt: \$277.16
						Check Amount: \$277.16

Mahnomen Public School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/10/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount
1ST	86360	02407		BECKY EVENSON		Check	\$341.58
PO#:		Voucher #:	49892	Invoice	Invoice No: JULY		\$341.58
1ST	86361	00016		BRIC	7/21/2025	Check	\$341.58
PO#:		Voucher #:	49892	Invoice	Invoice No: JULY		\$341.58
			E 01	100 203 313 430 000	STEM - Instructional Sup		\$341.58
1ST	86362	05135		BSN SPORTS	7/21/2025	Check	\$72,638.73
PO#:		Voucher #:	49806	Invoice	Invoice No: 930031624		\$72,638.73
			E 01	300 294 000 401 204	Football Supplies		\$5,485.00
PO#:		Voucher #:	49881	Invoice	Invoice No: 930138849		\$1,648.10
			E 01	300 294 000 401 204	Football Supplies		\$1,648.10
1ST	86363	00192		CITY OF MAHNOMEN	7/21/2025	Check	\$7,133.10
PO#:		Voucher #:	49807	Invoice	Invoice No: JULY		\$7,133.10
			E 01	610 211 000 331 000	Water/Sewer		\$118.91
PO#:		Voucher #:	49807	Invoice	Invoice No: JULY		\$348.93
			E 01	005 810 000 331 000	Water/Sewer		\$348.93
1ST	86364	1484		COOPERATIVE PURCHASING CONNECTION	7/21/2025	Check	\$467.84
PO#:		Voucher #:	49808	Invoice	Invoice No: 101439		\$467.84
			E 02	005 770 701 305 000	Fees For Services-Dietician		\$400.00
PO#:		Voucher #:	49808	Invoice	Invoice No: 101439		\$400.00
			E 01	005 850 000 520 000	Building Improve/Acquisition		\$16,836.85
1ST	86365	01607		CULINEX	7/21/2025	Check	\$400.00
PO#:		Voucher #:	49891	Invoice	Invoice No: PAY APPLICATION 2&3		\$400.00
			E 01	005 850 000 520 000	Building Improve/Acquisition		\$16,836.85
PO#:		Voucher #:	49891	Invoice	Invoice No: PAY APPLICATION 2&3		\$16,836.85

Mahnomen Public School

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/10/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check Amount:
1ST	86366	05264		DELANE SCHAUMBURG		Check	
		E 01 005 110 000 820 000		Dues-Membership	7/21/2025	Check	\$100.00
PO#:	Voucher #:	49809	Invoice	Invoice No: JULY		Paid Amt:	\$100.00
1ST	86367	05433		DEMCO		Check	
		E 01 100 620 302 470 000		Elementary Library Books	7/21/2025	Check	\$147.64
PO#:	Voucher #:	49810	Invoice	Invoice No: 7661132		Paid Amt:	\$147.64
1ST	86368	05140		DISCOUNT SCHOOL SUPPLY		Check	
		E 04 005 580 325 430 000		ECFE Supplies	7/21/2025	Check	\$34.42
PO#:	Voucher #:	49812	Invoice	Invoice No: P43489610102		Paid Amt:	\$34.42
1ST	86369	1257		DISCOVERY EDUCATION		Check	
		E 01 100 203 000 430 000		Elementary Teacher Sup	7/21/2025	Check	\$630.00
PO#:	Voucher #:	49811	Invoice	Invoice No: 228867		Paid Amt:	\$630.00
1ST	86370	02489		ECOLAB PEST ELIMINATION		Check	
		E 01 005 760 720 353 000		PEST CONTROL BUS GARAGE		Check	\$84.63
		E 01 005 810 000 353 000		PEST CONTROL SCHOOL		Check	\$243.45
		E 01 610 211 000 353 000		PEST CONTROL ALC		Check	\$103.49
PO#:	Voucher #:	49813	Invoice	Invoice No: JULY		Paid Amt:	\$431.57
1ST	86371	1828		ESSER PLUMBING AND HEATING		Check	
		E 01 005 850 000 520 000		Building Improve/Acquisition	7/21/2025	Check	\$205,378.39
PO#:	Voucher #:	49888	Invoice	Invoice No: PAY APPLICATION 13		Paid Amt:	\$205,378.39
1ST	86372	06069		GENE SNETSINGER		Check	
		E 01 005 760 720 442 000		Bus/Van Fuel	7/21/2025	Check	\$58.19
PO#:	Voucher #:	49814	Invoice	Invoice No: JULY		Paid Amt:	\$58.19
1ST	86373	04342		GLACIER SALT, INC.		Check	
		E 01 005 810 000 410 000		Custodial Supplies	7/21/2025	Check	\$124.05
PO#:	Voucher #:	49815	Invoice	Invoice No: JULY		Paid Amt:	\$124.05

Mahnomen Public School
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/10/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
1ST	86374	03691		GOPHER SPORT		Check	
		E 01	100	240 000 430 000	Phy Ed Supplies		\$414.90
PO#: 3097	Voucher #:	49818	Invoice	Invoice No: 453882	7/21/2025	Paid Amt:	\$414.90
		E 01	300	240 000 430 000	Phy Ed Supplies		\$547.14
PO#: 3112	Voucher #:	49816	Invoice	Invoice No: 453386	7/21/2025	Paid Amt:	\$547.14
		E 01	100	240 000 430 000	Phy Ed Supplies		\$646.20
PO#: 3100	Voucher #:	49817	Invoice	Invoice No: 453165	7/21/2025	Paid Amt:	\$646.20
						Check Amount:	\$1,608.24
1ST	86375	1829		HAATAJA CONTRACTING		Check	
		E 01	005	850 000 520 000	Building Improve/Acquisition		\$230,515.77
PO#:	Voucher #:	49889	Invoice	Invoice No: PAY APPLICATION 14	7/21/2025	Paid Amt:	\$230,515.77
						Check Amount:	\$230,515.77
1ST	86376	1082		ICS CONSULTING - 138006		Check	
		E 01	005	850 000 305 000	Building Improvements - Fees		\$79,348.65
PO#:	Voucher #:	49887	Invoice	Invoice No: 12708	7/21/2025	Paid Amt:	\$79,348.65
						Check Amount:	\$79,348.65
1ST	86377	05665		INNOVATIVE OFFICE SOLUTIONS		Check	
		E 01	100	203 000 430 000	Elementary Teacher Sup		\$120.46
PO#: 3070	Voucher #:	49819	Invoice	Invoice No: 4861409	7/21/2025	Paid Amt:	\$120.46
						Check Amount:	\$120.46
1ST	86378	00224		ISD #435 - WAUBUN		Check	
		E 01	300	292 000 391 000	Athletic Agreements - Waubun		\$4,887.61
PO#:	Voucher #:	49821	Invoice	Invoice No: JULY	7/21/2025	Paid Amt:	\$4,887.61
						Check Amount:	\$4,887.61
1ST	86379	00917		JOSTENS, INC.		Check	
		E 01	300	211 000 401 000	High School Supplies		\$1,008.95
PO#:	Voucher #:	49822	Invoice	Invoice No: 37288202	7/21/2025	Paid Amt:	\$1,008.95
						Check Amount:	\$1,008.95
1ST	86380	05148		KRJIM		Check	
		E 01	005	110 000 380 000	Advertising		\$332.50
PO#:	Voucher #:	49823	Invoice	Invoice No: JULY	7/21/2025	Paid Amt:	\$332.50
						Check Amount:	\$332.50
1ST	86381	1675		LAKES COMMUNITY COOPERATIVE		Check	
		E 01	610	211 000 440 000	ALC Natural Gas/Propane		\$54.95
		E 01	005	810 000 440 000	Natural Gas		\$1,286.10
		E 01	005	810 000 440 000	Natural Gas -CONSTRUCTION		\$345.45

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Paid Amt:	Check Amount:
1ST	86381	1675		LAKES COMMUNITY COOPERATIVE		Check	\$1,297.02	\$1,297.02
			E 01	005 760 720 442 000 Bus/Van Fuel			\$285.52	
			E 01	005 810 000 440 000 Adjust to bill			(\$675.00)	
PO#:	Voucher #:			49824 Invoice Invoice No: JULY	7/21/2025			
1ST	86382	00155		LAKESHORE LEARNING MATERIALS		Check	\$42.54	\$42.54
			E 01	100 201 000 430 000 Kindergarten Supplies				
PO#:	Voucher #:			49826 Invoice Invoice No: 91035325	7/21/2025		\$42.54	\$42.54
PO#:	Voucher #:			49828 Invoice Invoice No: 91043010	7/21/2025		\$80.48	\$80.48
PO#:	Voucher #:			49827 Invoice Invoice No: 91035328	7/21/2025		\$53.50	\$53.50
PO#:	Voucher #:			49825 Invoice Invoice No: 91035322	7/21/2025		\$386.29	\$386.29
1ST	86383	05270		LARSON PARTS & REPAIR		Check	\$4,604.19	\$4,604.19
			E 01	005 760 720 353 000 Bus Repair				
PO#:	Voucher #:			49829 Invoice Invoice No: 01W10634	7/21/2025		\$4,604.19	\$4,604.19
1ST	86384	1825		LEARN21		Check	\$1,018.40	\$1,018.40
			E 01	100 203 000 430 000 Elementary Teacher Sup				
PO#:	Voucher #:			49830 Invoice Invoice No: EST 3524	7/21/2025		\$1,018.40	\$1,018.40
1ST	86385	1831		LITTLE LEARNING SONGS LLC		Check	\$99.99	\$99.99
			E 01	100 201 000 430 000 Kindergarten Supplies				
PO#:	Voucher #:			49866 Invoice Invoice No: 10666	7/21/2025		\$99.99	\$99.99
1ST	86386	00102		MAHNOMEN PIONEER		Check	\$156.40	\$156.40
			E 01	005 110 000 380 000 Advertising				
PO#:	Voucher #:			49831 Invoice Invoice No: JULY	7/21/2025		\$156.40	\$156.40
1ST	86387	00742		MARCO TECHNOLOGIES		Check	\$3,568.62	\$3,568.62
			E 01	005 110 000 401 000 Business Office Supplies				
PO#:	Voucher #:			49832 Invoice Invoice No: 558149316	7/21/2025		\$3,568.62	\$3,568.62

Mahnomen Public School
Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/10/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
1ST	86388	02077		MASA		Check	
		E 01 005 020 000 820 000		Dues-Membership	7/21/2025		\$1,365.00
PO#:	Voucher #:	49833	Invoice	Invoice No: JULY		Paid Amt:	\$1,365.00
						Check Amount:	\$1,365.00
1ST	86389	05752		MELISSA DAHL BENDICKSON		Check	
		E 01 005 810 000 356 000		Cleaning Services			\$13,700.00
		E 01 610 211 000 356 000		Cleaning Services			\$650.00
PO#:	Voucher #:	49863	Invoice	Invoice No: JULY	7/21/2025	Paid Amt:	\$14,350.00
						Check Amount:	\$14,350.00
1ST	86390	04844		MESPA		Check	
		E 01 100 050 000 820 000		Dues-Membership			\$703.00
PO#:	Voucher #:	49834	Invoice	Invoice No: 19605	7/21/2025	Paid Amt:	\$703.00
						Check Amount:	\$703.00
1ST	86391	05119		MN FFA		Check	
		E 01 300 291 000 369 000		ACTIVITY FEE			\$275.00
PO#:	Voucher #:	49835	Invoice	Invoice No: JULY	7/21/2025	Paid Amt:	\$275.00
						Check Amount:	\$275.00
1ST	86392	00113		MSBA		Check	
		E 01 005 110 000 401 000		Business Office Supplies			\$3,225.00
PO#:	Voucher #:	49836	Invoice	Invoice No: 13909-F5H9G4	7/21/2025	Paid Amt:	\$3,225.00
						Check Amount:	\$3,225.00
1ST	86393	00965		NORTHERN FIRE EQUIPMENT		Check	
		E 01 005 810 000 410 000		Custodial Supplies			\$733.85
PO#:	Voucher #:	49837	Invoice	Invoice No: 28201	7/21/2025	Paid Amt:	\$733.85
						Check Amount:	\$733.85
1ST	86394	02750		NW SERVICE COOPERATIVE		Check	
		E 01 005 020 000 366 000		Travel			\$475.00
		E 02 005 770 701 305 000		Fees For Services-Dietician			\$592.50
		E 01 005 850 000 305 000		Building Improvements - Fees ABATEMENT			\$12,145.28
PO#:	Voucher #:	49838	Invoice	Invoice No: 11442, 11556, 11535	7/21/2025	Paid Amt:	\$13,212.78
						Check Amount:	\$13,212.78
1ST	86395	03930		OFFICE SUPPLIES PLUS		Check	
		E 01 005 110 000 401 000		Business Office Supplies			\$553.86
PO#:	Voucher #:	49882	Invoice	Invoice No: 78782	7/21/2025	Paid Amt:	\$553.86
						Check Amount:	\$553.86

Detail Payment Register By Check
Check Number: 0-2147483647 Payment Date: 06/10/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/VOID Date	Pmt Type
1ST	86396	00133		OTTERTAIL POWER COMPANY		Check
		E 01 300 292 000 332 000		Electricity FOOTBALL FIELD		\$298.29
		E 01 610 211 000 332 000		Electricity ALC		\$279.47
		E 01 005 760 720 332 000		Electricity BUS GARAGE		\$36.51
		E 01 005 810 000 332 000		Electricity SCHOOL		\$12,239.55
PO#:	Voucher #:	49844	Invoice	Invoice No: JULY	7/21/2025	Paid Amt: \$12,853.82
						Check Amount: \$12,853.82
1ST	86397	1737		PDO/SMARTDEPLOY		Check
		E 01 100 203 000 430 000		Elementary Teacher Sup		\$1,338.75
PO#:	Voucher #:	49839	Invoice	Invoice No: 53120	7/21/2025	Paid Amt: \$1,338.75
						Check Amount: \$1,338.75
1ST	86398	03605		PITNEY BOWES GLOBAL		Check
		E 01 005 110 000 329 000		Postage		\$213.00
PO#:	Voucher #:	49883	Invoice	Invoice No: 2107307491	7/21/2025	Paid Amt: \$213.00
						Check Amount: \$213.00
1ST	86399	1557		PREMIUM WATERS, INC		Check
		E 01 005 640 316 401 000		District Staff Dev Supplies		\$357.97
PO#:	Voucher #:	49840	Invoice	Invoice No: JULY	7/21/2025	Paid Amt: \$357.97
						Check Amount: \$357.97
1ST	86400	05101		REALLY GOOD STUFF		Check
		E 04 005 580 325 430 000		ECFE Supplies		\$664.29
PO#:	Voucher #:	49884	Invoice	Invoice No: 8901530	7/21/2025	Paid Amt: \$664.29
		E 01 100 203 000 430 000		Elementary Teacher Sup		\$220.73
PO#:	Voucher #:	49841	Invoice	Invoice No: 8886747	7/21/2025	Paid Amt: \$220.73
		E 01 100 201 000 430 000		Kindergarten Supplies		\$383.93
PO#:	Voucher #:	49842	Invoice	Invoice No: 8889960	7/21/2025	Paid Amt: \$383.93
						Check Amount: \$1,268.95
1ST	86401	00852		REGION I		Check
		E 01 005 110 000 305 000		Fees For Services		\$4,706.41
		E 01 005 110 000 305 000		Fees For Services		\$4,020.06
PO#:	Voucher #:	49843	Invoice	Invoice No: 15466, 15565	7/21/2025	Paid Amt: \$8,726.47
						Check Amount: \$8,726.47
1ST	86402	04048		SCHOOL SPECIALTY		Check
		E 01 005 110 000 401 000		Business Office Supplies		\$160.69
PO#:	Voucher #:	49868	Invoice	Invoice No: 208135760822	7/21/2025	Paid Amt: \$160.69

