



DETROIT LAKES PUBLIC SCHOOLS
AGENDA

REGULAR SCHOOL BOARD MEETING

Monday, August 26, 2024 - 7:00 AM

City Council Chambers, 1025 Roosevelt Avenue, Detroit Lakes, MN 56501

The mission of the Detroit Lakes Public schools is to fill our sails with Laker PRIDE.

District Office ~ 702 Lake Avenue, Detroit Lakes, MN 56501 ~ 218.847.9271 ~ Website: www.dlschools.net
Superintendent: Mark Jenson Director of Finance & Operations: Jason Kuehn Education Director: Renee Kerzman

BOARD MEMBERS:

Julie Smith-Yliniemi, Clerk
25961 Brolin Beach Rd
Detroit Lakes, MN 56501
218.204.0420

Michael Walther
28030 County Hwy 34
Callaway, MN 56521
218.841.3709

Michelle Okeson, Treasurer
24842 County Rd 113
Detroit Lakes, MN 56501
218.841.6065

Mary Rotter, Vice Chair
23625 Pebble Beach LN
Detroit Lakes, MN 56501
651.335.0396

John Steffl, Chair
22370 Steffl Road
Callaway, MN 56521
218.850.5060

Sanford Nelson
28633 North Buffalo Lake Rd
Callaway, MN 56521
218.847.8360

Student Representative: Marian Martin 26martimari@detlakes.k12.mn.us, Hayden Wilson 27wilsohayd@detlakes.k12.mn.us

I. CALL TO ORDER

Presenter: Steffl, Board Chair

A. Laker Pride

II. ROLL CALL

Presenter: Steffl, Board Chair

III. PLEDGE OF ALLEGIANCE

Presenter: Steffl, Board Chair

IV. APPROVAL OF AGENDA

Presenter: Steffl, Board Chair

A. Agenda Approval

Approval of the Agenda for the August 26, 2024 Regular School Board Meeting as presented.

V. COMMENTS AND REQUESTS FROM VISITORS

Presenter: Steffl, Board Chair

A fifteen-minute time limit will be allowed for audience comment. Those requesting audiences will inform either the Board Chairman or the Superintendent prior to the meeting that you wish to address the Board.

VI. DONATIONS

A. \$100.00 from Bell Bank through their Custom Card donation program.

B. \$5,000 from Detroit Lakes Area Community Foundation for High School Track and Field equipment and weather covers.

VII. PROGRAM PRESENTATIONS

Presenter:

A. Food Service

Presenter: Anne Skjold

VIII. CONSENT ITEMS

Presenter: Steffl, Board Chair

Action is requested on the following items of the consent agenda. Consent agenda items are

typically adopted without discussion of the individual items because they are routine or ordinary in action. Any consent agenda item may be removed for further discussion and deliberation by any member of the board.

- A. Approve the Minutes of the July 22, 2024, Regular School Board Meeting.
- B. Approve District Bills
- C. Approve District Hand Payable Bills
- D. Approve Personnel Agenda Items
- E. Approve the Comprehensive Project Representation and Management Services Agreement.
- F. Approve the Deaf/Hard of Hearing Service Contract for Stephanie Hanson for the 2024-2025 school year.
- G. Approve the extension of the Pepsi Contract for the 2024-2025 School Year.
- H. Approve the Food Service Pricing for the 2024-2025 School Year.

IX. DISCUSSION ITEMS

Discussion items receive individual attention because of the nature of the issues and need for introductory or other discussion in order to review the information prior to taking action. This is also the agenda location for items which simply need school board review, but no formal action on the items is required. Discussion items will typically return to the agenda at a future point for more specific action.

A. First Reading of Policies:

Presenter: Steffl, Board Chair

- 1. 506-K-12 Discipline and Violence Prevention
- 2. 613- Graduation Requirements
- 3. 722- Public Data and Data Subject Requests
- 4. 806- Crisis Management

X. ACTION ITEMS

Action items receive individual attention because of the nature of the issues, the need to discuss or review the information prior to taking action, or the specific kind of action required for the item.

- A. Motion to Approve the 2024-2025 Rossman, Roosevelt, Middle School, ALC, Activities and High School Handbooks.

