



**New York Mills
High School
Teacher Handbook
2025-2026**

NEXT UPDATE 9/1/25

DUTY TEACHER ROSTER 2025-2026

The duty teacher of the week is responsible for students during lyceums, other programs that are held during the school day, and detention. Students not attending the program(s) will be supervised in the media center by the duty teacher. Detention runs for 1 hour after the student arrives. **If you have a conflict, trade with another instructor and notify Alicia or Connie.**

UPDATED: 9/1/25

Week of:	September	8 - 11	Roberts-Veazie
		15 - 18	Dunrud
		22 - 25	Jabas
	October	29 - 2	Dresser
		6 - 9	Niemi
		13 - 16	Boe
		20 - 23	Saewert
		27 - 30	Kyle Schanning
	November	3 - 6	Kennedy
		10 - 13	Braaten
		17 - 20	Schulz
		24 - 27	Schornack
	December	1 - 4	Olson
		8 - 11	Midthun
		15 - 18	Geiser
	January	5 - 8	Armagost
		12 - 15	Roberts-Veazie
		19 - 22	Mike Bauck
		26 - 29	Grieger
	February	2 - 5	Braaten
		9 - 12	Pieschke
		16 - 19	Saewert
		23 - 26	Kyle Schanning
	March	2 - 5	Schornack
		9 - 12	Orlando
		16 - 19	Schulz
		23 - 26	Kate Schanning
	April	30 - 2	Geiser
		6 - 9	Armagost
		13 - 16	Boe
		20 - 23	Grieger
		27 - 30	Kennedy
	May	4 - 7	Niemi
		11 - 14	Cooley
		18 - 21	Pieschkie
		26 - 27	Dresser

Running High School Calendar for Staff:

<https://calendar.google.com/calendar/u/0?cid=Y19hNjgwODRiZmY0OWM4NTI3MWJkOTM3NGFmNTVhMmQxYTM2YWwNGQ3Nm4Yjk2N2QxOTQ0ZmUzYTFmY2FIOWI4QGdyb3VwLmNhbGVuZGFyLmdvb2dsZS5jb20>

SCHOOL DAY

Teachers in odd numbered rooms are to be on hall duty at **8 AM** on odd calendar days and those in even numbered rooms on even days. **Your co-workers appreciate it when you do hall duty. I know you are busy but remember, we are all busy.** Once students get their books and go to their classrooms they will not leave without permission from the teacher in charge. Students must take their assigned seats and remain seated.

Normal talking may take place. **No students out in the halls without a pass.**

DISCIPLINE

Discipline is primarily proper guidance of the pupils working at worthwhile tasks.

Students are not to be left without supervision at any time or place. Remembering this at all times will avoid difficulties and possible embarrassment. This is especially true between classes. **All** teachers must be on the job at this time, in the halls.

The bell signals that the class period is over. The teacher in charge will dismiss the class when the room is in order. It is necessary that the teacher anticipate the bell so that dismissal will not be delayed. If we all follow this rule, we will be asked to tolerate tardiness less often.

Maintain control over your class. Control during the first few weeks will either establish you as a strong teacher or a weak one as far as the students are concerned. Students have a habit of "trying out" the teachers early in the school year. Be prepared to deal with the situation. Stress courtesy, be courteous to students, and require that they be courteous to teachers and other students as well. Remember that respect for teachers has to be earned. Be firm, fair and consistent so that the student will always know what to expect. It is difficult for many students to understand group punishment and it is difficult to justify, defend, or explain to parents. It should be avoided. You have complete support as long as discipline is constructive and fair.

Teachers, please stand near your doors when classes pass. Please see that order is maintained in the corridors, in the lavatories, and in the classrooms during the break between classes. There is to be no loitering in the corridors **at any time.** ALL traffic should keep to the right.

Report any sort of bullying immediately to the high school office. Once a report is made it will be addressed within 72 hours of the incident. You are the first line of defense when it comes to bullying due to the fact you see and hear students throughout the day in your classrooms and in the hallways.

At any time you may ask the name of an individual you do not recognize and inquire why they are in our building. If they are not our students and have no visitor's pass or legitimate reason for being in the building, please report the incident to the principal.