Check Number: 0-2147483647 Payment Date: 06/10/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	Check
1ST	85402	04048		SCHOOL SPECIALTY			
		E 01 005 110 000 401 000		Business Office Supplies			\$78.52
PO#: 3104	Voucher #:	49876	Invoice	Invoice No: 208135788158	7/21/2025	Paid Amt:	\$78.52
PO#: 3075	Voucher #:	49870	Invoice	Elementary Teacher Sup	7/21/2025	Paid Amt:	\$150.62
PO#: 3087	Voucher #:	49849	Invoice	Elementary Teacher Sup	7/21/2025	Paid Amt:	\$600.04
PO#: 3073	Voucher #:	49869	Invoice	Business Office Supplies	7/21/2025	Paid Amt:	\$1,124.66
PO#: 3074	Voucher #:	49847	Invoice	Elementary Teacher Sup	7/21/2025	Paid Amt:	\$449.98
PO#: 3077	Voucher #:	49872	Invoice	LD Supplies	7/21/2025	Paid Amt:	\$42.37
PO#: 3080	Voucher #:	49873	Invoice	Elementary Teacher Sup	7/21/2025	Paid Amt:	\$243.49
PO#: 3103	Voucher #:	49875	Invoice	Art Supplies	7/21/2025	Paid Amt:	\$653.94
PO#: 3105	Voucher #:	49877	Invoice	Choir Supplies	7/21/2025	Paid Amt:	\$359.37
PO#: 3108	Voucher #:	49879	Invoice	English Supplies	7/21/2025	Paid Amt:	\$890.66
PO#: 3102	Voucher #:	49874	Invoice	Art Supplies	7/21/2025	Paid Amt:	\$445.72
PO#: 3066	Voucher #:	49845	Invoice	Elementary Teacher Sup	7/21/2025	Paid Amt:	\$136.32
PO#: 3076	Voucher #:	49871	Invoice	LD Supplies	7/21/2025	Paid Amt:	\$326.56
PO#: 3067	Voucher #:	49846	Invoice	Elementary Teacher Sup	7/21/2025	Paid Amt:	\$298.19
PO#: 3078	Voucher #:	49848	Invoice	Elementary Teacher Sup	7/21/2025	Paid Amt:	\$180.07
PO#: 3106	Voucher #:	49878	Invoice	ALC Supplies	7/21/2025	Paid Amt:	\$887.12
PO#: 3071	Voucher #:	49867	Invoice	Elementary Teacher Sup	7/21/2025	Paid Amt:	\$387.52

Detail Payment Register By Check

Check Number: 0-2147483647 Payment Date: 06/10/2025-7/31/2025 Period: 202601-202601 Void Status: N

Bank	Check No	Code	Rcd	Vendor	Pmt/VOID Date	Pmt Type	Check Amount:
1ST	86402	04048		SCHOOL SPECIALTY		Check	
		E 01 300 220 000 430 000		English Supplies			\$662.54
PO#: 3107	Voucher #:	49850	Invoice	Invoice No: 208135783494	7/21/2025	Paid Amt:	\$662.54
						Check Amount:	\$8,078.38
1ST	86403	1921		STAGERIGHT CORPORATION		Check	
		E 01 005 850 000 530 000		Equipment			\$20,365.00
PO#:	Voucher #:	49851	Invoice	Invoice No: 260256	7/21/2025	Paid Amt:	\$20,365.00
						Check Amount:	\$20,365.00
1ST	86404	00294		SUPREME SCHOOL SUPPLY		Check	
		E 01 005 110 000 401 000		Business Office Supplies			\$681.96
PO#: 3096	Voucher #:	49853	Invoice	Invoice No: 190994	7/21/2025	Paid Amt:	\$681.96
		E 01 005 110 000 401 000		Business Office Supplies			\$700.03
PO#: 3110	Voucher #:	49852	Invoice	Invoice No: 191443	7/21/2025	Paid Amt:	\$700.03
						Check Amount:	\$1,381.99
1ST	86405	00440		TEAM LABORATORY CHEMICAL, LLC		Check	
		E 01 005 810 000 410 000		Custodial Supplies			\$5,346.99
PO#:	Voucher #:	49854	Invoice	Invoice No: 47041	7/21/2025	Paid Amt:	\$5,346.99
						Check Amount:	\$5,346.99
1ST	86406	1071		TECH CHECK		Check	
		E 01 005 105 000 305 000		Fees For Services			\$292.50
PO#:	Voucher #:	49855	Invoice	Invoice No: 7828C	7/21/2025	Paid Amt:	\$292.50
						Check Amount:	\$292.50
1ST	86407	00032		TRUE VALUE		Check	
		E 01 005 810 000 410 000		Custodial Supplies			\$147.67
PO#:	Voucher #:	49856	Invoice	Invoice No: JULY	7/21/2025	Paid Amt:	\$147.67
						Check Amount:	\$147.67
1ST	86408	05860		UNITED STATES TREASURY		Check	
		E 01 005 110 000 896 000		PCORI/Reinsurance Fees			\$457.64
PO#:	Voucher #:	49820	Invoice	Invoice No: JULY	7/21/2025	Paid Amt:	\$457.64
						Check Amount:	\$457.64
1ST	86409	05725		VERIZON WIRELESS		Check	
		E 01 005 810 000 320 000		Communications			\$316.13
PO#:	Voucher #:	49858	Invoice	Invoice No: JULY	7/21/2025	Paid Amt:	\$316.13
						Check Amount:	\$316.13
1ST	86410	1824		VESTIS		Check	
		E 01 100 203 000 401 000		Elem & Health Supplies/Laundry			\$159.94

Bank	Check No	Code	Rcd	Vendor	Pmt/Void Date	Pmt Type	
1ST	86410	1824		VESTIS		Check	
		E 02	005	770 701 401 000		\$434.50	
PO#:	Voucher #:	49859	Invoice	Invoice No: JULY	7/21/2025	Paid Amt: \$594.44	Check Amount: \$594.44
1ST	86411	1922		WEST MAIN AUTO REPAIR		Check	
		E 01	005	760 720 353 000		\$136.45	
PO#:	Voucher #:	49860	Invoice	Invoice No: 45956	7/21/2025	Paid Amt: \$136.45	Check Amount: \$136.45
1ST	86412	1616		WEX		Check	
		E 01	005	110 000 305 000		\$247.50	
PO#:	Voucher #:	49880	Invoice	Invoice No: 2191425	7/21/2025	Paid Amt: \$247.50	Check Amount: \$247.50
1ST	86413	1126		WINTER TRUCK LINE INC		Check	
		E 01	005	850 000 305 000		\$500.00	
PO#:	Voucher #:	49861	Invoice	Invoice No: 470162	7/21/2025	Paid Amt: \$500.00	Check Amount: \$500.00
1ST	86414	1923		WORKWISE COMPLIANCE		Check	
		E 01	005	110 000 401 000		\$964.96	
PO#:	Voucher #:	49862	Invoice	Invoice No: 10099727	7/21/2025	Paid Amt: \$964.96	Check Amount: \$964.96
						Report Total:	\$1,110,577.10

Mahnomen Public School
Detail Payment Register By Check
Fund Summary

Fund Description	Total
01 General	\$1,058,730.14
02 Food Service	\$1,427.00
04 Community Service	\$698.71
07 Debt Redemption	\$49,721.25
Report Total	\$1,110,577.10



BEMIDJI REGIONAL INTERDISTRICT COUNCIL

Bagley
Blackduck
Cass Lake-Bena
Clearbrook-Gonvick
Mahnomen
South Koochiching

PO Box 974
Bemidji, MN 56619
Phone 218-751-6622
Brenda R. Story, Executive Director
FAX Number 218-751-6625
www.bric-k12.com

Kelliher
Lake of the Woods
Laporte
Littlefork - Big Falls
Waubun-Ogema
Admin Office-Bemidji

Executive Board Minutes
June 17, 2025
BRIC office
10:30 am

DRAFT

1. Roll Call:

P Erich Heise
 P Paul Grams
 P Jeff Nelson
 P Jeff Bisek
 P Peter Bahr
 A Ryan Grow

P Sue Chase
 A Jeremy Tammi
 A Jamie Wendt
 P A.J. Dombeck
 P Jordan Spaeth
 P Brenda Story

Also in attendance was BRIC Administrative Specialist, Lori Bradseth and BRIC Business Manager, Shelley Nistler.

2. Agenda

Motion by Nelson and seconded by Bisek to accept the agenda as presented. Roll call was taken, Nelson-aye, Bisek-aye, Bahr-aye, Chase-aye, Dombeck-aye and Spaeth-aye. Motion carried.

3. Minutes:

Motion by Grams and seconded by Spaeth to approve the minutes of the Executive Board Meeting of May 21, 2025, as mailed and reviewed. Roll call was taken, Nelson-aye, Bisek-aye, Bahr-aye, Chase-aye, Dombeck-aye and Spaeth-aye. Motion carried.

4. Financial Report:

Motion by Chase and seconded by Grams to approve the financial report for the billing period through June 11, 2025 and order bills paid in the amount \$121,177.32. Roll call was taken, Nelson-aye, Bisek-aye, Bahr-aye, Chase-aye, Dombeck-aye and Spaeth-aye. Motion carried.

5. Director's Report

5-1. Staffing for 2025 -- 2026 handout was reviewed.

- a. BRIC Supervisors
- b. New Staff
- c. School Psychologists
- d. OT/PT

5-2. IOWA Reminder

Please be sure all BRIC staff are updated on the IOWA site. Any new or changes in assignments will be sent after July 1, 2025 for FY26.

6. Old Business

6-1. BRIC Preliminary FY26 Budget

Shelley Nistler, BRIC Business Manager reviewed the BRIC FY 26 preliminary budget for consideration.

Motion by Bisek and seconded by Dombeck to approve the preliminary FY 26 BRIC budget. Roll call was taken, Nelson-aye, Bisek-aye, Bahr-aye, Chase-aye, Dombeck-aye and Spaeth-aye. Motion carried.

7. New Business

7-1. Employment

Motion by Bahr and seconded by Dombeck to approve the employment of Ms. Jennifer Roethke as .8 FTE BRIC COTA, effective the 2025-2026 school year at Step 5 as per the SLPA Agreement. Roll call was taken, Nelson-aye, Bisek-aye, Bahr-aye, Chase-aye, Dombeck-aye and Spaeth-aye. Motion carried.

7.1. Employment (continued)

Motion by Chase and seconded by Spaeth to approve the employment of Ms. Maria Staples as BRIC Speech Language Pathologist, to be assigned to Blackduck ISD 32, effective the 2025-2026 school year at MA Step 4 as per the BRIC Master Agreement. Roll call was taken, Nelson-aye, Bisek-aye, Bahr-aye, Chase-aye, Dombek-aye and Spaeth-aye. Motion carried.

7-2. Tenure (Informational)

The following have met the necessary requirements per the BRIC Master Agreement for Tenure:

Ms. Hannah Spencer, BRIC Speech Language Pathologist

Ms. Shauntel Zeman, BRIC Speech Language Pathologist

Mr. Brian Solum, BRIC Teacher Specialist

8. Adjournment & Next Meeting

Motion by Bisek and seconded by Heise to adjourn the meeting. Roll call was taken, Nelson-aye, Bisek-aye, Bahr-aye, Chase-aye, Dombek-aye and Spaeth-aye. Motion carried.

Next Regularly Scheduled Meeting (In Person): Tuesday August 19, 2025



Mahnomen School Additions & Renovations

ICS Weekly Report
June 20th, 2025

Address: 310 W Madison Ave, Mahnomen, MN 56557

Mahnomen School Additions and Renovations: Weekly Update

Week Ending June 20th, 2025

- **Mahnomen Addition Phase:**

- Area A (North):
 - Construction finishes are substantially complete in Area A north. Flooring install is complete and doors will be swung and hardware installed. Access to this area will be limited to keep it clean.
- Area A (South):
 - Floor prep and install throughout Area A south is to commence with floor grinding and prepping
 - United Glass is continuing with the secure entrance installation at the commons. Arvig is working alongside them with low voltage security
 - Trades are wrapping up on finishes in this area and will time out with moving into Area C as demolition gets completed.
- Area B (Locker Rooms):
 - Locker room tile installation is ongoing in the shower stall areas. As tile work is moving through, Essers will follow behind with setting fixtures and getting shower partitions installed.
 - Once tile work is complete, flooring finishes for sealed concrete can be applied and completed.
- Renovations:
 - Underground plumbing is getting completed and concrete is getting poured back into place as the plumbers are working their way through.
 - Wall furring and interior steel stud wall are going to start going back into place with the new layouts.
 - Locker room floor saw cutting has been completed and underground plumbing install is going in place

Coming Up Next:

- Weekly Construction meetings to continue taking place at the ICS Jobsite trailer every Thursday at 11:00am.
- Area A (South) finishes are to continue. Access will be limited once the flooring contractor starts floor prep through completion of flooring installation.
- Area B Locker room construction is to continue with wall tile and setting fixtures.
- Rough ins and steel stud wall assembly will be taking place over the next couple of weeks.
- Trades are entering the next phase of installing new duct work, conduits and mechanical piping throughout the renovation areas
- Exterior site work will commence, starting on the east side of the building and working south



ICS



Description
Front entrance metal panel is going into place

Taken Date 06/20/2025 at 02:29 pm
Uploaded By Cooper Heimark
Upload Date 06/20/2025 at 02:29 pm
File Name 8D7450AF-14B8-4DBB-B385-137...

Album
Photos From Inspections



Description
Underground plumbing is wrapping up at locker rooms

Taken Date 06/20/2025 at 01:22 pm
Uploaded By Cooper Heimark
Upload Date 06/20/2025 at 01:22 pm
File Name 5713D927-5DD2-4BCB-9B0E-AE8...

Album
Unclassified



Description
Concrete is getting poured back at the classroom areas

Taken Date 06/20/2025 at 01:19 pm
Uploaded By Cooper Heimark
Upload Date 06/20/2025 at 01:19 pm
File Name 9A9CF4D0-4819-4D68-9701-906...

Album
Unclassified



Description
Black Metal panels are getting installed at the entrance

Taken Date 06/20/2025 at 10:43 am
Uploaded By Cooper Heimark
Upload Date 06/20/2025 at 10:44 am
File Name CE709100-643E-4943-A6EF-C889...

Album
Unclassified



ICS



Description

concrete slab infills are getting poured back

Taken Date

06/20/2025 at 10:39 am

Uploaded By

Cooper Heimark

Upload Date

06/20/2025 at 10:40 am

File Name

47CAFF1D-0C67-4662-95F6-B37B...

Album

Unclassified



Description

Tile is wrapping up at the locker room showers

Taken Date

06/19/2025 at 04:54 pm

Uploaded By

Cooper Heimark

Upload Date

06/19/2025 at 04:56 pm

File Name

9B0CD051-8123-4EF9-9338-D34...