XI. ADMINISTRATIVE AND BOARD REPORTS

A. Superintendent Report

Presenter: Mark Jenson, Superintendent

- 1. District Updates

B. Board Committee and Representative Reports

- 1. Finance Committee

Presenter: Rotter, Board Treasurer

- 2. Facilities Committee

Presenter: Steffl, Board Chair

XII. UPCOMING EVENTS AND ACTIVITIES






Presenter: Steffl, Board Chair

- A. Finance Committee- 09/19/24 12:00PM District Office
- B. Regular School Board Meeting- 09/23/24 5:30PM City Hall
- C. Election Day- 11/05/24 7:00AM-8:00PM

XIII. MEETING ADJOURNED

Presenter: Steffl, Board Chair

Laker PRIDE

	<p>Purpose our intention, what drives us</p>	<p>Deliver educational excellence.</p>
	<p>Relationships the ways we connect and behave toward each other</p>	<p>Care and communicate positively and respectfully within and across our schools and community.</p> <ul style="list-style-type: none"> • District ↔ parents and community members • District ↔ building • Building ↔ teacher • Building ↔ parents • Teacher ↔ parent • Teacher ↔ students
	<p>Innovation the creation, development and implementation of a new idea or concept to enhance educational opportunities</p>	<p>Embrace creativity and critical thinking.</p> <ul style="list-style-type: none"> • Renew and bring up to date all systems and practices • Utilize growth mindset to hone existing intentions/objectives and explore new ideas • Support diverse ways of thinking and doing • Embed equity continually in every facet of our work
	<p>Development a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components</p>	<p>Foster the academic, social, emotional, and cultural needs of all learners.</p> <ul style="list-style-type: none"> • Implement and sustain PBIS at all levels • Hone our support for social/emotional health • Further learning and implementation of equitable feedback, assessment, grading and reporting • Provide professional development that supports PRIDE
	<p>Equity the quality of being fair (not equal) and impartial</p>	<p>Ensure that our values, policies, and practices are equitable for our students, staff, and community.</p> <ul style="list-style-type: none"> • Clarify and support understanding of equity vs. equality for all • Actively promote equity (institutional, personal, and instructional) • Remove systemic barriers • Accommodate different learning styles • Give students a voice

I pledge allegiance to the flag
of the United States of America,
and to the Republic
for which it stands,
one Nation under God,
indivisible,
with Liberty and Justice
for all.



DATE: August 20, 2024

TO: Mark Jenson, Superintendent and Board of Education

FROM: Anne Skjold, Food Service Director

SUBJECT: **2023-2024 Food Service Program Recap**

My team consistently goes above and beyond expectations, serving over 570,749 meals while enduring many challenges including more restrictive federal meal guidelines, staff shortages and supply chain issues. Please commend my staff for their efforts and commitment to the students and families of Detroit Lakes Public Schools.

PARTICIPATION:

- A big thank you to the students and staff that dine with us.
 - Lunch – the 23-24 School year being the first year of MN Free Meals our participation increased about 10.3% over the prior year. We served on average, 61% of all students district wide every day with our lunch program for an annual total of 288,059 lunches served. Our average lunch count per day was 1725.
 - Breakfast – even though free breakfast has been part of the district since 2016 this past year we saw an increase in breakfast participation of 15%. Our average breakfast count per day was 765 students or 28% of the enrolled student population. Annual breakfast total of 127,675 meal served.
 - Attached is a five year history of meals served.
- We had \$370,430.85 gross non-program revenue such as contracts with M-State and Mahube-Otwa, Concessions and miscellaneous special events. Net proceeds after all expenses \$18,521.54 (Summary Attached).
- Summer Food was offered under various formats this year for Credit Recovery groups, SAIL, ESY, and the YES network. Also, for the first time since COVID waivers expired we were able to offer a new federal Rural Non-congregate meal program. We are still inputting data for claiming our estimated summer numbers are
 - June: 16,776 = 1619 standard reimbursable meals + 2235 Snacks Only + 12,922 Rural NC Distribution Meals
 - July: 28,783 = 6462 standard reimbursable meals + 5013 Snacks Only + 17,308 Rural NC Distribution Meals
 - August Estimate: 12,576 = 794 standard reimbursable meals + 1958 Snacks Only + 9,824 Rural NC Meals

KINDERGARTEN MILK PROGRAM:

- We participated in the Minnesota Kindergarten Milk Program with 25,467 additional half pints being served to Kindergarten students.
- Cost to the District was mostly covered by State aid.

NEGATIVE ACCOUNT BALANCES:

Thank you to all that Donated funds throughout the year to go towards Negative Student Balances.