ROLL CALL

1. **Attendance Is Vital!** We need attendance taken each hour beginning the first hour.
2. Attendance must be taken by 8:45 AM so names of absent students appear in the bulletin.
3. All instructors will take roll at the **beginning of every class period**, using the computer. If a computer is not available, call ext. 211 to report absences. Students coming late to class should receive an unexcused tardy unless they have a pass from the office or a teacher. No other excuses should be accepted.

TEACHER HOURS

1. In school from **8 AM to 3:45 PM** Monday - Thursday.
2. Faculty members may leave when all buses have departed on Fridays and nights before holidays if an earlier time has not been set. Duty teacher is to stay until 5 PM two nights a week [Monday and Wednesday] and until 4:20 PM Tuesday & Thursday.

DAILY BULLETIN

1. The bulletin is emailed to all staff daily. Please read the beginning of period 2 to all students (Be sure to do this. They like to say, "I didn't know.")
2. All information to be included in the bulletin should be turned into Connie and Alicia by 8:30 AM. You may email your bulletin notice to
3. ckawlewski@nymills.k12.mn.us and apage@nymills.k12.mn.us

MARKING PERIODS

1. The marking periods will be every 18 weeks. Letter grades must be recorded electronically in Synergy each semester. ***Grade books should be updated a minimum of every week so that grades show up on the parent access site as well.***
2. Deficiency reports will be sent to parents indicating unsatisfactory /failing work at mid-semester. Reports are to go through the principal. Send home notes of excellence, too. In addition, if deficiencies need to be sent on a more regular basis, send home as appropriate.
3. You have easy access to a telephone. Please telephone parents on issues concerning their children.

BRIEFCASES/BACKPACKS/BAGS

All briefcases, backpacks, and bags must have an ID label on the outside. This applies to students and staff.

TEACHING SUPPLIES

Supplies are to be checked out in the office or from the faculty lounge. Please do not send students for supplies.

PURCHASE OF DEPARTMENT SUPPLIES UPTOWN

Check with the principal first. Upon their approval, you will be given a local purchase order.

CLUB OR CLASS PURCHASES

These are to be made only after the principal's permission. Accounts are not to run a deficit.

COPY MACHINE

Have students read and make notes of media material when possible instead of using the copy machine.

NURSES OFFICE POLICY

Send students to the health office. The teacher must call the office or accompany the student. If students are ill, they should call their teacher from the office before class begins. Remind any student leaving your classroom for illness that he or she will need to contact the next period teacher to inform them of illness, should they remain out of class an additional period.

CLASS MEETINGS

1. There must be at least one advisor at each class meeting.
2. All class meetings must have pre-approval from the office with site, agenda, and time noted.

KEYS

1. Turn in any keys you no longer need due to an assignment change.
2. Do not leave keys in locks, on desks, or out in the open.

TEACHER ABSENCE

Calling In Sick – If you wake up and feel that you are too ill to work, call **Alicia Page 218-385-4211** between 6:30 a.m.-7:30 a.m, the earlier the better. You will still need to put your absence into Frontline. If you need to have medical work in the future, let Michelle or the office know as soon as possible and the appropriate arrangements will be made. By the way, we try to show our subs how much we appreciate their work by doing a quality job of preparing for them. Please leave clear instructions and plenty of work. Please have a substitute file in your room with a remediated lesson, and class lists, in case of an emergency absence. When you return to work from an absence, **please make sure you put your sick leave information into the Frontline system.** This is your responsibility. The business office can help you if you do not know

the Frontline system. You may also ask another teacher for assistance.

DISTRICT POLICY MANUALS

Copies are available in the staff dining room, library, and administrative offices, and on-line at www.nymills.k12.mn.us

CLASSES UNATTENDED

Teachers are **NOT** to leave classrooms during class. If you have an emergency need to leave, please let the office know so we may find someone to monitor your classroom. All teachers are to remain until 3:45 PM on Monday thru Thursday and after all buses have departed on Friday or the last day before a vacation day. Students will be informed that they may receive help until this time.

TEXTBOOKS

Be sure to inventory any **new** textbooks and stamp each book with the school stamp (available from Lori). Textbooks are furnished free to students. When you check out textbooks to your students, please record the number and condition of the book. Students will be held responsible for the condition of the book assigned to them. All textbooks are stored in classrooms or bookroom. Also, inventory all of your textbooks at the end of each school year and turn in damaged and lost textbook notices to the office so that proper billing can be made. Inventory cards are kept in the office.