Album

Unclassified



Description

Exterior finishes are getting completed

Taken Date

06/19/2025 at 03:15 pm

Uploaded By

Cooper Heimark

Upload Date

06/19/2025 at 03:18 pm

File Name

DF5672E5-F29E-4CEB-B9D4-B49...

Album

Unclassified



Description

Exterior finishes are getting completed

Taken Date

06/19/2025 at 03:15 pm

Uploaded By

Cooper Heimark

Upload Date

06/19/2025 at 03:18 pm

File Name

2A6AAB60-17DE-483B-BD89-16D...

Album

Unclassified



Mahnomen School Additions & Renovations

ICS Weekly Report
June 27th, 2025

Address: 310 W Madison Ave, Mahnomens, MN 56557

Mahnomen School Additions and Renovations: Weekly Update

Week Ending June 27th, 2025

- **Mahnomen Addition Phase:**

- Area A (South):

- Floor prep and install throughout Area A south is to commence with floor grinding and prepping
- Trades are wrapping up on finishes in this area and will time out with moving into Area C as demolition gets completed.
- Haataja Contracting is wrapping up exterior building finishes with the wood veneer and metal paneling

- Area B (Locker Rooms):

- Locker room tile installation is complete. Toilet fixtures are being set in place. Partitions will start being installed next week
- Once tile work is complete, flooring finishes for sealed concrete can be applied and completed.

- Renovations:

- Underground plumbing concrete infills have been completed.
- Wall furring and interior steel stud wall are to commence with Bevins Enterprise in Area C (Classrooms and Special education suite)
- Locker room undergrounds have been completed and waiting on final inspection. Concrete infills to take place Monday next week

- Site Work:

- Site work finishes are starting this week. Final grading to be taking place and sidewalks to be prepped
- Site restoration will be taking place as exterior concrete and asphalt paving works its way through

Coming Up Next:

- Weekly Construction meetings to continue taking place at the ICS Jobsite trailer every Thursday at 11:00am.
- Area A (South) finishes are to continue. Access will be limited once the flooring contractor starts floor prep through completion of flooring installation.
- Area B Locker room construction is to continue with setting fixtures, installing partitions, and installing toilet accessories.
- Rough ins and steel stud wall assembly will be taking place over the next couple of weeks.
- Trades are entering the next phase of installing new duct work, conduits and mechanical piping throughout the renovation areas
- Exterior site work will commence, starting on the east side of the building and working south



ICS



Description
Front Entrance Finishes are going in place

Taken Date 06/26/2025 at 08:24 am
Uploaded By Cooper Heimark
Upload Date 06/26/2025 at 08:27 am
File Name 02552424-1B8A-4E66-A979-222E...

Album
Unclassified



Description
Underground plumbing at locker rooms are complete

Taken Date 06/25/2025 at 03:50 pm
Uploaded By Cooper Heimark
Upload Date 06/25/2025 at 03:50 pm
File Name 22D5C559-B3B8-4EAF-B55E-7BC...

Album
Unclassified



Description
Demolition at existing renovation is complete

Taken Date 06/25/2025 at 03:45 pm
Uploaded By Cooper Heimark
Upload Date 06/25/2025 at 03:45 pm
File Name AD5522A1-4665-49E6-9543-8A7...

Album
Unclassified



Description
Underground plumbing is complete

Taken Date 06/25/2025 at 03:45 pm
Uploaded By Cooper Heimark
Upload Date 06/25/2025 at 03:45 pm
File Name 751B05A0-F5CD-4390-AC5C-359...

Album
Unclassified



ICS



Description

Underground Plumbing is complete at Area C

Taken Date

06/25/2025 at 02:52 pm

Uploaded By

Cooper Heimark

Upload Date

06/25/2025 at 02:52 pm

File Name

66F82242-87E7-485D-85D0-C10...

Album

Unclassified



Description

Flooring is getting prepped and install to commence

Taken Date

06/24/2025 at 11:33 am

Uploaded By

Cooper Heimark

Upload Date

06/24/2025 at 11:33 am

File Name

6865894B-CFBB-4D6B-8544-A2F...

Album

Unclassified



Description

Bathroom fixtures are getting set

Taken Date

06/24/2025 at 01:38 pm

Uploaded By

Cooper Heimark

Upload Date

06/24/2025 at 01:45 pm

File Name

BCFF61E3-CB96-4086-8D92-A67...

Album

Unclassified



Description

Demolition in the existing spaces has been completed

Taken Date

06/24/2025 at 09:41 am

Uploaded By

Cooper Heimark

Upload Date

06/24/2025 at 09:42 am

File Name

7B2834FF-0E80-4F0A-93EA-9819...

Album

Unclassified



Mahnomen School Additions & Renovations

ICS Weekly Report
June 13th, 2025

Address: 310 W Madison Ave, Mahnomen, MN 56557

Mahnomen School Additions and Renovations: Weekly Update

Week Ending June 13th, 2025

- **Mahnomen Addition Phase:**

- Area A (North):
 - Construction finishes are substantially complete in Area A north. Flooring install is complete and doors will be swung and hardware installed. Access to this area will be limited to keep it clean.
- Area A (South):
 - Floor prep and install throughout Area A south will be taking place starting next week
 - United Glass is continuing with the secure entrance installation at the commons. Arvig is working alongside them with low voltage security
 - Trades are wrapping up on finishes in this area and will time out with moving into Area C as demolition gets completed.
- Area B (Locker Rooms):
 - Locker room tile installation is ongoing in the shower stall areas. As tile work is moving through, Essers will follow behind with setting fixtures and getting shower partitions installed.
 - Once tile work is complete, flooring finishes for sealed concrete can be applied and completed.
- Renovations:
 - Demolition is substantially completed at the 6th Grade Classrooms, Special Education and locker rooms. General demolition is cleaning out and MEP trades are back in areas installing new rough ins per plan
 - Locker room floor saw cutting has been completed and underground plumbing install is going in place

Coming Up Next:

- Weekly Construction meetings to continue taking place at the ICS Jobsite trailer every Thursday at 11:00am.
- Area A (South) finishes are to continue. Access will be limited once the flooring contractor starts floor prep through completion of flooring installation.
- Area B Locker room construction is to continue with wall tile and setting fixtures.
- Demolition is almost complete in the 6th grade classroom wing as well as saw cutting for the installation of new sinks throughout the classrooms and special education suite.
- Trades are entering the next phase of installing new duct work, conduits and mechanical piping throughout the renovation areas
- Existing school hallway painting is ongoing in the corridors of the school



ICS



Description
Tile work is wrapping up in Area B locker rooms

Taken Date
06/11/2025 at 04:47 pm

Uploaded By
Cooper Heimark

Upload Date
06/11/2025 at 04:49 pm

File Name
FBD2B1E1-C2E9-4E5E-92F3-01C...

Album
Unclassified



Description
Floor tile is in place at shower stalls

Taken Date
06/11/2025 at 02:43 pm

Uploaded By
Cooper Heimark

Upload Date
06/11/2025 at 02:51 pm

File Name
0965AEFA-827C-4D5E-A495-00C8...

Album
Unclassified



Description
Painting is getting completed in corridors at existing spaces

Taken Date
06/11/2025 at 02:20 pm

Uploaded By
Cooper Heimark

Upload Date
06/11/2025 at 02:20 pm

File Name
4886FB6D-A3F8-4918-9335-9E78...

Album
Unclassified



Description
Culinox delivered kitchen equipment and MEP is making connections

Taken Date
06/11/2025 at 01:14 pm

Uploaded By
Cooper Heimark

Upload Date
06/11/2025 at 01:15 pm

File Name
EDC963CF-D4F3-4514-9C62-EA8...

Album
Unclassified



ICS



Description

Culinox delivered concessions equipment and MEP is making connections

Taken Date

06/11/2025 at 01:14 pm

Uploaded By

Cooper Heimark

Upload Date

06/11/2025 at 01:15 pm

File Name

0C5700E9-CD52-4F60-B657-D8A...

Album

Unclassified



Description

More concessions equipment is in place

Taken Date

06/11/2025 at 01:14 pm

Uploaded By

Cooper Heimark

Upload Date

06/11/2025 at 01:14 pm

File Name

D96CED6D-12B1-4658-978A-500...

Album

Unclassified



Description

Classrooms in Area A are wrapping up with finishes

Taken Date

06/10/2025 at 02:37 pm

Uploaded By

Cooper Heimark

Upload Date

06/10/2025 at 02:47 pm

File Name

A1EC5B20-BF48-45EC-A6F8-2715...

Album

Unclassified



Description

Classrooms in Area A are wrapping up with finishes

Taken Date

06/10/2025 at 10:30 am

Uploaded By

Cooper Heimark

Upload Date

06/10/2025 at 10:32 am

File Name

8F5AC67B-B1E7-4E62-BDA5-CBA...

Album

Unclassified



Mahnomen School Additions & Renovations

ICS Weekly Report July
11th, 2025

Address: 310 W Madison Ave, Mahnomen, MN 56557

Mahnomen School Additions and Renovations: Weekly Update

Week Ending July 11th, 2025

- **Mahnomen Addition Phase:**

- Area A (South):
 - Plumbing fixtures have been installed in the concessions.
 - Flooring installation is ongoing throughout Area A (South).
 - Access to this area will be limited to maintain cleanliness and prevent damage.
- Area B (Locker Rooms):
 - Floor and wall tile is installed, finishing final grouting in the locker rooms.
 - Bathroom partition walls are underway.
 - Plumbing fixtures have been installed, and final air tests are being conducted to ensure there are no leaks.
 - Shower heads are to follow once all partitions are installed.
- Renovations:
 - Steel stud framing and furring are wrapping up.
 - Mechanical and Electrical rough-ins are underway.
 - Concrete curbs have been poured into the Junior High locker room showers in preparation for tile installation.
 - Existing hollow metal doors and frames have been demolished and replaced with new aluminum doors and frames.
 - Trades continue to install new ductwork, conduits and mechanical piping throughout the renovation areas
- Site Work:
 - Finish work is ongoing in preparation for final grading and sidewalk installation.
 - The site restoration will be taking place as exterior concrete and asphalt paving works its way through.

Coming Up Next:

- Weekly Construction meetings to continue taking place at the ICS Jobsite trailer every Thursday at 11:00am.
- Area A (South) finishes are to continue. Access will be restricted as the flooring contractor proceeds with the installation of new flooring.
- Area B Locker room construction will be wrapping up with shower heads being installed.
- Mechanical & Electrical will continue with rough-ins and install new duct work/mechanical piping throughout the building.
- Dry wall installation will begin of the week.



ICS



Description

Shower heads getting installed.

Taken Date

07/10/2025 at 10:25 am

Uploaded By

Cooper Heimark

Upload Date

07/10/2025 at 10:26 am

File Name

304D4634-C18D-4979-BD18-DC4...

Album

Unclassified



Description

Concrete poured back in Junior High locker rooms

Taken Date

07/10/2025 at 10:15 am

Uploaded By

Cooper Heimark

Upload Date

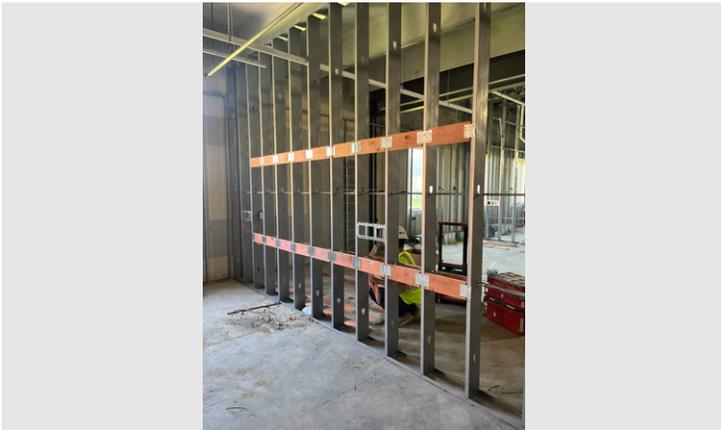
07/10/2025 at 10:19 am

File Name

6686576C-B548-4C94-B5B6-E23F...

Album

Unclassified



Description

Backing installed.

Taken Date

07/09/2025 at 10:17 am

Uploaded By

Cooper Heimark

Upload Date

07/09/2025 at 10:20 am

File Name

C6755A02-F36B-4819-A7F4-2502...

Album

Unclassified



Description

New aluminum doors and frames.

Taken Date

07/08/2025 at 05:17 pm

Uploaded By

Cooper Heimark

Upload Date

07/08/2025 at 05:17 pm

File Name

EB6829D0-2233-4D7E-890D-89B...

Album

Unclassified



ICS



Description

Concrete curbs in Junior High locker rooms .

Taken Date

07/08/2025 at 04:32 pm

Uploaded By

Cooper Heimark

Upload Date

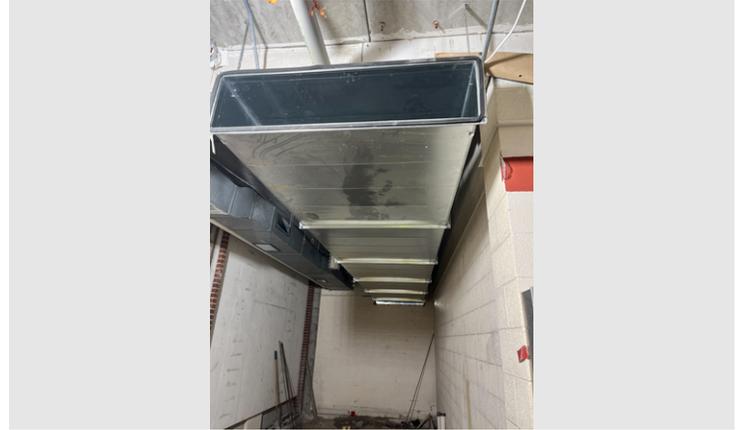
07/08/2025 at 04:36 pm

File Name

01C80D53-3A9A-4B35-8FCF-138...

Album

Unclassified



Description

New mechanical duct work.

Taken Date

07/08/2025 at 01:03 pm

Uploaded By

Cooper Heimark

Upload Date

07/08/2025 at 01:17 pm

File Name

08D798D9-5096-4424-824D-6FC...

Album

Unclassified



Description

New aluminum doors and frames.

Taken Date

07/08/2025 at 09:10 am

Uploaded By

Cooper Heimark

Upload Date

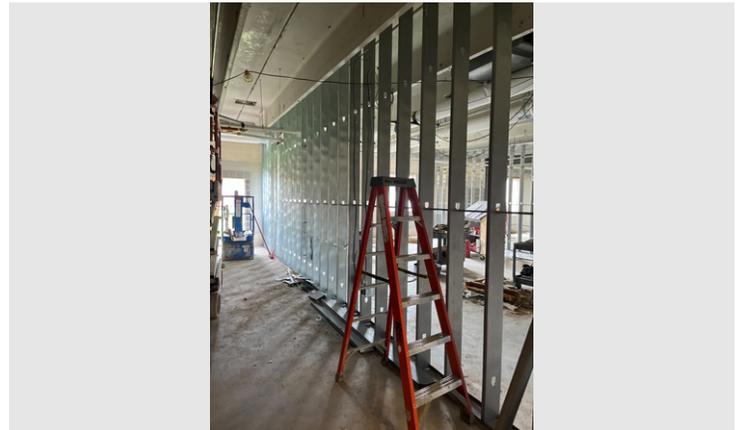
07/08/2025 at 09:10 am

File Name

C15C06DF-12E9-4D97-9411-02D...