Due to receipt of these generous donations (approximately \$12,000), all negative student accounts have been brought current. This includes prior year carryover student negative balances in addition to negative balances created in 23-24, which mostly occurred when students brought a meal from home and charged milk to their accounts which cost \$.50 each.

We are still struggling with some Adult Staff members carrying a Negative Balance. Total: \$839.67

FREE AND REDUCED APPLICATIONS:

- Total free and reduced students on file May 31, 2024 were 1223 (44.0%) compared to 1112 in May of 2023. This was the second year of the MN Medicaid Direct Certification pilot program which has greatly increased the number of Free and Reduced students in the last two years.
- 47% of Lunch meals served were to free or reduced approved students.
- 52% of the meals served for breakfast were to free or reduced approved students
- In accordance with federal regulation, we verified free and reduced participants by performing a focused sampling of our free and reduced applications which we have on file.

MINNESOTA DEPARTMENT OF HEALTH:

- The MDH inspected each of our kitchens, including our Central Site at MState, Lincoln Education Center and Transitions during the year. All schools in Minnesota are mandated to be inspected twice each year. We received only a few non-critical orders, which have been corrected.

THE YEAR OF REVIEWS:

Food service underwent many different reviews this past year

- Procurement Review: Topics to improve on included
 - wording in our processes to be clearer on the Buy American provision
 - including Buy American Clause in on final contracts
- Over All Program Review which included a total of 135 different program areas
 - Certification, Benefit Issuance & Verification
 - Check box required for parent consent in Affinity
 - Incorrect Date being used on MARRS error Report
 - Meal Counting and claiming
 - Required us to have Transitions be its own site
 - Required us to change the process for meals pick-up my teachers for student
 - Meal Components & Quantities – no findings or assistance issued
 - Dietary Specifications & Nutrition Analysis – no findings or assistance issued
 - Resource Management –
 - Non-Program Revenue: Requiring us to bill concessions monthly and for staff working concessions to be direct coded
 - Required us to use a square footage formula to calculate utilities for 02
 - Civil Right
 - Found an incomplete special diet statement – still waiting on form from parent
 - On Site Monitoring – no findings or assistance issued
 - Wellness Policy – Determined not to meet MDE criteria, revisions were made
 - Meal Charge Policy – Determined not to meet MDE criteria, Revision were made
 - Smart Snacks
 - Found that School store had several non-compliant items – Recommend pre-approval form be created
 - Found the FNS was not receiving Fund Raising Request involving food for approval
 - Professional Standards – no findings or assistance issued
 - Food Safety
 - Required us to add SOPS for Share Tables, After School Snack Program & FFVP Program
 - After School Snacks – no findings or assistance issued
- Farm to School Review
no findings or assistance issued
- Fresh Fruit & Vegetable Program Review
 - Asked us to use a different cost calculation formula
- Summer Food Service Program Review – Includes same criteria as overall program review
 - SFSP meal Pattern is slightly different than NSLP ask us to increase MMA for sliced meat menu item.
 - Reviewer stated: Your process and oversight is a great example of a best practice implementation of this program and you should be proud of the work you are doing! You are the Gold Standard.

Food Service Program History

Number of Meals Served

BREAKFAST PROGRAM:

	2019-20	2020-21*	2021-22	2022-23	2023-24
Free	40,842	118,964	29,219	51,799	58,525
Reduced	16,856		10,063	10,124	8,631
Paid	59,738		56,949	50,932	60,417
Total	117,436	118,964	96,231	112,855	127,573

Distribution -> 124,432 Rural NC -> 40,054
 Grand Total 243,396 167,627

LUNCH PROGRAM:

	2019-20	2020-21*	2021-22	2022-23	2023-24
Free	61,359	166,681	62,033	107,027	114,123
Reduced	31,588		22,377	24,395	20,608
Paid	147,444		166,357	133,671	149,638
Total	240,391	166,681	250,767	265,093	284,369

Distribution -> 124,432 Rural NC -> 40,054
 Grand Total 291,113 324,423

STUDENTS IN AVERAGE DAILY MEMBERSHIP:

2018-2019	2019-20	2020-21*	2021-22	2022-23	2023-24
2994	2947	2788	2703	2727	2724

* 20-21 Distribution total include summer months

Summary of 2023-2042 Non-Program Revenue

	<u>Revenue</u>
MAHUBE-OTWA	
Breakfast, Lunch, and Snack	\$184,820.38
Holy Rosary	
Lunch	\$44,656.80
M-STATE	
Café	\$5,956.50
Special Functions	<u>\$0.00</u>
	\$5,956.50
DLPS Non-Program	
Special Events	\$26,623.10
Laker Kids, Laker Shop, Concessions, etc	<u>\$108,374.07</u>
	\$134,997.17
GROSS REVENUE NON-PROGRAM	\$370,430.85
Expenses (food, supplies, wages, fringe, etc)	<u>\$351,909.31</u>
	\$18,521.54
Net, Non-Program	