Workbooks are furnished as needed by the school. They are the property of the school district and shouldn't be given to the student to keep. They are for the pupil's use only. Requisitions for workbooks will not be approved unless it is shown that they are necessary.

AUDIO VISUAL

The librarian is in complete charge of all audio-visual materials. **Any movie/video shown in class is to be part of the classroom curriculum and should be listed on lesson plans. Showing a movie or video, which is not part of district curriculum or is from an "outside" (not district owned) source requires pre-approval and academic justification.**

SCHOOL TRIPS

ALL school trips must be approved by the building principal before being discussed with students. A well-planned trip can have much educational value. In case a bus is needed, the trip must also be cleared through the principal's office at least five school days in advance.

An effort should be made not to have trips interfere with other classes. Any trip planned that does not follow the above procedure will automatically be rejected.

TEACHER'S LOUNGE

Teachers **ARE NOT** to frequent the lounge during class time. The lounge is for your lunch, planning period or taking breaks when you are not teaching students.

GRADING POLICY

It is necessary to strive for uniformity in grading and it is also important that students, parents and teachers fully understand the marking system.

The following explains the system:

	(Point Values)	(Range Values)
A+	You may not assign A+	
A	4.000	3.834 to 4.000
A-	3.667	3.501 to 3.833
B+	3.333	3.168 to 3.500
B	3.000	2.834 to 3.167
B-	2.667	2.501 to 2.833
C+	2.333	2.168 to 2.500
C	2.000	1.834 to 2.167
C-	1.667	1.501 to 1.833
D+	1.333	1.168 to 1.500
D	1.000	0.834 to 1.167
D-	0.667	0.334 to 0.833
F	0.000	0.001 to 0.333
S	2.000	1.834 to 2.167 (GPA)
P	2.000	1.834 to 2.167 (non-GPA) grad credit
I	Incomplete grade	

Semester honor rolls are computed on the 4.0 point system for all students. Three honor rolls will be employed and as follows:

A 3.834-4.000, A- 3.501-3.833, B 3.000-3.500

The cumulative record will show the weighted value of each class, if less than one credit.

- Any student earning a "D" or "F" or "incomplete" in any class at the time the honor roll is computed for publication will not be carried on the honor roll regardless of total average. ALL classes except teacher assistants and peer tutors are used in determining grade point averages.

Regarding Incomplete grades or "I": If you give a student an Incomplete grade it is your responsibility to update the grade after three weeks. You must go into the grading system and put the correct grade the student should receive for your class. It does not automatically assign an "F" if the student fails. You must put it in the system.

PURCHASE ORDERS

NO merchandise will be paid for by the school district unless approved by administration prior to purchase. All orders placed on approval for merchandise that may be purchased in the future must go through regular purchase procedure including a purchase order and approval through our online system.

ACTIVITIES

Supervision of students in the building after school or any time other than the school day becomes the full responsibility of the advisor of the activity or group for which the students stayed after.

ACTIVITY FINANCES

ALL activity accounts will be handled through the district office. Sponsors of classes and organizations should see that the officers keep a record and receive approval from the principal for expenditures. They should check their records from time to time against the record in the superintendent's office.

PA ANNOUNCEMENTS

Announcements to be made over the public address system must be cleared through the principal. As a rule, announcements will be made at 9:15 a.m. and the last two minutes of a period or at the beginning of a period. It will be the practice of the office to avoid any classroom interruption during student instruction. Instruction time is too valuable to interrupt. The monitor in the lobby will run the announcements throughout the day.

Students at NYM school district shall recite the pledge of allegiance each week. Any student or teacher may decline to participate in recitation. Students must respect the choice not to recite the pledge. The pledge of allegiance will be conducted on the first day of student attendance of each school week, during the first period. Each teacher or designee will be responsible for leading the pledge of allegiance.

TRAVEL MILEAGE

Car mileage for school business shall be paid at the current approved rate per mile. The superintendent must authorize mileage for school business. The superintendent may designate the use of the school car instead of allowing mileage when possible. Odometer readings are required on all mileage claims. Mileage or other expenses will not be paid to any person except with the approval by administration prior to the time

that such expenses are incurred.