Album

Unclassified



Description

Framing new class rooms.

Taken Date

07/07/2025 at 03:36 pm

Uploaded By

Cooper Heimark

Upload Date

07/07/2025 at 03:37 pm

File Name

6901D61A-0112-4B45-ADA8-C8E...

Album

Unclassified

Athletics & Activities Program - Board Report – July 2025

Fall sports schedules are complete and will be live July 28th. Registration for all athletes will also open July 28th. ***rSchools (our former scheduler and registration platform) was purchased by Arbiter late spring and we are training through new formats this month in preparation for our upcoming sports meeting and sports seasons**

All Sports Meeting will be held in Waubun on July 28th at 5:30. The purpose of this meeting is to briefly discuss with all student athletes of all seasons, the handbook, highlight important policies and procedures regarding eligibility and transportation, along with a segment for fall coaches to discuss season details and practices. Essentia Health and Indian Health Service will offer physicals, White Earth Tribal Health will offer immunizations.

Coaches list as presented with vacancies in JH VB

Pairing Committee Update: No major updates

- M/W Cooperative Pairing Evaluation was shared with stakeholders (Admin, Board Members, and Coaches JH-V) and will be reviewed in the next Co-op Pairing Committee meeting.
 - The date for a July or August meeting is TBA.

MSHSL & Section information: No major updates

Community Education Program - Board Report – July 2025

- Fiscal Year 2025 Voluntary Prekindergarten and School Readiness Plus Allocation was provided to Mahanomen Public School with the FY25 total allocation of 30 seats for VPK.
- 2024-25 ECFE Community Needs Assessment was completed and submitted to DCYF
- School Readiness Program: Summer Kindergarten Readiness dates were July 7 - 18. There were 15 students registered! Attendance was great. Thank you to Mrs. Lisa Larson and Para Jen Brunner for their work this summer!
- Fall Community Education calendar dates are in progress and are expected to be completed by August 11th for mailing and posting.
- A new Blue Card system from the Department of Public Safety is still coming, this will affect our Driver's Education program and will require adjustments to current process/procedures while also creating a need for parent education. DPS will continue to share information to sites.
-

Mahnomen Elementary School Handbook 2025 - 2026



Mission of Mahnomen Public Schools

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

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

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

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MAHNOMEN PUBLIC SCHOOL DISTRICT 432

Mr. Melby, Elem. Principal

P. O. Box 319

310 Madison Ave.
Mahnomon, MN 56557
Phone: 218-935-2581
Fax: 218-935-5827

Dear Parents and Students,

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

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

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

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

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

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

Sincerely,

Mr. Melby
Elementary Principal



2024-2025 CALENDAR DAYS

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

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

ELEMENTARY STAFF

PRINCIPAL

Jacob Melby

ASST. PRINCIPAL

Amanda Okeson

SECRETARY

Erica Wytaske

KINDERGARTEN

Amy Houdek

Vicki Haverkamp

Samantha DeLong

FIRST GRADE

Janice Woods

Michele McCollum-Steinmetz

SECOND GRADE

Becky Evenson

Alicia Schoenborn

Kayla Schimanski-Bruce

THIRD GRADE

Becky Olson

Gerri Swiers

FOURTH GRADE

Lesley Miller

Valla O'Laughlin

FIFTH GRADE

Erin Guenther

Sam Twistol

SIXTH GRADE

Kristin Johnson

~~Amy Maruska~~

Amber Korbel

COOKS

Ruth Nefzger

Cliff Balentine

April Wadenah

Shirley Anderson

CUSTODIANS

Josh Bendickson

Steve Houdek

PreK & ECFE

Kayla Heller

Lisa Larson

HEALTH ASST.

Deb Neisen

INDIAN EDUCATION

Desiree Linden-Coordinator

Meredith McArthur- Success

Coach

~~Jim Uran-Teacher~~

Lakeisha Londo-Teacher

Jessica Goodwin-Truancy

SOCIAL WORKER

Catherine Olson

MUSIC

Jill Bisek

Megan Argall

PHYSICAL EDUCATION

Steve McMullen

Jamie Nordick

Jon Starkey

SPECIAL EDUCATION

Holly Nelson

~~Michelle Hestera~~

Laura Gulseth

Michael Cerkowniak

Nichole Machart

Stacey Anderson

Lynn Sisson

~~Alex Hobart~~

SPEECH & LANGUAGE

THERAPY

Karen Mitchell

Hannah Ladwig

TITLE I/ADSI

Lori Handyside

Dawn Winters

Lisa Kangas

PARA PROFESSIONALS

~~Mary Kaiser~~

Jeanine Houska

Tim LaVoy

Tammy Neis

~~Shelly Zimmer~~

Jessica Lewis

Michelle Geray

Tasha Domier

Kaylie Schecker

Jen Brunner

Missy Stevens

Tricia Simon

~~Deb Winter~~

Nina Ruschmeier

Gracie Uran

Haylee Onstad

~~Audrey Locken-Gent~~

~~Janna Davidson~~

COMMUNITY

ED/ATHLETIC DIRECTOR

Aimee Pederson

DISTRICT SECRETARY &

FOOD SERVICE

COORDINATOR

Delane Schaumburg

GENERAL INFORMATION

Academic/E-Learning Expectations

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

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

Activity Tickets:

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

Admission price per game is \$3.00 Students, \$5.00 Adults.

Admittance: New Students/Exiting Students

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

After school Academic Programming:

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

Engineering Club & STEAM Club

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

Attendance

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

School District policy expects students to arrive at school on time. Arriving late interrupts his/her learning as well as their peer's learning. If a student arrives after 8:30 a.m., he/she will be recorded tardy. Excessive unexcused tardiness follows District policy and procedure and may lead to the filing of a truancy petition under Minnesota Statute 260A.02.

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

Attendance & Extracurricular Activities

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

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

Behavior: Positive Behavioral Intervention Strategies (PBIS)

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

Bicycles, Rollerblades, Skateboards:

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

Breakfast and Lunch Programs and Billing:

All student meals will be free in 2024-2025.

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

Cell Phones/Smart Watches/Electronics

Students are expected to turn in their device to their teacher when they enter the building and pick them up at the end of the day. Students are not allowed to use cell phones/smart watches/electronic devices on school grounds during school hours. If a device has not been turned in and is seen by a staff member, it will be confiscated and turned into the Principal's office. The student can pick up the device at the end of the school

day. Should there be a second offense; the device will be held until the student's parent/guardian can pick it up from the Principal, where a plan will be set up for any further offenses. The Mahnomon School District and the Minnesota State High School League prohibits any recording device in locker rooms at any time.

Child Abuse and Neglect Law:

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

Classroom Celebrations:

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

Communications:

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

Digital/Citizenship:

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

Directory Information

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

Elementary Newsletter:

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

Field Trips:

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

Fire, Tornado, & Lockdown Drills:

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

Invitations:

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

Law Enforcement and Local Officials

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

Locker/Cubby Coat areas

School lockers are property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities, for any reason, may conduct an inspection of the interior of the lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. After searching a student's personal possessions and/or lockers, the school authorities must provide notice of the search to students unless disclosure would impede an ongoing investigation by police or school officials.

Loss of Textbooks/Library Books

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

Lost and Found/ Personal items

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

Physical Activity:

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

Promotion/Retention

Decisions concerning satisfactory student progress for grade promotion and/or retention will consider all dimensions of student development. (1) **Academic Performance**—Teachers will annually evaluate student

academic progress as satisfactory or insufficient with respect to the following measures: (a) teacher observations and informal classroom assessments; (b) measures of academic performance (reading, math and writing); (c) progress toward content standards in each grade level as measured by grade level appropriate performance scores on MCA assessments; (d) other measures considered reliable by the student support team including, but is not limited to, progress monitoring assessments, retention/promotion checklist or a similar tool.

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

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

Report Cards/Conferences/Progress Monitoring:

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

School Hours, Breakfast, Start & Dismissal Time:

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

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

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

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

School Visitation: Parents

~~Upon entering the building, parents MUST SIGN IN, WAIT IN THE OFFICE, must receive prior approval wearing a visitor's pass while in the building. This procedure is for the safety and protection of the students and staff in the school. 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.~~

Parents/guardians and community members are welcome to visit the school. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the school office upon entering the building, with the exception of events open to the public. All outside doorways will be locked during school hours. This is not meant to discourage parents/guardians from visiting school, but as a means to keep students safe from an intruder.

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

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

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

Special Education:

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

The student’s Individual Education Plan (IEP) team will determine the appropriate placement for the student. The IEP team will also address the Minnesota State Tests for each student.

Storm/Emergency Closings:

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

Telephone Use:

Parent phone calls to students:

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

Calls to Teachers:

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

Student Use:

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

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

HEALTH ISSUES:

Head Lice

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

Illness at School

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

Immunization

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

Medication

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

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

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

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

Physical Education and Swimming Policy:

Physical education is a graded and required course for all elementary students. Some clothing and jewelry can be a safety concern or limit a student's participation. Students may be asked to remove any articles deemed

unsafe or inappropriate by the PE instructor. Parents/guardians are to notify the teacher of any limitations your child may have. A Dr. note will be required to excuse your child from PE for illnesses lasting more than three days.

Public Health Records

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

Vision and Hearing, Scoliosis

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

White Area Crisis Hotline

1-877-380-3621

SCHOOL BEHAVIORAL EXPECTATIONS/POLICIES:

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

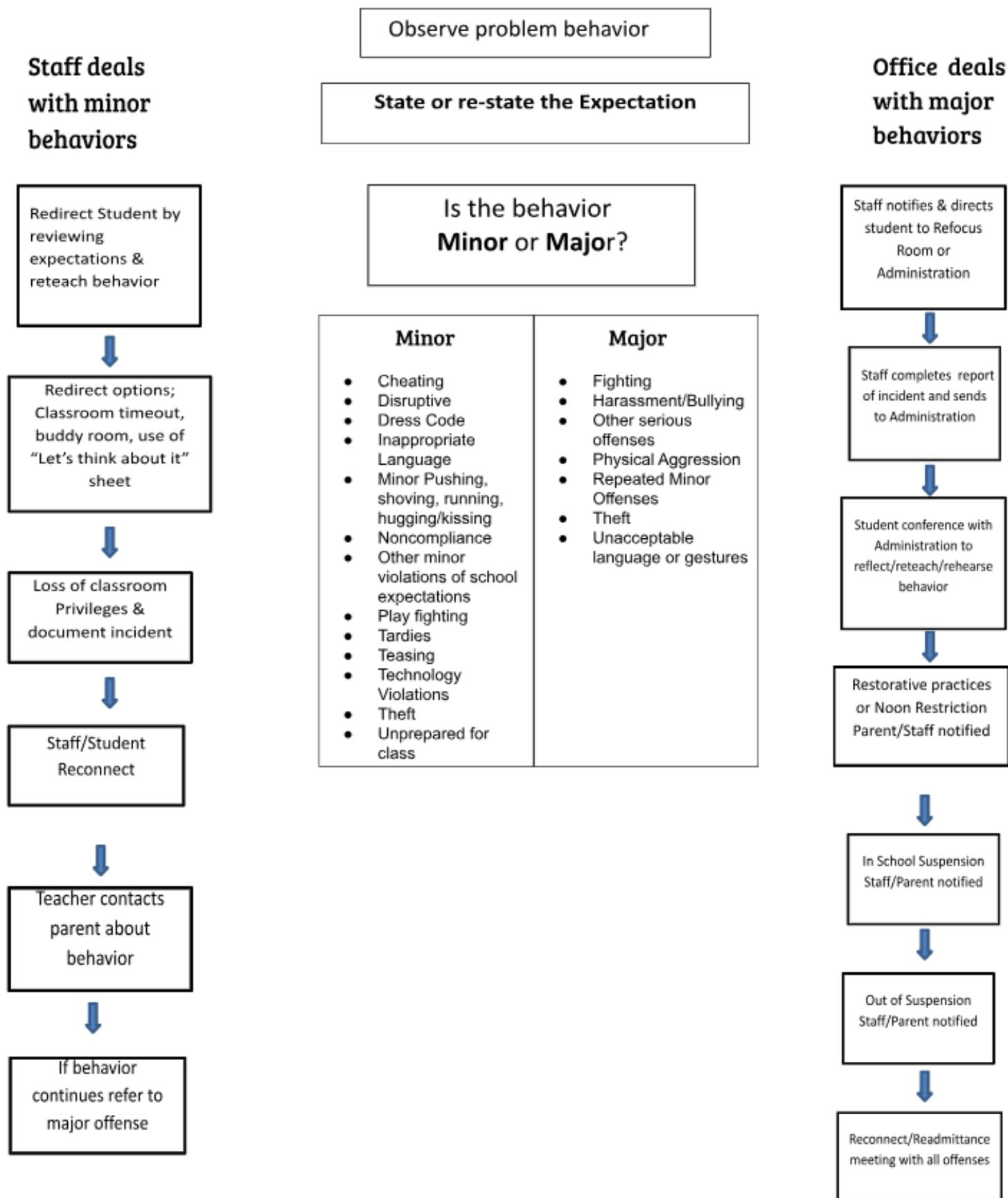
T-Bird Pride

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

	Proud	Respectful	Involved	Determined	Educated
In... Class	Do your best work Take your time Expect to succeed Be proud of accomplishments	Respect yourself and others Respect materials and property	Positively participate Be prepared	Do your best Attend school daily Finish work on time Learn from mistakes	Ask for help Use your time wisely Do your own work
In the... Hallways Bathrooms Locker Rooms	Keep hallways/ lockers clean Report problems	Respect staff, equipment & facilities Use appropriate voice levels	Keep areas clean Be friendly to peers & staff Use positive language	Be on time to classes & meetings	Wash hands Walk

In the... Cafeteria & Commons	Be polite Wait your turn Clean up your area	Respect equipment & facilities Say "Please" and "Thank you"	Help others Wait your turn Include everyone	Pick up after yourself Stay in designated area Eat healthy foods	Use table manners Use inside voices Walk
Participating... Recess Extra- Curricular Events, Gym Assemblies	Promote school spirit Treat equipment with care	Show Sportsman- ship Respect others	Include everyone Participate safely Get involved	Challenge yourself Do your best on and off the court Strive to improve	Actively listening Practice good citizenship Exit appropriately
On/At the... Bus Bus Stop School Vehicle	Keep the bus clean Appreciate privilege to ride	Respect bus expectations, drivers, passengers Respect property of others	Be a positive leader Model good behavior Keep driver informed	Be on time Dress appropriately	Practice Bus Safety Help others
In the World... At Home Social Media	Be polite and courteous Think before you communicate	Be law abiding Respect others opinions	Use appropriate sites & language Be kind	Create a bully- free area Be open-minded Be positive	Check your sources Create your own work without plagiarizing Use technology appropriately

T-Bird Pride Behavior Decision Flowchart



Administrative Discretion

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

Discipline Referral (Noon Restriction NR):

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

Behavior Management Plan:

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

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

MINOR OFFENSES

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

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

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

MAJOR OFFENSES

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

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

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

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

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

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

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

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

Suspension - Expulsion

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

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

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

Weapons/Federal Gun-Free Schools Act:

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

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

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

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

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

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

Bullying-School District Action - Written

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

Bus Privileges

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards

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

Bus Rider Expectations

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. Refrain from fighting, harassing, intimidation or horseplay.
7. Eating, drinking, or use of tobacco or drugs is not allowed.
8. Weapons or dangerous objects are not allowed on the school bus.
9. Respect school bus property.