MAKE-UP WORK

The following criteria are to be a guideline to allow for uniformity among the teachers in grading or recording grades for make-up work:

1. The student shall bring an excuse from home containing his/her name and the reason for his/her absence and it shall be signed by parent or guardian.
2. This excuse will be presented to the principal upon return of the student to school.
3. Each student is responsible for completing his/her make-up work.
A student will be allowed two days for the first day of absence and one day for each additional day.
4. Make-up work will be taken care of by the individual teachers.
5. Unexcused absences (see attendance policy.)

DETENTION

Detention will be assigned to students for various violations and scheduled by the principal. Failure to report for detention is justification for doubling the time or is grounds for suspension [up to ten (10) days) from school. **Detention will run from 3:20 p.m. to 4:20 p.m.**

DETENTION GUIDELINES

STUDENT RESPONSIBILITIES:

Students will:

1. Serve the full time scheduled, beginning at 3:20.
2. Be productive with their time (school work, reading, etc.)
3. Remain quiet and refrain from talking or working together on school assignments for the entire detention period.
4. Take tests only when the supervisor has the exam prior to the detention or it has been previously cleared by the instructor
5. Remain in the room.
6. Serve the detention period again if the guidelines are not followed.

TEACHER RESPONSIBILITIES:

1. Ensure that each detention is served as scheduled.
Don't let students out early!
2. If student(s) report to serve detention, but are not on the list, add their name(s) and allow them to serve the time.
3. Identify "NO SHOWS" and give the attendance sheet to Alicia by 8:30 AM the following day.

4. Avoid leaving the room during detention.
5. If the number of students in detention is too many for the duty teacher to properly supervise, ask for help from another staff member.

TEACHER RECORDS

ALL teachers shall be responsible for all records required by the principal, which shall include complete, accurate and neat record keeping. This shall include among others, taking attendance [absences and tardies for each period], lesson plans [complete and up to date] and an electronic grade book in which each grade and rubric score given by the teacher can be fully justified by adequate entries, entered in the grade book during each grading period. This will apply to all areas where grades are given. The number and type of grade per marking period will be at the discretion of the principal involved. Should any teacher fail to comply fully with this policy, it shall be the duty of the principal to document and present to the superintendent and school board evidence of the inadequacy of the compliance. This policy applies to grades K-12.

It is vital that all **absences** and **tardies** are documented accurately and consistently due to the fact this data is used for reporting purposes to the county and other government agencies. In order to take action regarding truancy it is our responsibility to have **complete and accurate** information on file.

PUBLIC WELFARE OF STUDENTS

ALL employees are expected to see that children work under conditions that are as comfortable as possible with the limits of the shortcomings of our buildings and equipment.

The custodians will assist the classroom teacher in making their rooms as healthful as possible in such matters as cleanliness, lighting, and temperature. Requests for custodial work must go through the office.

Each teacher should make a daily observance of pupils for evidence of illness. School personnel should never attempt to make a diagnosis, but the teacher with the consent of the building principal may exclude a child who appears to be ill. It is advisable to consult with a nurse or doctor if possible. In case of doubt in health matters, the teacher should err on the side of caution.

All employees are responsible for the children's welfare at all times when on duty. This includes the time they are in the classroom, on the playground, or excursions, or any other situation when children are under the jurisdiction of the school.

All employees shall report accidents to the building principal immediately. The principal or someone delegated by the principal should administer first aid.

In case of a serious accident, the principal, or in their absence, the employee shall inform parents by telephone if possible; otherwise by messenger. In case the home

cannot be reached, call the family doctor whose name is on the health card.

If he/she is not available, select the emergency contact and call him/her.

Any injury incurred in athletics, physical education, or classroom must be reported by the coach or teacher and student to the office within two days. Precautionary measures should be taken to prevent the recurrence of accidents.

Each teacher is encouraged to be alert to the need for rest, the state of nourishment, clothing, or other conditions, which interfere with proper growth and good schoolwork of his/her pupils. Under certain conditions, welfare agencies, and other interested groups provide necessities for needy families.

SOLICITORS AND ADVERTISING

Endorsing, advertising, or distributing any commercial products or services on school premises is not approved. However, the use of films bearing the name of the advertiser shall not come within the scope of this regulation. No agent, salesman, or commercial representative shall be permitted to discuss business affairs relating to his/her organization except upon direct authorization of the administration.

TEACHERS

It shall be the duty of all teachers to familiarize themselves with the rules and regulations of the school, and to do what they can at all times to see that the rules and regulations are enforced.