Bus-consequences;

1st offense – warning

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

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

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

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

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

Bus Damage/Vandalism

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

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

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

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

Classroom Expectations

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

Gang Symbols:

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

Harassment:

Students are to be respectful. Comments, actions, or clothing, which creates an unwelcome response by another person, are inappropriate. Sexual, religious, and racial harassment incidents will be reported to the school's Human Rights Officer or the Principal. The Mahnomen 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 Mahnomen County Sheriff's Depart. Depending on the severity, the student may be suspended for a period of time and/or expelled/excluded from school determined by the administration and the incident will be reported to the parents.

Illegal or Dangerous Articles:

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

Internet Expectations

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

CONSEQUENCES for misuse of the Internet are as follows:

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

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

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

Playground Expectations

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

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

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

Reasonable Force/Dangerous Students

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

School Dress Expectations:

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

Event Expectations:

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

EXTRA CURRICULAR OPPORTUNITIES:

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

Band Lessons:

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

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

Dance team:

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

Elementary Community Ed. Basketball:

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

Elementary Community Ed. Football:

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

Elementary Community Ed. Wrestling:

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

Jr. High Sports Participation:

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

Safety Patrol:

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

Family Educational Rights and Privacy Act:

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

Pledge of Allegiance:

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

Statement of Rights:

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

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

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

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

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

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

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

INDEPENDENT SCHOOL DISTRICT #432
RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

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

Complainant:

Home address: _____

Work address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

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

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

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

Where and when did the incident(s) occur?

List any witnesses that were present:

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

Complainant Signature

Date

Received by:

Date



Superintendent's Report

July 21, 2025

Note: Tonight's meeting serves as a special meeting to **set the regular board meeting schedule** for the upcoming year, while also **covering the regular business of the July board meeting**.

Action Item:

Recommendation to Approve Change to Regular Board Meeting Schedule

Motion:

Move to approve changing the regular school board meeting schedule to the third Monday of each month and to adopt the use of BoardBook Premier as the official platform for agenda preparation, distribution, and public access.

Rationale:

This change allows for more accurate and timely financial reporting, reduces the need for last-minute agenda additions, and improves transparency and efficiency.

1. District Listening & Leadership Transition

- As part of my transition into the superintendent role, I've conducted close to **30 one-on-one interviews** with a variety of stakeholders—staff, parents, board members, and community partners—to gain insight into the strengths we can build on and the challenges we face. I remain open to connecting with others—if you'd like to schedule a time to visit, please don't hesitate to reach out to Delane to set something up.
- These conversations have been incredibly valuable in shaping my understanding of the district's culture, opportunities, and needs. As part of this early work, I've focused on **strengthening our hiring process** to ensure it is timely, inclusive, and consistent across all positions.
- I'm also working to improve **communication across the district**, with an emphasis on transparency, clarity, and building stronger connections between staff, families, and leadership.
- To support my own learning and growth, I've started attending **finance sessions through NWSC**, joined the **new superintendent cohort through MSBA**, and will be traveling to **Bismarck later this summer for Impact Aid training**.

2. Summer Operations & Facility Updates

- **Construction continues to progress on schedule**, with major work now focused on interior finishes and furniture installation. The team is actively addressing minor delays with ceiling materials to ensure readiness for the school year.



- Custodial and maintenance staff are **preparing for fall**, including attention to playground safety and general upkeep.
 - Planning is underway for a **Ribbon-Cutting Ceremony**, tentatively scheduled for mid-September.
-

2. Staffing & Personnel

- **Hiring continues for a few remaining positions**, with contracts extended and onboarding underway for newly hired staff.
 - The Business Office is actively working through payroll setup, background checks, and employment paperwork for all new hires.
 - **Job descriptions are under review** for greater clarity and accountability.
 - We are also moving to **hire a new Head of Food Service and Head Cook** to allow **Delane** to transition into the **Transportation Director** role.
-

3. Policy & Board Planning

- Implementation of **BoardBook Premier** is underway to support clearer communication and transparency.
 - A proposed **committee meeting rotation** will be discussed to streamline governance and ensure timely planning prior to each board meeting. These meetings will be posted online using BoardBook.
 - **Handbooks and crisis response plans** are being updated and aligned with consistent enforcement expectations.
-

4. Negotiations

- We have received intent to negotiate from most staff groups and are preparing for upcoming discussions. At this time, we have **not yet received notice from the paraprofessional group**, but anticipate it may be forthcoming.
- I held an **initial planning meeting** with Todd and Chris Otto to align on the process and establish a shared understanding of expectations.
- Our goal is to open negotiations with a big-picture conversation about goals and priorities, and to set a **collaborative, solutions-focused tone** from the start.
- We're committed to transparency, thoughtful dialogue, and working toward fair, sustainable agreements that reflect both staff needs and the district's long-term vision.



MAHNOMEN THUNDERBIRDS

Attachments:

- Construction progress report
- LTFM documents
- Proposed [Board Committee Schedule](#)
- Boardbook help sheet from Aimee?

Mahnomen High School

Student-Parent Handbook

2025-
2026

Mission of Mahnomen Public Schools

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

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

Parents/guardians and students are responsible for reading.

Welcome to Mahnommen High School (MHS)

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

Thank You.

Mr. Hedstrom

Dear M.H.S. Students,
Welcome back to school M.H.S. students! We are looking forward to an exciting school year. There are a lot of great activities planned for the upcoming school

year. We hope you will take part in the extra activities and work hard in all your classes. Getting involved makes the school year more fun and it goes by faster. Whether it's your first year at MHS, last year or some year in between, have a great year!

2025-2026 Student Council Co-Presidents,

MAHNOMEN HIGH SCHOOL TELEPHONE NUMBERS

(218)-935-2212

Extension

7-12 Principal.....	Kevin Hedstrom	251
Dean of Students.....	John Clark, Jr.....	250
Counselor.....	Sheila Helgeson.....	252
High School Secretary.....	Paula Stock.....	237
Health Services.....	White Earth	111
Student Resource Officer.....	Deputy LaFriniere.....	333
District Secretary.....	Delane Schaumburg.....	107
Athletic Director.....	Aimee Pederson.....	315
Superintendent.....	Andrea Simon	110
AIE/Title VI Coordinator.....	Desiree Linden.....	248

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

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

2025-2026 Calendar

August	25	Teacher Work Day
	26-28	Staff In-Service Days
		Mahnomen School Open House 3:30-6:00
September	1	Labor Day – No school for students
	2	First Day of School
	26	First Quarter Mid term
October	16-17	ED MN - No school
	31	End of first quarter
November	4 & 6	Parent-Teacher Evening Conferences
	10	Staff In-Service Day - No school for students

	27-28	Thanksgiving Break - No school
December	5	Second quarter midterm
	24	Winter Break begins -No School Dec 24-Jan 2
January	5	First day of school following Winter Break
	15	End of second quarter
	16	Teacher Work Day
	19	Staff In-Service Day - No school for students
February	13	Third quarter mid-term
	16	Presidents Day - No school
	26	High School Evening Conferences
March	9	Staff In-Service day - No school for students
	20	End of third quarter
April	3 & 6	Spring break - No school
	9	High School Evening Registration for 26-27
	17	Fourth quarter mid-term
May	22	Last day for students
	22	Graduation
	26	Last Day for Teachers

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

High School Daily Schedule

Tardy Bell	8:27
1 st Hour	8:30 - 9:15
2 nd Hour	9:18 - 10:03
3 rd Hour	10:06 - 10:51

4 th Hour	10:54 - 11:39
Lunch	11:39 - 12:08
5th hour	12:09 - 12:54
6 th Hour	12:57 - 1:42
7 th Hour	1:45 - 2:30
8 th Hour	2:33 - 3:18

ACADEMIC PROGRAMS

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

Graduation Requirements

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

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

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

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

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

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

College-In-The-High-School

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

Scholarships

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

Contact Ms. Helgeson for more information.

Scheduling Process

Grades 7 and 8 are scheduled for required classes only. Grades 9-12 must enroll in at least 3.5 credits per semester and 7 credits each school year. Courses are selected during the 3rd quarter of the previous school year. Students will be provided with a Registration Guide to assist them in the

process. A student advisor and/or the counselor will guide students through the process. Parents are requested to be involved in the process also.

Schedule Changes

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

Special Education

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

Driver's Education

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

Prerequisites

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

Post Secondary Enrollment Option (PSEO) and Expectations

4 credits of Language Arts

4 credits of Social

3 credits of Math

3 credits of Science

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

1 credit of Fine Arts

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

REPORT CARDS & GRADING

Report Cards

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

Grading System

A report card summarizes a student's academic performance including various factors such as: attendance, test performance, class participation, homework, quizzes, reports, group work, attentive behavior, etc. Report card grades are

the responsibility of the classroom teacher. Courses are graded at the end of each quarter and are final grades for that quarter. Students must complete courses and earn a passing grade to receive credit. Grade point average (GPA) are calculated as follows:

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

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

Cheating

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

Remediation

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

Retention

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

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

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

APPEAL PROCESS

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

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

Honor Roll

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

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

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

Cumulative Grade Point Average (GPA)

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

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

Graduating Honor Students

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

Cum Laude 3.250 to 3.499

Magna Cum Laude 3.500 to 3.749

Summa Cum Laude 3.750 to 4.000

Academic Awards Program

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

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

GOLD BAR:

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

SILVER BAR:

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

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

Grades and Credit Checks

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

Grading System

The following percentage scale is used by teachers:

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

Incompletes

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

Mid-Quarter Reports

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

GENERAL INFORMATION

Emergency School Closings

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

KRJM--Mahanomen (101.5 FM)

Daily Bulletin

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

Computer/Technology Use Policy

Document available upon request. Contact MHS Office

Closed Lunch Period

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

Doors

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

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

Fire drills

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

Homecoming/Sno-Daze expectations

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

Student Email Accounts

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

Vending Machines and Change

The machines will be available for use before school, during assigned lunches, and after school but not between or during classes. Students may request change in the office during their assigned lunch period and after school. Beverages and snacks may be consumed in the commons area only. Use of

machines will be suspended as determined by school staff when trash is not disposed of properly and/or consumption in restricted areas.

Early Arrivals to School

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

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

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

Staying after School

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

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

School Dress Rules

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.

Lost and Found

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

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

Telephone Use

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

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

Cell Phones & Electronic Devices

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

Messages/Deliveries

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

Visitors

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

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

Parents/guardians and community members are welcome to visit the school. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the school office upon entering the building, with the exception of events open to the public. Visitors that are granted access MUST wear a "visitor name tag" at all times while in

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

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

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

Parking and Motor Vehicles

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

Reasonable Force

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

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

- by a parent, guardian, teacher, or other lawful custodian of a child or pupil, in the exercise of lawful authority, to restrain or correct such child or pupil; or
- by a school employee or school bus driver, in the exercise of lawful authority, to restrain a child or pupil, or to prevent bodily harm or death to another; or
- by a common carrier in expelling a passenger who refuses to obey a lawful requirement for the conduct of passengers and reasonable care is exercised with regard to the passenger's personal safety; or
- to restrain a person who is mentally ill or mentally defective from self-injury or injury to another or when used by one with authority to do so to compel compliance with reasonable requirements for the person's control, conduct, or treatment; or

- by a public or private institution providing custody or treatment against one lawfully committed to compel compliance with reasonable requirements for the control, conduct, or treatment of the committed person.

Law Enforcement and Local Officials

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

New Student Registration

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

Student Directory Information Determined to be Public

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

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

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

Participation in officially recognized activities.

STUDENT SERVICES

Counseling Office

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

administer and interpret required tests. The counselor can arrange for group counseling and referrals to community resources.

Social Worker

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

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

Food Service

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

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

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

Dean of Students

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

Homebound Instruction

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

Help From Teachers

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

Homework

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

Homework Club

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

Indian Education

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

Tutors

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

Staff Support Team

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

Family Educational Rights and Privacy Act (FERPA)

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

Family Educational Rights and Privacy Act

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

Statement of Rights

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

- The right, if asked to provide private or confidential data, to be informed if (a) the purpose and intended use of the data within the school system; (b) whether he/she may refuse or is legally required to supply the requested data; (c) any known consequences data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data.
- The right to inspect and review the student's education record.
- The right to explanations and interpretations of the record.
- The right to have a representative of the parents or eligible students to inspect and review the records.

- The right to exercise a limited control over other people's access to the student's education record.
- The right to seek to correct the student's education record in a hearing if necessary.
- The right to report violations of the rules and regulations cited above, to the Department of Education.
- The right to be informed of the above rights.

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

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

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

Health Services

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

Student Illness

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

Prescription and Non-prescription Medications

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

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

1. Parents bring the medication to the office in person.
2. A written order from the doctor, including the students name, name and dosage of medication, time to be administered
3. Signed written permission requesting school staff to administer the medication as prescribed by the doctor.

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

Head Lice

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

ATTENDANCE POLICY

General Information

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

Truancy and Educational Neglect

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

Roles and Responsibilities

Attendance is a shared responsibility between the student and parent or guardian. School staff have responsibilities to record and report attendance, expect ninety-five percent (95%) attendance, and to intervene when students are not attending.

Students' Responsibilities

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

Parent's or Guardian's Responsibilities

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

Teachers' Responsibilities

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

Administrators'/Attendance Office Responsibilities

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

Absences Planned in Advance

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

Makeup Work

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

Notification Regarding Student Absence

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

- | | | |
|--|---|---|
| <input type="checkbox"/> student's name | <input type="checkbox"/> reason for absence | <input type="checkbox"/> signature of parent or guardian. |
| <input type="checkbox"/> grade | <input type="checkbox"/> daytime phone number | |
| <input type="checkbox"/> date of the absence | | |

Excused Absences

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

Excused absences include:

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

Unexcused Absences

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

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

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

Continued Truant

Under Minnesota law, a student who is absent unexcused 5 or more class periods on three days during the school year is considered continued truant. Possible consequences include: suspension, delay in receiving driver's license, or parent accompanying student to school. The school will file a report with the county attorney and ICW.

Attendance and Extracurricular Activities

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

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

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

Permit to Leave

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

Hall Passes

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

Tardiness

A student is tardy when he or she is not in the classroom at the sound of the bell. Teachers must provide a pass to students when they remain with them longer than the scheduled time. Students arriving to school late must report to the office to obtain an admit pass to class. Unexcused tardies to school will result in the students' cell phone being turned into the office for the day.

Consequences Per Semester

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

DISCIPLINE POLICY

Introduction

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

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

Administrative Discretion

Severe behaviors that threaten the safety of the student and others will result in dismissal from school in order to maintain the safety and well being of all students, school staff, and property. Severe incidents will result in strict consequences at the discretion of the Principal. Finally, please note some

incidents may not be listed therefore any consequence assigned for any disciplinary concern will be at the discretion of the administration.