Lesson plans shall be made for every class and emailed to the principal each Friday by 3:18 for the following weeks' work. They shall be complete enough so that a substitute can carry on. This planning is also of value to the teacher. Simply reciting page numbers in a textbook is not sufficient lesson planning.

Teachers are expected to devote themselves faithfully to their school duties and strive to cooperate with other teachers and the administration to enforce the rules in and about the school buildings and on the school grounds. All members of the staff should consider themselves jointly responsible for a good school.

Teachers should be courteous with one another, refrain from unkind remarks and criticism of others and avoid remarks with intent to belittle a fellow teacher. There is an expectation of professionalism within the school building, during school hours and at all school events.

Teachers shall not dismiss pupils before the regular time, nor leave the building during school hours without permission of the superintendent or the building principal, except in cases of sickness or accident that will not permit a delay. Sign out and sign back in upon returning to the office.

Teachers are expected to exercise reasonable supervision over the furniture, equipment, and apparatus in their rooms and over the textbooks of their pupils.

Special attention should be given to the habits, morals, and manners of pupils. It is best for each teacher to handle his or her own discipline, but if it becomes necessary to send a pupil from the room, send him/her directly to the principal. Once a student is sent to the principal's office, it immediately becomes an urgent issue and is no longer within teacher discretion. The teacher may be consulted as to what consequences they feel are appropriate, however, the final decision on discipline has now been relinquished to the principal. Always send a note with the offender stating why the student was sent and sign your name or call the office. The note shall be attached to the discipline report.

A teacher shall supervise all class meetings and school parties. No pupils shall be allowed in the school buildings at any time when school is not in session without a faculty member being present and responsible for the pupils and their activities.

FACULTY MEETINGS

It shall be the duty of the teacher to attend all faculty meetings called by the administration and present such reports of their work, as she may deem necessary. If a teacher misses a meeting, it is his/her responsibility to check with the principal for the discussion items. Teachers will be expected to participate in job-embedded professional development. This may include but is not limited to professional reading, instructional practice, collaborating, reflection, and collegial meetings.

In order to maintain a good line of communication between administration and teachers, an opportunity to air problems and ask questions; there will be at least one meeting per month, excluding September. Please see the 2016-2017 faculty meeting schedule.

EARLY DISMISSAL

Any time the administration announces that school will be dismissing early, the students will be dismissed by the bell. As in the case of inclement weather, we like to wait with the bell until the buses are in the parking lot. It does save a lot of confusion and also students are not waiting outside for buses to arrive.

E-LEARNING DAYS

We may use up to 5 E-learning Days. During an E-learning day all students are required to log in for attendance with their third hour teacher during the day at some point between 9:00 a.m. and 3:00 p.m. .Additionally, students will log into Google Classroom for each of their classes to find and complete assigned tasks for the day. Assignments will be posted in Google Classroom no later than 9:00 am for the day. Teachers will be available online for their students from 9:00 a.m. until 3:00 p.m. Assignments will be due by 9:00 a.m. the following day.

FUNDRAISERS

All fundraising activities must be approved by the administration before being implemented and discussed with potential fundraising groups. Please use the Fundraising approval form located in the office to gain approval two weeks before the fundraiser is to begin.

FIRE DRILL, LOCKDOWN DRILLS, AND EMERGENCY EVACUATION ROUTES

All instructors please inform your students of the routes of evacuation from your room during a fire drill and emergency evacuation routes and location in your room during a lock-down drill . When the fire horn sounds, all persons are to leave the building in a quick, but orderly fashion. When the PA announcement is given regarding a lock-down drill, please inform students to begin the lock-down procedures and proceed to the designated areas in your room.

NYMHS Lunch Schedule 2025-2026

Semester 1

Effective Tuesday, September 2

Please note schedule changes approximately 21 days.

Junior High Schedule

Dismiss at 11:06

8th Grade

Dismiss at 11:08

7th Grade

Senior High Schedule

Dismiss at 12:00

Ab Psyc
US History
Anatomy

Dismiss at 12:02

Intro to Stats
Adv Alg
Exp Art

Dismiss at 12:04

Intro to Weld
Speed/Strength

Dismiss at 12:06

Sr. Band
Sr. Choir

Please dismiss according to the schedule.
6th period begins at 12:40

NYMHS Lunch Schedule 2025-2026

Semester 1

Effective Wednesday, October 1

Please note schedule changes approximately 21 days.

Junior High Schedule

Dismiss at 11:06

7th Grade

Dismiss at 11:08

8th Grade

Senior High Schedule

Dismiss at 12:00

Sr. Band

Sr. Choir

Dismiss at 12:02

Ab Psyc

Chemistry

Biology

Dismiss at 12:04

Creative Writing

Sr Intervention

Resource

Dismiss at 12:06

Exploring Art

Animal Science

Please dismiss according to the schedule.

6th period begins at 12:40

NYMHS Lunch Schedule 2025-2026

Semester 1

Effective Tuesday, November 4

Please note schedule changes approximately 21 days.

Junior High Schedule

Dismiss at 11:06

8th Grade

Dismiss at 11:08

7th Grade

Senior High Schedule

Dismiss at 12:00

Exploring Art
Animal Science

Dismiss at 12:02

Sr. Band
Sr. Choir

Dismiss at 12:04

Ab Psyc
Chemistry
Biology

Dismiss at 12:06

creative writing
Sr Intervention
Resource

Please dismiss according to the schedule.
6th period begins at 12:40

NYMHS Lunch Schedule 2025-2026

Semester 1

Effective Tuesday, December 9

Please note schedule changes approximately 21 days.

Junior High Schedule

Dismiss at 11:06

7th Grade

Dismiss at 11:08

8th Grade

Senior High Schedule

Dismiss at 12:00

Creative writing
Sr Intervention
Resource

Dismiss at 12:02

Exploring Art
Animal Science

Dismiss at 12:04

Sr. Band
Sr. Choir

Dismiss at 12:06

Ab Psyc
Chemistry
Biology

Please dismiss according to the schedule.
6th period begins at 12:40

NYMHS Lunch Schedule 2025-2026

Semester 2

Effective Tuesday, January 20

Please note schedule changes approximately 21 days.

Junior High Schedule

Dismiss at 11:06

7th Grade

Dismiss at 11:08

8th Grade

Senior High Schedule

Dismiss at 12:00

History of Baseball
Soc Psych
Chemistry

Dismiss at 12:02

Biology
Acting and Improv
Creative writing

Dismiss at 12:04

Sr. Intervention
Intro to Metals
Strength, speed

Dismiss at 12:06

Sr. Band
Sr. Choir
Resource

Please dismiss according to the schedule.
6th period begins at 12:40

NYMHS Lunch Schedule 2025-2026

Semester 2

Effective Friday, February 20

Please note schedule changes approximately 21 days.

Junior High Schedule

Dismiss at 11:06

8th Grade

Dismiss at 11:08

7th Grade

Senior High Schedule

Dismiss at 12:00

Sr. Band
Sr. Choir
Resource

Dismiss at 12:02

History of Baseball
Soc Psych
Chemistry

Dismiss at 12:04

Biology
Creative Writing
Mythology

Dismiss at 12:06

Sr. Intervention
Intro to Metals
Strength, speed

Please dismiss according to the schedule.
6th period begins at 12:40

Lunch Schedule 2025-2026

Semester 2

Effective Wednesday, March 25

Please note schedule changes approximately 21 days.

Junior High Schedule

Dismiss at 11:06

7th Grade

Dismiss at 11:08

8th Grade

Senior High Schedule

Dismiss at 12:00

Sr. Intervention

Intro to Metals

Strength, speed

Dismiss at 12:02

Sr. Band

Sr. Choir

Resource

Dismiss at 12:04

History of Baseball

Soc Psych

Chemistry

Dismiss at 12:06

Biology

Creative writing

Mythology

Please dismiss according to the schedule.
6th period begins at 12:40

NYMHS Lunch Schedule 2025-2026

Semester 2

Effective Wednesday, April 29

Please note schedule changes approximately 21 days.