Discipline Notices

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

Discipline Options

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

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

Noon Restriction (NR)

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

After School Detention (ASD)

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

In School Suspension (ISS)

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

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

Student Reporting of Incidents

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

Discipline Options-Dismissal

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

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

Dismissal includes: Exclusion Expulsion Out of School Suspension-OSS

Defined:

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

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

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

MINOR OFFENSES

Aggressive Behavior	Unprovoked hitting to cause unintentional harm
Cheating	Plagiarism, cheat sheets, stealing tests, other forms considered
Disruptive Behavior	Any act which disrupts the educational process
Student Attire	Inappropriate words, pictures and distracting clothing
Forgery	Signing another persons name
Falsifying Information	Providing untrue statements verbally or in writing
Insubordination	Willful refusal to follow reasonable directives from school staff
Leaving School	Without a blue permit to leave slip
Nuisance Devices	Any device deemed to disrupt the educational process

Public Display of Affection	Inappropriate signs of affection such as kissing, embracing, etc.
Horseplay	Mutual poking, pushing, pulling, tripping, wrestling, etc.
Skipping	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	Lunch Restriction ASD ISS 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	Tampering with fire emergency equipment-alarms, extinguishers

Bomb Threats	Includes all incinerating devices, chemical or imploding devices Issuing a bomb threat verbally or in writing
Hazing	Refer to Hazing Policy on page
Physical Assault-Staff Physical Assault- Student	Intentional reckless or threatening behavior causing another person physical injury
Possession- Ammunition	Bullets or other projectiles designed to be used as a weapon
Reckless Driving	On or around school property possibly endangering or injuring students and or staff
Burglary	Entering a school building without consent with the intent to commit a crime
Illegal Drugs Prescription Drugs 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

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

Minnesota Statutes – District Policy Manual (district website)

Harassment – Minnesota Statute 121A. 03

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

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

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

Warning Suspension Expulsion

Law enforcement agencies will be involved as necessary.

Hazing – Minnesota Statute 121A.69

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

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

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

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

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

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

“On school district property or at school-related functions” means all school district buildings, school grounds, and school property or property

immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

BULLYING -SCHOOL DISTRICT ACTION

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

The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

GUIDELINES FOR SPECIAL ACTIVITIES

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

1. The doors are to be locked 30 minutes following the scheduled beginning of the dance. A student leaving after this time will not be allowed to re-enter.
2. A student may be restricted from dances as a disciplinary consequence and students with unserved disciplinary consequences (NR, ISS, OSS, etc.) will be restricted from dances.
3. Upon arriving at the dance, students are to sign in. If a student leaves before closing time, the student is to indicate the time left. Parents interested in when their child left the dance may call the school office the next school day.
4. Guests--generally the school dances are restricted to MHS students (7-12) (enrolled in Mahanomen High School or Mahanomen ALC) and having attended for at least 1 week). If a dance is scheduled to allow guests, the MHS students must sign up their guests in the principal's office by the end of the school day prior to the dance. Most dances will be limited to specific grades.
5. A telephone is available for emergency use and for getting rides home.
6. All Student-Parent Handbook rules apply.
7. The dance approval form is to be used when requesting a dance. This form needs to be completed and submitted to the principal by the advisor or teacher one (1) week prior to the date of the dance.
8. Chaperones will monitor student behavior. Behavior found to be inappropriate to the chaperone including suggestive type dancing may result in 1) a warning; 2) restriction from future activities; 3) removal from the dance.

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

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

1. Guests must be at least a sophomore (10th grader) and under age 21. Ninth graders cannot attend.
2. A guest who does not currently attend MHS must have prior approval from the Prom Advisory Committee. A request can be made at the time of the advance sign-up or earlier by contacting the Student Council advisor.
3. Everyone attending Prom should sign up at least 2 weeks in advance of the event.
4. A student must serve any scheduled disciplinary consequences before attending the Prom.
5. Doors will be locked at 9:30 P.M. (or right after the Grand March). A student may leave the dance but will not be allowed back into the event.
6. The drawing for prizes will be held at the end of the evening (approx. 3 A.M.), and a student must be present to win.

7. No alcohol, tobacco, vaping device, or other illegal substances is allowed. Anyone found with alcohol or under the influence of alcohol or other substances must leave. The chaperones will call the parents and request that they come and get their son/daughter, and if the parents can't provide a ride, law enforcement will be called to take the person home. This will also be considered a violation of the Minnesota State High School League guidelines.
8. The Prom Prize Committee is responsible for the distribution of all prizes. Its decisions are final.

Pep Fest Conduct

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

Accident Insurance

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

Title IX: Gender Equity

Contact the Title IX Coordinator

Transportation to School Sponsored Activities

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

School Bus Rules apply and consequences are as follows:

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

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

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

EXTRA-CURRICULAR ACTIVITIES

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

Athletics & Activities include:

Football
Volleyball
Boys and girls Basketball
Dance Team
Track
Golf
Softball
Baseball
Football Cheerleading
Fellowship of Christian Athletes (FCA)
Future Farmers of America (FFA)
Knowledge Bowl
National Honor Society (grades 10-12 only)
Indigenous Youth Council(IYC)
Opichi Drum group
Speech
Student Council
Yearbook
Band

Rules Extra-Curricular

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

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

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

Attendance – Handbook attendance policy.

Activity Tickets

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

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

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

Door Prices per Event:

Students	\$3.00
Adults	\$5.00
College Students	\$3.00 with college ID

Mahnomen Elementary School Handbook 2025 - 2026



Mission of Mahnomen Public Schools

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

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

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

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MAHNOMEN PUBLIC SCHOOL DISTRICT 432

Mr. Melby, Elem. Principal

P. O. Box 319

310 Madison Ave.
Mahnomon, MN 56557
Phone: 218-935-2581
Fax: 218-935-5827

Dear Parents and Students,

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

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

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

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

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

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

Sincerely,

Mr. Melby
Elementary Principal



2024-2025 CALENDAR DAYS

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

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

ELEMENTARY STAFF

PRINCIPAL

Jacob Melby

ASST. PRINCIPAL

Amanda Okeson

SECRETARY

Erica Wytaske

KINDERGARTEN

Amy Houdek

Vicki Haverkamp

Samantha DeLong

FIRST GRADE

Janice Woods

Michele McCollum-Steinmetz

SECOND GRADE

Becky Evenson

Alicia Schoenborn

Kayla Schimanski-Bruce

THIRD GRADE

Becky Olson

Gerri Swiers

FOURTH GRADE

Lesley Miller

Valla O'Laughlin

FIFTH GRADE

Erin Guenther

Sam Twistol

SIXTH GRADE

Kristin Johnson

~~Amy Maruska~~

Amber Korbel

COOKS

Ruth Nefzger

Cliff Balentine

April Wadenah

Shirley Anderson

CUSTODIANS

Josh Bendickson

Steve Houdek

PreK & ECFE

Kayla Heller

Lisa Larson

HEALTH ASST.

Deb Neisen

INDIAN EDUCATION

Desiree Linden-Coordinator

Meredith McArthur- Success

Coach

~~Jim Uran-Teacher~~

Lakeisha Londo-Teacher

Jessica Goodwin-Truancy

SOCIAL WORKER

Catherine Olson

MUSIC

Jill Bisek

Megan Argall

PHYSICAL EDUCATION

Steve McMullen

Jamie Nordick

Jon Starkey

SPECIAL EDUCATION

Holly Nelson

~~Michelle Hestera~~

Laura Gulseth

Michael Cerkowniak

Nichole Machart

Stacey Anderson

Lynn Sisson

~~Alex Hobart~~

SPEECH & LANGUAGE

THERAPY

Karen Mitchell

Hannah Ladwig

TITLE I/ADSI

Lori Handyside

Dawn Winters

Lisa Kangas

PARA PROFESSIONALS

~~Mary Kaiser~~

Jeanine Houska

Tim LaVoy

Tammy Neis

~~Shelly Zimmer~~

Jessica Lewis

Michelle Geray

Tasha Domier

Kaylie Schecker

Jen Brunner

Missy Stevens

Tricia Simon

~~Deb Winter~~

Nina Ruschmeier

Gracie Uran

Haylee Onstad

~~Audrey Locken-Gent~~

~~Janna Davidson~~

COMMUNITY

ED/ATHLETIC DIRECTOR

Aimee Pederson

DISTRICT SECRETARY &

FOOD SERVICE

COORDINATOR

Delane Schaumburg

GENERAL INFORMATION

Academic/E-Learning Expectations

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

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

Activity Tickets:

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

Admission price per game is \$3.00 Students, \$5.00 Adults.

Admittance: New Students/Exiting Students

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

After school Academic Programming:

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

Engineering Club & STEAM Club

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

Attendance

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

School District policy expects students to arrive at school on time. Arriving late interrupts his/her learning as well as their peer's learning. If a student arrives after 8:30 a.m., he/she will be recorded tardy. Excessive unexcused tardiness follows District policy and procedure and may lead to the filing of a truancy petition under Minnesota Statute 260A.02.

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

Attendance & Extracurricular Activities

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

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

Behavior: Positive Behavioral Intervention Strategies (PBIS)

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

Bicycles, Rollerblades, Skateboards:

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

Breakfast and Lunch Programs and Billing:

All student meals will be free in 2024-2025.

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

Cell Phones/Smart Watches/Electronics

Students are expected to turn in their device to their teacher when they enter the building and pick them up at the end of the day. Students are not allowed to use cell phones/smart watches/electronic devices on school grounds during school hours. If a device has not been turned in and is seen by a staff member, it will be confiscated and turned into the Principal's office. The student can pick up the device at the end of the school

day. Should there be a second offense; the device will be held until the student's parent/guardian can pick it up from the Principal, where a plan will be set up for any further offenses. The Mahnomon School District and the Minnesota State High School League prohibits any recording device in locker rooms at any time.

Child Abuse and Neglect Law:

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

Classroom Celebrations:

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

Communications:

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

Digital/Citizenship:

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

Directory Information

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

Elementary Newsletter:

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

Field Trips:

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

Fire, Tornado, & Lockdown Drills:

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

Invitations:

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

Law Enforcement and Local Officials

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

Locker/Cubby Coat areas

School lockers are property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities, for any reason, may conduct an inspection of the interior of the lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. After searching a student's personal possessions and/or lockers, the school authorities must provide notice of the search to students unless disclosure would impede an ongoing investigation by police or school officials.

Loss of Textbooks/Library Books

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

Lost and Found/ Personal items

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

Physical Activity:

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

Promotion/Retention

Decisions concerning satisfactory student progress for grade promotion and/or retention will consider all dimensions of student development. (1) **Academic Performance**—Teachers will annually evaluate student

academic progress as satisfactory or insufficient with respect to the following measures: (a) teacher observations and informal classroom assessments; (b) measures of academic performance (reading, math and writing); (c) progress toward content standards in each grade level as measured by grade level appropriate performance scores on MCA assessments; (d) other measures considered reliable by the student support team including, but is not limited to, progress monitoring assessments, retention/promotion checklist or a similar tool.

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

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

Report Cards/Conferences/Progress Monitoring:

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

School Hours, Breakfast, Start & Dismissal Time:

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

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

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

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

School Visitation: Parents

~~Upon entering the building, parents MUST SIGN IN, WAIT IN THE OFFICE, must receive prior approval wearing a visitor's pass while in the building. This procedure is for the safety and protection of the students and staff in the school. 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.~~

Parents/guardians and community members are welcome to visit the school. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the school office upon entering the building, with the exception of events open to the public. All outside doorways will be locked during school hours. This is not meant to discourage parents/guardians from visiting school, but as a means to keep students safe from an intruder.

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

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

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

Special Education:

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

The student’s Individual Education Plan (IEP) team will determine the appropriate placement for the student. The IEP team will also address the Minnesota State Tests for each student.

Storm/Emergency Closings:

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

Telephone Use:

Parent phone calls to students:

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

Calls to Teachers:

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

Student Use:

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

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

HEALTH ISSUES:

Head Lice

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

Illness at School

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

Immunization

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

Medication

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

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

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

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

Physical Education and Swimming Policy:

Physical education is a graded and required course for all elementary students. Some clothing and jewelry can be a safety concern or limit a student's participation. Students may be asked to remove any articles deemed

unsafe or inappropriate by the PE instructor. Parents/guardians are to notify the teacher of any limitations your child may have. A Dr. note will be required to excuse your child from PE for illnesses lasting more than three days.

Public Health Records

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

Vision and Hearing, Scoliosis

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

White Area Crisis Hotline

1-877-380-3621

SCHOOL BEHAVIORAL EXPECTATIONS/POLICIES:

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

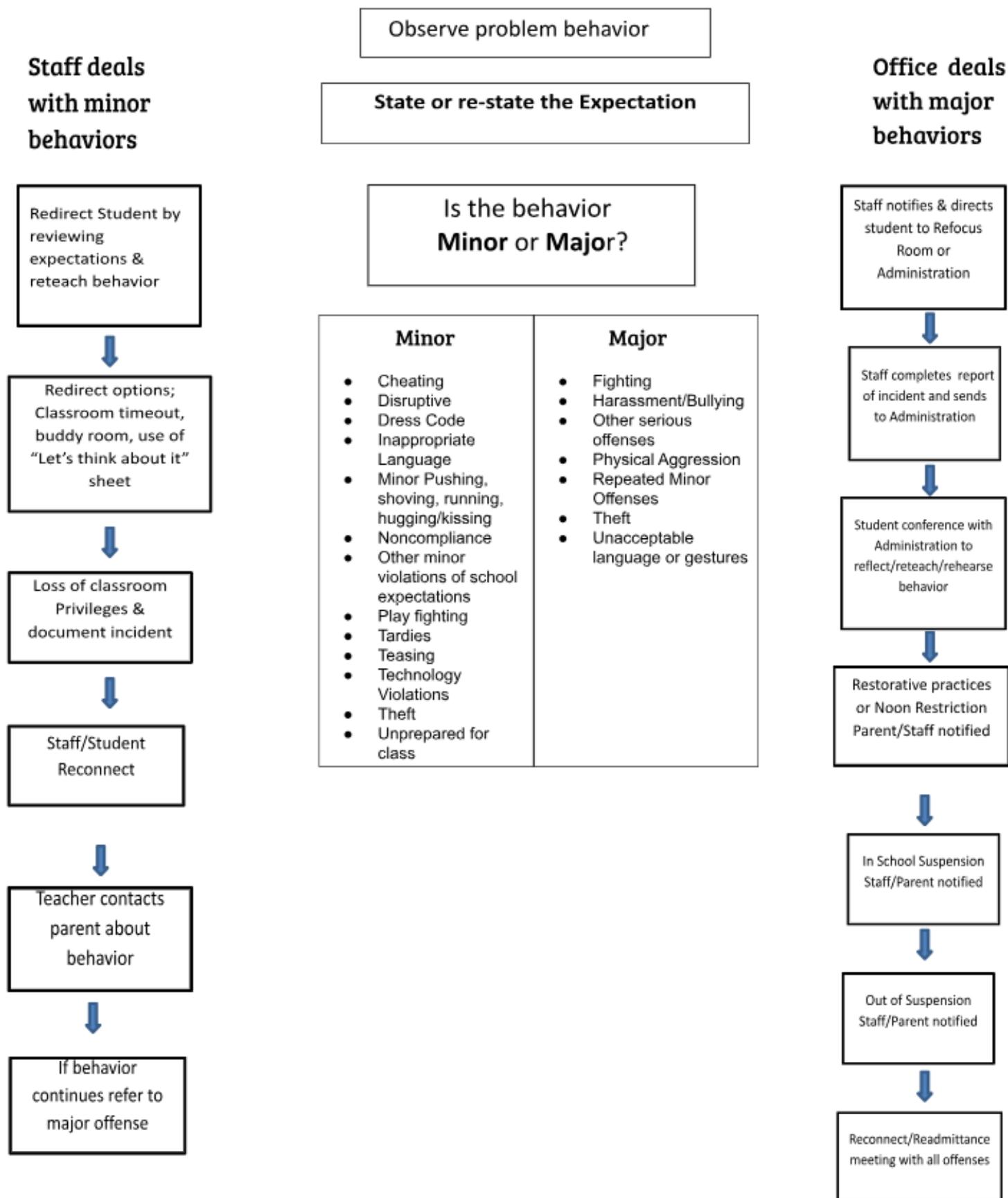
T-Bird Pride

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

	Proud	Respectful	Involved	Determined	Educated
In... Class	Do your best work Take your time Expect to succeed Be proud of accomplishments	Respect yourself and others Respect materials and property	Positively participate Be prepared	Do your best Attend school daily Finish work on time Learn from mistakes	Ask for help Use your time wisely Do your own work
In the... Hallways Bathrooms Locker Rooms	Keep hallways/ lockers clean Report problems	Respect staff, equipment & facilities Use appropriate voice levels	Keep areas clean Be friendly to peers & staff Use positive language	Be on time to classes & meetings	Wash hands Walk

In the... Cafeteria & Commons	Be polite Wait your turn Clean up your area	Respect equipment & facilities Say "Please" and "Thank you"	Help others Wait your turn Include everyone	Pick up after yourself Stay in designated area Eat healthy foods	Use table manners Use inside voices Walk
Participating... Recess Extra- Curricular Events, Gym Assemblies	Promote school spirit Treat equipment with care	Show Sportsman- ship Respect others	Include everyone Participate safely Get involved	Challenge yourself Do your best on and off the court Strive to improve	Actively listening Practice good citizenship Exit appropriately
On/At the... Bus Bus Stop School Vehicle	Keep the bus clean Appreciate privilege to ride	Respect bus expectations, drivers, passengers Respect property of others	Be a positive leader Model good behavior Keep driver informed	Be on time Dress appropriately	Practice Bus Safety Help others
In the World... At Home Social Media	Be polite and courteous Think before you communicate	Be law abiding Respect others opinions	Use appropriate sites & language Be kind	Create a bully- free area Be open-minded Be positive	Check your sources Create your own work without plagiarizing Use technology appropriately

T-Bird Pride Behavior Decision Flowchart



Observe problem behavior

State or re-state the Expectation

Is the behavior
Minor or Major?

Minor

- Cheating
- Disruptive
- Dress Code
- Inappropriate Language
- Minor Pushing, shoving, running, hugging/kissing
- Noncompliance
- Other minor violations of school expectations
- Play fighting
- Tardies
- Teasing
- Technology Violations
- Theft
- Unprepared for class

Major

- Fighting
- Harassment/Bullying
- Other serious offenses
- Physical Aggression
- Repeated Minor Offenses
- Theft
- Unacceptable language or gestures

Staff deals with minor behaviors

Redirect Student by reviewing expectations & reteach behavior

Redirect options;
Classroom timeout,
buddy room, use of
“Let’s think about it”
sheet

Loss of classroom
Privileges &
document incident

Staff/Student
Reconnect

Teacher contacts
parent about
behavior

If behavior
continues refer to
major offense

Office deals with major behaviors

Staff notifies & directs student to Refocus Room or Administration

Staff completes report of incident and sends to Administration

Student conference with Administration to reflect/reteach/rehearse behavior

Restorative practices or Noon Restriction
Parent/Staff notified

In School Suspension
Staff/Parent notified

Out of Suspension
Staff/Parent notified

Reconnect/Readmittance meeting with all offenses

Administrative Discretion

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

Discipline Referral (Noon Restriction NR):

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

Behavior Management Plan:

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

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

MINOR OFFENSES

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

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

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

MAJOR OFFENSES

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

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

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

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

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

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

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

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

Suspension - Expulsion

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

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

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

Weapons/Federal Gun-Free Schools Act:

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

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

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

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

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

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

Bullying-School District Action - Written

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

Bus Privileges

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards

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

Bus Rider Expectations

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs, and belongings to yourself.
6. Refrain from fighting, harassing, intimidation or horseplay.
7. Eating, drinking, or use of tobacco or drugs is not allowed.
8. Weapons or dangerous objects are not allowed on the school bus.
9. Respect school bus property.

Bus-consequences;

1st offense – warning

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

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

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

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

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

Bus Damage/Vandalism

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

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

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

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

Classroom Expectations

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

Gang Symbols:

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

Harassment:

Students are to be respectful. Comments, actions, or clothing, which creates an unwelcome response by another person, are inappropriate. Sexual, religious, and racial harassment incidents will be reported to the school's Human Rights Officer or the Principal. The Mahnomen 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 Mahnomen County Sheriff's Depart. Depending on the severity, the student may be suspended for a period of time and/or expelled/excluded from school determined by the administration and the incident will be reported to the parents.

Illegal or Dangerous Articles:

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

Internet Expectations

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

CONSEQUENCES for misuse of the Internet are as follows:

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

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

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

Playground Expectations

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

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

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

Reasonable Force/Dangerous Students

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

School Dress Expectations:

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

Event Expectations:

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

EXTRA CURRICULAR OPPORTUNITIES:

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

Band Lessons:

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

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

Dance team:

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

Elementary Community Ed. Basketball:

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

Elementary Community Ed. Football:

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

Elementary Community Ed. Wrestling:

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

Jr. High Sports Participation:

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

Safety Patrol:

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

Adopted: ----- June 12, 2010

Policy 495M

Revised: July 21, 2025

495M MAHNOMEN PUBLIC SCHOOL ANNUAL REIMBURSEMENT SCHEDULE FY-2025

I. PURPOSE

The purpose of this policy is to provide an annual framework for the school board to revise and set annual reimbursement.

II. GENERAL STATEMENT OF POLICY

The school board makes various products, services and facilities for student and public voluntary participation.

III. SCHEDULES

MEALS: The reimbursement rate for meals for District Employees and School Board Members attending a school sanctioned and pre-approved function will follow the current Federal reimbursement rate.

	<u>2025-26</u>
<i>Breakfast:</i>	<i>\$13.00</i>
<i>Lunch:</i>	<i>\$20.00</i>
<i>Dinner:</i>	<i>\$26.00</i>
	<i>\$59.00</i>

MEALS STUDENTS: The reimbursement rate for meals for District Students attending a school sanctioned and pre-approved state function.

2025-25: \$10.00 per meal (will be consistent with Waubun according to pairing committee)

MILEAGE REIMBURSEMENT: The reimbursement rate for mileage for employees driving their own vehicle to a school sanctioned and pre-approved function will follow the current IRS maximum non-taxable reimbursement rate. *(Current federal rate)*

Adopted: June 14, 2010

Policy 496M

Revised: July 21, 2025

496M MAHNOMEN PUBLIC SCHOOL SUBSTITUTE AND MISCELLANEOUS PAY POLICY FY-2025

I. PURPOSE

The purpose of this policy is to provide an annual framework for the school board to revise and set annual substitute and other miscellaneous pay policy.

II. GENERAL STATEMENT OF POLICY

The district hereby utilizes a comprehensive substitute and other miscellaneous pay schedule.

III. PAY SCHEDULE 2024-25

A. Driver Education- per master agreement
(Behind the Wheel)

B. SUBSTITUTES:

1. Substitute Teacher	\$165.00 (Full day)
	\$85.00 (½ day)
Special Education Substitute Teacher	\$200.00 (Full day)
	\$100.00 (½ day)
Long-Term Substitute Teacher (After 19 days, - step I on Master schedule)	Per school Policy
2. Bus Driver (<i>bus endorsed licensure</i>)	\$60.00/Regular Route
3. Cooks	Starting wage
4. Clerical	Starting wage
5. Custodian	Starting wage
6. Para Educators	Starting wage

C. Swimming Pool

1. Lifeguard	\$11.50 (Hour)
2. Water Safety Instructor	\$12.50 (Hour)
3. Junior Supervisor	\$15.00 (Hour)
4. Supervisor	\$17.00 (Hour)

Adopted: June 14, 2010

Policy 497M

Revised: July 21, 2025

497M MAHNOMEN PUBLIC SCHOOL MISCELLANEOUS FEE SCHEDULE POLICY FOR 2024-25

I. PURPOSE

The purpose of this policy is to provide an annual framework for the school board to revise and set annual fees.

II. GENERAL STATEMENT OF POLICY

The school board makes various products, services and facilities for student and public voluntary participation.

III. SCHEDULES 2024-25

A. DRIVER'S EDUCATION FEE:	\$305.00
The fees are broken down as follows:	
Classroom Drivers Education	\$120.00
Blue Card	\$5.00
Behind the Wheel Training	\$270.00
B. PADLOCK FEE DEPOSIT	\$5.00
C. GATE ADMISSION (without Annual Pass):	
STUDENTS	\$3.00
COLLEGE STUDENT (MUST SHOW COLLEGE I.D.)	\$3.00
ADULTS	\$5.00
D. ANNUAL ACTIVITY PASS:	
STUDENTS	\$20.00
ADULTS	\$40.00
FAMILY	\$100.00
SENIOR CITIZEN (55+)	No Charge
E. MEAL PRICES:	
STUDENT BREAKFAST	(Free)
REDUCED K-12 BREAKFAST (set by state)	
ADULTS/GUESTS BREAKFAST	\$3.20
STUDENT LUNCH K-6	(Free)
STUDENT LUNCH 7-12	(Free)
REDUCED K-12 LUNCH (set by state)	
ADULTS/GUESTS LUNCH	\$5.25

ADULTS EXTRA MILK

\$.40

E. INSTRUMENT RENTAL:

Wind instruments are rented for \$100 for the school year, \$20 for the summer. Keyboards and guitars are rented for \$50 for the school year, \$20 for the summer. A percussion usage fee of \$15.00 is charged to all 6th - 12th grade students for use of the equipment for the school year. A maximum of \$ 125 per family will be charged for instrument/music equipment rental. A student must be receiving instruction from a member of the music department OR be actively enrolled in a music class to be eligible to rent school instruments.

The school will pay for cleaning/maintenance of each instrument following the rental period.

Students/families will be responsible for paying the remainder of any balance *greater than the rental fee* for repair/maintenance to the instrument *during* the rental period.

The rental fee will be waived for any student asked to play a school instrument at the request of the director, but students will be responsible to pay for repair/maintenance needed during the time of use.

F. FACILITY/GROUNDS/EQUIPMENT USE:

Per arrangements with the Community Education Director

G. EXTRA-CURRICULAR PARTICIPATION FEES:

N/A

Jul 7, 2025 Negotiations Committee
Jul 10, 2025 Buildings & Grounds Committee
Jul 18, 2025 Negotiations Committee
July 21, 2025 Buildings & Grounds Committee
Aug 7, 2025 Buildings & Grounds Committee
Aug 18, 2025 Policy Committee
Sept 22, 2025 Technology Committee
Oct 20, 2025 Meet & Confer Committee
Nov 17, 2025 Finance Committee
Dec 15, 2026 Negotiations Committee
Jan 26, 2026 Buildings & Grounds Committee
Feb 23, 2026 Policy Committee
Mar 23, 2026 Technology Committee
Apr 20, 2026 Meet & Confer Committee
May 18, 2026 Finance Committee
Jun 15, 2026 Negotiations Committee

*I have not included the Pairing Committee meetings because these need to be coordinated with Waubun. I will eventually add them to the calendar.

July 21, 2025 6:00 pm

August 18, 2025 6:00 pm

September 22, 2025 6:00 pm

October 20, 2025 6:00 pm

November 17, 2025 6:00 pm

December 15, 2025 6:00 pm

January 26, 2026 6:00 pm

February 23, 2026 6:00 pm

March 23, 2026 6:00 pm

April 20, 2026 6:00 pm

May 18, 2026 6:00 pm

June 15, 2026 6:00 pm

Adopted: ----- June 12, 2010

Policy 495M

Revised: July 21, 2025

495M MAHNOMEN PUBLIC SCHOOL ANNUAL REIMBURSEMENT SCHEDULE FY-2025

I. PURPOSE

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2025-25: \$10.00 per meal (will be consistent with Waubun according to pairing committee)

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Adopted: June 14, 2010

Policy 496M

Revised: July 21, 2025

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6. Para Educators	Starting wage

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4. Supervisor	\$17.00 (Hour)

Adopted: June 14, 2010

Policy 497M

Revised: July 21, 2025

497M MAHNOMEN PUBLIC SCHOOL MISCELLANEOUS FEE SCHEDULE POLICY FOR 2024-25

I. PURPOSE

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D. ANNUAL ACTIVITY PASS:	
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FAMILY	\$100.00
SENIOR CITIZEN (55+)	No Charge
E. MEAL PRICES:	
STUDENT BREAKFAST	(Free)
REDUCED K-12 BREAKFAST (set by state)	
ADULTS/GUESTS BREAKFAST	\$3.20
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F. FACILITY/GROUNDS/EQUIPMENT USE:

Per arrangements with the Community Education Director

G. EXTRA-CURRICULAR PARTICIPATION FEES:

N/A



A LEGENCE Company

KEYNOTE	DESCRIPTION
01	OVERFLOW SCUPPER. SEE DETAIL ON SHEET R501
02	EXISTING SCUPPER AND INTEGRAL DOWNSPOUT TO REMAIN
03	PROVIDE NEW DOWNSPOUT AND FLASHING AT EXISTING SCUPPER; EXTEND DOWN TO NEW ADDITION ROOF AND PROVIDE WALKWAY PAD AS BASE OF DOWNSPOUT.
04	INFILL/PATCH ROOF AT REMOVED SCUPPER AS REQUIRED; INSTALL NEW SCUPPER OPENING AND FLASHING TO ALIGN WITH EXISTING LOCATION; PROVIDE DOWNSPOUT EXTENDING DOWN TO NEW ADDITION ROOF AND PROVIDE WALKWAY PAD AT BASE OF DOWNSPOUT. SEE DETAIL X000X .
05	ROOF TOP UNIT. SEE MECHANICAL. SEE SHEET R504 FOR CURB DETAILS.
06	PROVIDE CRICKET FOR DRAINAGE AROUND MECH EQUIPMENT
07	PROVIDE ROOF ADJOUR. SEE SPEC SECTION 05 5333.
08	INFILL EXISTING ROOF AT REMOVED MECHANICAL EQUIPMENT. PATCH AND REPAIR ROOF TO MATCH EXISTING ADJACENT CONDITIONS. SEE MECH.
09	INSTALL NEW ROOF DRAIN AT REMOVED SCUPPER AND DOWNSPOUT; PATCH EXISTING ROOF AT REQUIRED. SEE MECHANICAL FOR FURTHER INFO.
10	SCUPPER AND DOWNSPOUT, PROVIDE WALKING PAD AT BASE OF DOWNSPOUT, SEE DETAIL ON SHEET R504
11	CAP ROOF VENT, SEE MECHANICAL
12	VTR, SEE MECHANICAL