Junior High Schedule

Dismiss at 11:06

8th Grade

Dismiss at 11:08

7th Grade

Senior High Schedule

Dismiss at 12:00

Biology
Acting and Improv
Mythology

Dismiss at 12:02

Sr. Intervention
Intro to Metals
Strength, speed

Dismiss at 12:04

Sr. Band
Sr. Choir
Resource

Dismiss at 12:06

History of Baseball
Soc Psych
Chemistry

Please dismiss according to the schedule.
6th period begins at 12:40

2025-2026 Grade due dates

(*last updated 8/14/25)

October 1st	Deficiencies updated and due by noon - Parents check through ParentVUE/StudentVUE
October 31st	End of Quarter 1
November 12th	Quarter 1 grades updated in gradebook by noon for online report cards (parent/teacher conferences 13th)
November 13th	Parent teacher conferences 1:30-7:30p.m.
December 3rd	Deficiencies updated and due by noon - Parents check through ParentVUE/StudentVUE
January 16th	End of Semester 1
January 22nd	Semester 1 grades must be posted/final in gradebook by Noon
February 11th	Deficiencies updated and due by noon - Parents check through ParentVUE/StudentVUE
March 4th	Quarter 2 grades updated in gradebook by noon for online report cards (parent/teacher conferences 5th)
March 5th	Parent teacher conferences 1:30-7:30p.m.
March 20th	End of Quarter 3
March 26th	Quarter 3 grades updated in gradebook by noon for online report cards.
April 22th	Deficiencies updated and due by noon - Parents check through ParentVUE/StudentVUE
May 27th	Last school day

June 1st Semester 2 grades must be posted/final in gradebook by noon
Ineligibility list comes out the 2nd Tuesday following the end of the semester

2 WEEK INELIGIBILITY BEGINS - THE STUDENT MUST SHOW ACADEMIC PROGRESS – PASSING CLASSES -TO PARTICIPATE.

****A student taking a summer class shows progress only if they pass the course.**

***No incomplete grades can be on the report card for longer than two weeks after that it must be changed to a letter grade.**

DUTY ROSTERS

Duty rosters are arranged by the activities director and will be posted. You will be notified by the activities director when you are assigned to work. If you wish to pick up additional game duty, please see the activities director.

GENERAL INSTRUCTIONS RELATIVE TO THE FOOTBALL DUTY ROSTER

1. If, for some reason, you are unable to work on your assigned date, please exchange with one of your colleagues.
2. The chain down box will be on the field prior to game time. If those men operating them feel that they need instructions or rules, please see the coach.
3. The drive-in gates at the field will be closed again this year so the fans will be of a walk-in nature.
4. There is a walk-in gate in the extreme north end. The second is at the far southwest corner of the football field where it joins the area of the baseball bleachers.
5. Ticket sellers are to be on duty 45 minutes before game time. People who are responsible for the down box, PA system and chairs should be on duty 1/2 hour before the game.
6. Change boxes will be distributed to the post assigned 45 minutes before game time. Please remain on ticket duty until you are relieved by the principal.
7. Admission prices are \$5 (tax included) for adults and \$3 [tax included] for students/college/senior citizens.
8. Season tickets (10 punch pass) - adults \$30; students \$20

ADMISSION FEE POLICY

Ticket sellers and takers should honor the following passes or allow free admission for the following people:

1. Staff members who carry a pass issued by the office (no other family members.)
2. Board members (no other family members.)
3. Police officers in uniform, working press members, and local physicians.
4. Persons carrying a membership card in one of the following organizations:
 - a. MN Association of School Administrators.
 - b. MN State High School Coaches Association.
 - c. MN Principals Association.
 - d. MN Music Education Association.
5. Participating teams, their coaches, cheerleaders in uniform, bus drivers, and team managers.
6. Senior citizens (age 65) cards will be issued by the school for specified events at student prices.
7. Coaches' spouses at events that the spouse coaches (they will be issued passes by the office).
8. Band members shall be admitted free to any activity in which they are participating.
9. Elementary students participating in half time demonstrations or other events where admission charges are made, may be given admission passes for the event at the discretion of the administration.
10. Fee rates will be set each year.