ROOF PLAN GENERAL NOTES

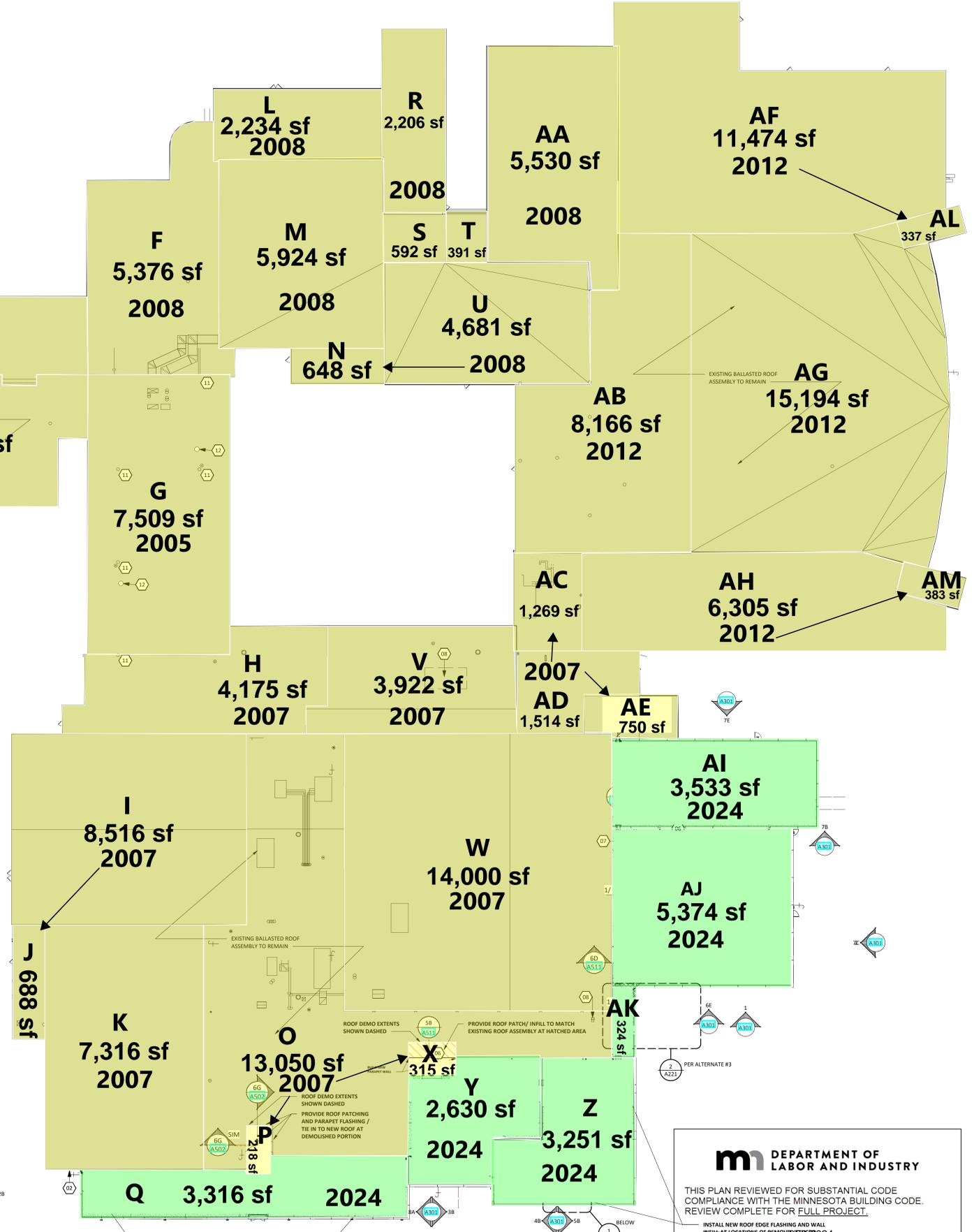
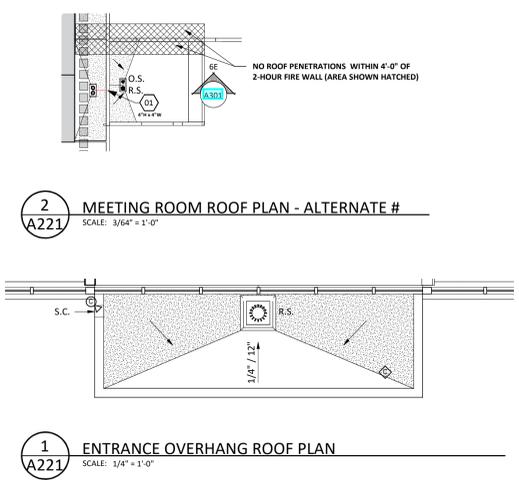
- A. COORDINATE FINAL SIZE AND FINAL LOCATION OF ALL EQUIPMENT SUPPORT WITH THE APPROPRIATE EQUIPMENT MANUFACTURER.
 - B. PROVIDE POSITIVE SLOPE TO ALL ROOF DRAINS. ROOF SLOPE TO BE 1/4" PER FOOT MINIMUM.
 - C. SEE DRAWING A-540 FOR ROOF DETAILS. ROOFING CONTRACTOR TO VERIFY ALL ROOF DETAILS COMPLY WITH APPROVED ROOFING SYSTEM. IT IS THE RESPONSIBILITY OF THE ROOFING CONTRACTOR TO SUPPLY ANY ADDITIONAL DETAILS AND/OR MATERIALS TO ENSURE COMPLIANCE WITH WARRANTY.
 - D. REFER TO MECHANICAL AND ELECTRICAL DOCUMENTS FOR ALL PIPES, CURBS, VENTS, DUCTS, CONDUITS, AND OTHER FEATURES EXTENDING THROUGH ROOF SURFACES WHICH REQUIRE FLASHING AND COORDINATE SIZE AND LOCATION OF SAME.
 - E. FOR ROOF ASSEMBLY TYPES SEE SHEET **G100**
 - F. INLET OF OVERFLOW ROOF SUMPS SHALL BE LOCATED 2' ABOVE ROOF SUMP INLET (TYP) U.N.O.
 - G. SEE MECHANICAL DRAWINGS FOR FINAL QUANTITIES & FINAL LOCATIONS OF VENTS THRU ROOF.
 - H. PROVIDE SPLASH BLOCK AT ALL PRIMARY AND SECONDARY RAIN CONDUCTOR TERMINATIONS ONTO SINGLE-PLY MEMBRANE ROOFING
 - I. INSTALL ROOF FRAMES PRIOR TO CUTTING & REMOVING OF ANY METAL DECK.
 - J. ROOF TOP WALKWAYS:
PRECAST CONCRETE WALKWAY PAVERS,
2'-0" X 2'-0" ON SINGLE-PLY MEMBRANE ROOFING
SEE DETAIL **W/A-XXX**
- SINGLE-PLY MEMBRANE WALK INSTALLED IN ACCORDANCE WITH ROOFING MANUFACTURERS REQUIREMENTS. SEE DETAIL **XX/A-XX** (SIZE RECOMMENDED BY MANUF.)
- R.S. - ROOF SUMP, SEE MECH.
O.S. - OVERFLOW ROOF SUMP, SEE MECH.
S.C. - SCUPPER
- 1/4" / 12" TAPERED POLYISO INSULATION
NO ROOF PENETRATIONS

Mahnomen

Roof Age & SQ FT

Description	Quantity	Unit
0-10 Years	31,043	sf
10-20 Years	147,814	sf
20+ Years	9,182	sf

3.248333 in = 69'-4" ft in



DEPARTMENT OF LABOR AND INDUSTRY

THIS PLAN REVIEWED FOR SUBSTANTIAL CODE COMPLIANCE WITH THE MINNESOTA BUILDING CODE. REVIEW COMPLETE FOR FULL PROJECT.

INSTALL NEW ROOF EDGE FLASHING AND WALL INFILL AT LOCATIONS OF REMOVED STUCCO. SEE DETAILS **S8 / A511** AND **GG / A502**

PER ALTERNATE #3

PLAN REVIEW NO.: BL-R2306-0006

REFER TO THE REPORT ON PLANS ISSUED BY THIS DEPARTMENT FOR ADDITIONAL REQUIREMENTS.



214 Broadway
Fargo, ND 58102
phone: 701.364.0237
fax: 701.364.0228
www.jlgarchitects.com
copyright © 2018



NO.	DESCRIPTION	DATE

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision, and that I am a duly Licensed Architect under the laws of the State of Minnesota.

Signature: _____
Printed Name: DAVID LEAPOLDT Date: 10/27/2023

MAHONOMEN PUBLIC SCHOOL
MAHONOMEN SCHOOL DISTRICT
IMPROVEMENTS
209 1st St NW, MAHONOMEN, MN 56557

DATE: 10/27/23
PHASE: CONSTRUCTION DOCUMENTS
PROJECT: 21088
SHEET: **A221**
OVERALL ROOF PLAN

12/8/2023 8:55:57 AM

I, the undersigned, being the fully qualified and acting Clerk of Independent School District No. 432, State of Minnesota, hereby certify that the attached and foregoing is a full, true, and correct transcript of the minutes of a meeting of the School Board of Independent School District No. 432, duly called and held on the date therein indicated insofar as said minutes relate to the adoption of a resolution approving the FY27 LTFM plan and that said resolution included therein is a full, true, and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this 21st day of July 2025.

Clerk of the School Board
Independent School District 432

Purpose of the LTFM Program

The primary goal of the Long-Term Facility Maintenance Program is to help school districts plan and finance the ongoing maintenance and improvement of their educational facilities. Over time, the wear and tear on school buildings—such as aging roofs, heating systems, electrical infrastructure, and safety features—can pose both safety risks and learning distractions. By supporting proactive maintenance and improvements, LTFM helps extend the life of school assets and fosters positive learning conditions.

LTFM Funding

Mahnomen's LTFM funding is provided through a combination of local levy and state aid. The district receives about 60% of its funding from state aid, while the remaining 40% comes from local taxpayers.

The Long-Term Facilities Maintenance (LTFM) formula is determined by the age of district facilities and the number of annual adjusted pupil units. Our district receives approximately \$240,000 each year in LTFM revenue; however, these funds are fully committed to bonded payments for projects completed over the past decade, such as HVAC upgrades and flooring replacements.

Agricultural landowners saw a 70% reduction in the LTFM levy as a result of the district bonding the LTFM under Ag2School.

Mahnomen LTFM Dollars

Due to a reduction in enrollment, our bond payments are more than our annual revenue. However, we have built up a fund balance to cover the difference until the bonds are paid off.

Remaining Bond Payments:

FY2026	FY 2027	FY2028	FY2029	FY2030	FY2031	FY 2032
\$259,718	\$263,603	\$261,923	\$218,085	\$217,350	\$221,708	\$0

LTFM Planned Fund Balance:

FY2026	FY 2027	FY2028	FY2029	FY2030	FY2031	FY 2032
\$161,049	\$147,843	\$134,505	\$144,544	\$155,183	\$161,328	\$389,042

As we look forward, we can identify and implement future projects utilizing our LTFM dollars in 2032. The district can begin to work together to plan for these projects which can include roof replacement, windows, doors, interior finishes, etc.



Division of School Finance
400 NE Stinson Blvd.
Minneapolis, MN 55413

Fiscal Year (FY) 2027 Application for Long-Term Facilities Maintenance Revenue Statement of Assurances

ED-02477-011
Due: July 31, 2025

General Information: Minnesota school districts, intermediate school districts, cooperative districts, joint powers applying for Long-Term Facilities Maintenance revenue (LTFM) under Minnesota Statutes 2024, section 123B.595 must annually complete the Application for Long-Term Facilities Maintenance Revenue – Statement of Assurances (ED-02477). The application must be submitted to the Minnesota Department of Education (MDE) by July 31, 2025. Submit to [Sarah C. Miller](mailto:Sarah.C.Miller@mde.state.mn.us) (MDE.Facilities@state.mn.us) along with other required LTFM documentation. **Do not mail a hard copy. Please email this form with other required documentation.**

Identification Information

Name of District, Intermediate/Cooperative/Joint Powers	District Number and Type:	Date Submitted:
---	---------------------------	-----------------

Statement of Assurances

1. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety data submission system are for allowed health and safety uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2024, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Health and Safety and entered into the MDE Health and Safety System are for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11.
2. All estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for allowed uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clauses (1) and (2) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the estimated expenditures included in the attached Ten-Year Plan Expenditure spreadsheet under Accessibility and Deferred Maintenance are for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11.
3. All actual expenditures to be reported in Uniform Financial Accounting and Reporting Standards (UFARS) for FY 2027 under Finance Codes 347, 349, 352, 358, 363 and 366 will be for allowed health and safety uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clause (3), Minnesota Statutes 2024, section 123B.57, subd. 6, and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section E, Health and Safety Qualifying Criteria, and Section F, Additional Requirements Regarding Health and Safety. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11.
4. All actual expenditures to be reported in UFARS for FY 2027 under Finance Codes 367, 368, 369, 370, 379, 380, 381, 382, 383 and 384 for Accessibility and Deferred Maintenance will be for allowed uses under Minnesota Statutes 2024, section 123B.595, subd. 10, paragraph (a), clauses (1), (2) and (4) and the MDE Long-Term Facilities Maintenance Guide for Allowable Expenditures, Section C, Deferred Maintenance Qualifying Criteria or Section D, Disabled Access Qualifying Criteria. None of the actual expenditures reported in these finance codes will be for uses prohibited under Minnesota Statutes 2024, section 123B.595, subd. 11. **Effective FY 2025 and if applicable, provisions for a gender-neutral, single-user restroom are included in The LTFM plan (Finance Code 384 must be used with Course Code 684).**
5. The district will maintain a description of each project funded with long-term facilities maintenance revenue that will provide enough detail for an auditor to determine the cost of the project and if the work qualifies for revenue (Minn. Stat. 127A.41, subd. 3[2024]).
6. The district’s plan includes provisions for implementing a health and safety program that complies with health, safety and environmental regulations and best practices, including indoor air quality management and mandatory lead in water testing, remediation and reporting (Minn. Stat. 121A.335 [2024]). **The district’s ten-year plan does not include a request for a second-time project cost for: (1) replacement of an existing mechanical ventilation system to the current Minnesota State Mechanical Code/American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) guidelines; or, (2) to provide a level of approximately 15 Cubic Feet per Minute (CFM) per person.**

Certification of Statement of Assurances

Signature – Must be signed by Superintendent or Cooperative Unit Director:	Name – Superintendent or Cooperative Director (Please print)	Date:
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Mahnomen-Waubun Thunderbirds

Coaching Staff

Fall 2025-26

Football

Head: John Clark Jr.
Assistant: Todd Johnson
Assistant: Bob Larson
Assistant: Steve McMullen
Assistant: Jon Starkey
Assistant: Ken Bevins
Assistant: Josh Kemper

Jr. High: Ed Snetsinger
Jr. High: Dan Kohler
Jr. High: Brent Miller

Volleyball

Head: Vickie Anderson
Assistant: Jess Kier
Assistant: Danielle Richey
Assistant: Skyler Presler

Jr. High: VACANT
Jr. High: Caitlin McArthur
Jr. High: VACANT

Cheer Team

Head: Vicki Haverkamp
Assistant: Samantha Delong