EXTRA-CURRICULAR ASSIGNMENTS 2025-2026

<u>INSTRUCTOR</u>	<u>ASSIGNMENTS</u>
Boe	Freshman Class Advisor
Bushinger	Junior High Boys Basketball Junior High Girls Basketball
Mike Bauck	Sophomore Advisor BPA Advisor Yearbook Advisor
Bryan Dunrud	Varsity Softball Coach Head Girls Basketball Senior Class Advisor
C. Dunrud	Assistant Girls Basketball
Dresser	7 th Class Advisor Assistant Cross Country Coach
Esala	Head Cross Country Coach
C. Geiser	JV Baseball Coach Close-up Freshman Advisor
D. Geiser	Varsity Baseball Coach
Grieger	Assistant Fishing Coach Junior High BB Coach Knowledge Bowl
Hotakainen	Junior High Baseball Coach
Peterson	Vocal Music
Jessica Masloski	Cheerleading Advisor
Jabas	Junior Class Advisor
Armagost	Instrumental Music

	Summer Band
Adam Wedde	Trapshooting
Alicia Page	Junior Class Advisor Concessions Manager
C. Keskitalo	Fishing League Coach
Niemi	Head Wrestling
B. Olson	7 th Grade Volleyball
T. Olson	8 th Class Advisor
Radniecki	Head Football Activities Director
Raser	NHS Advisor
Roberts-Veazie	8th Grade Class Advisor
Fahlen	7 th Class Advisor Varsity Bowling Coach
Saewert	FCCLA Advisor Senior Class Advisor
TBD	Drivers Education
Schornack	FFA Advisor Freshman Advisor
Von Ruden	C Volleyball Coach
Adam Wedde	Trapshooting
JJ Weller	JV Girls Basketball Coach
M. Weller	Assistant Wrestling Coach
Windels	8th grade Volleyball Track Coach

Harley Wurst

Wringham

Young

Head Volleyball

Swimming, Co-op with Perham

Student Council Advisor

Faculty Meetings 2025-2026

Monday, September 8	3:25 p.m. HS Media Center
Monday, October 13	3:25 p.m. HS Media Center
Monday, November 10	3:25 p.m. HS Media Center
Monday, December 8	3:25 p.m. HS Media Center
Monday, January 12	3:25 p.m. HS Media Center
Monday, February 9	3:25 p.m. HS Media Center
Monday, March 9	3:25 p.m. HS Media Center
Monday, April 13	3:25 p.m. HS Media Center
Monday, May 11	3:25 p.m. HS Media Center

Inservice/workshop schedule 2025-2026

Monday, August 25- Teacher/District Day

Tuesday, August 26- Teacher/District Day

Wednesday, August 27- Teacher Work Day/District Evening is open house from 4:00-6:00 p.m.

Thursday, August 28 - Teacher training MTSS/Departments 8:30-1:00 p.m.

Wednesday, October 15 - Early Out PLC

Monday, October 20 - LETRS/Data/MTSS/Departments

Thursday, November 13- Early Out Parent/Teacher conferences at 1:00 p.m.

Wednesday, November 26 - Early Out

Monday, December 22 - LETRS/Data/MTSS/Departments

Friday, January 2 -LETRS/Data/MTSS/Departments

Monday, January19 - Inservice

Friday, February 13 - LETRS/Data/MTSS/Departments

Thursday, March 5 - Early Out - Parent/Teacher conferences at 1:00 p.m

Thursday, April 1 - Early Out

Friday, April 2 - LETRS/Data/MTSS/Departments

Thursday, May 28 - Workday

Friday, May 29 - ½ Inservice ½ Workday

Subp. 2. Standards of professional conduct.

The standards of professional conduct are as follows:

A. A teacher shall provide professional education services in a nondiscriminatory manner.

B. A teacher shall make reasonable effort to protect the student from conditions harmful to health and safety.

C. In accordance with state and federal laws, a teacher shall disclose confidential information about individuals only when a compelling professional purpose is served or when required by law.

D. A teacher shall take reasonable disciplinary action in exercising the authority to provide an atmosphere conducive to learning.

E. A teacher shall not use professional relationships with students, parents, and colleagues to private advantage.

F. A teacher shall delegate authority for teaching responsibilities only to licensed personnel.

G. A teacher shall not deliberately suppress or distort subject matter.

H. A teacher shall not knowingly falsify or misrepresent records or facts relating to that teacher's own qualifications or to other teachers' qualifications.

I. A teacher shall not knowingly make false or malicious statements about students or colleagues.

J. A teacher shall accept a contract for a teaching position that requires licensing only if properly or provisionally licensed for that position.

Reference: Minn. R. 8710.2100 - CODE OF ETHICS FOR MINNESOTA TEACHERS

To view the full statute please see - Minn. R. 8710.2100 - CODE OF ETHICS FOR MINNESOTA TEACHERS