OFFICIAL PROCEEDINGS
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 22
BECKER AND OTTERTAIL COUNTIES, DETROIT LAKES, MINNESOTA 56501

Regular School Board Meeting
Monday, July 22, 2024, 5:30 PM
City Hall ~ 1025 Roosevelt Ave, Detroit Lakes, MN, 56501

Present: John Steffl, Amy Erickson, Mary Rotter, Michelle Okeson, April Thomas, Ethan Walz

Absent:

The meeting was called to order at 7:00 AM by Board Chair Steffl.

The Pledge of Allegiance was recited.

A motion was made by Erickson, seconded by Walz, to approve the agenda. Motion carried unanimously.

Program presentation was given by Josh Omang

A motion was made by Thomas, seconded by Rotter, to approve the following consent agenda items. Motion carried unanimously.

- A. Approve the Minutes of the June 24, 2024 Regular School Board Meeting.
- B. Approve K-12 Computer Checks #706947-707035 and #707053-707122, for a total of \$802,272.63.
Approve Hand Payable Checks #706805-706843, #706924-706946, Voided Checks #706175, #706255, #706485, #706591, #706829, #706835, #706842, #706881, Wire Transfers #9852-9854, #9856-9861, #9873-9874, #9876-9877, #9880-9887, #9978-9986, #9994-10000, #10008-10026, #10035-10041, #10043-10056, #10058-10059, and Voided Wire Transfers #9737, #9854, in the amount of \$3,445,365.74.
Approve Net Payroll Transfers on 6/28/2024 and 07/15/2024 in the amount of \$336,914.50 for a total of \$4,584,552.87.
- C. Approve Personnel Agenda Items
- D. Approve the Write-in Vote Counting Resolution for the General and Special Election.

Discussion regarding the Rossman, Roosevelt, Middle School, ALC, and High School handbooks was had.

A motion was made by Erickson, seconded by Okeson to approve the Out-of-State travel request for Rob Nielson. (EXHIBIT) Motion carried unanimously.

A motion was made by Thomas, seconded by Walz to Approve the Out-of-State travel request for Renee Kerzman. (EXHIBIT) Motion carried unanimously.

A motion was made by Erickson, seconded by Okeson to approve the Long Term Facilities Maintenance Ten Year Plan for Fiscal Year 2026. (EXHIBIT) Motion carried unanimously.

A motion was made by Walz, seconded by Rotter to approve the Property Tax Levy Adoption Calendar (EXHIBIT) Motion carried unanimously.

Superintendent Jenson reported on happenings in the School District

Board Treasurer Rotter gave an update on the Finance Committee and BCCI.

Board Clerk Thomas gave an update on the Activities Committee.

Board Member Walz gave an update on the IEIC.

Board Chair Steffl announced upcoming meetings and events .

A motion by Rotter, to adjourn the meeting at 8:02 AM, seconded by Erickson. Motion carried unanimously.

Respectfully submitted,

April Thomas, Clerk

PERSONNEL AGENDA

July 22, 2024

1) **Resignations:**

Christine Gerdes– Summer SAIL, effective July 2, 2024.

Natalie Neal– Middle School Volleyball, effective June 21, 3034.

Macey Olson– Laker Kids, effective July 9, 2024.

Leah Omundson– Level IV Driver, effective June 26, 2024.

Ben Pedersen– Summer SAIL, effective June 28, 2024.

2) **Retirements:**

3) **Appointments:**

Austin Dodd– Middle School Physical Education, at the rate of BA Step 2 or a contract amount of \$45,823 per year, effective August 26, 2024. *pending licensure*

Josh Erhardt– High School Special Education Teacher, at the rate of MA Step 4 or a contract amount of \$54,655 per year, effective August 26, 2024.

Candace Goodrich– High School Special Education Para, at the rate of \$18.35 per hour working 37.5 hours per week, effective August 26, 2024. *pending HQ status*

Jodi Hatch– Middle School Special Education Para, at the rate of \$17.85 per hour, Working 37.5 hours per week, effective August 26, 2024. *pending HQ status*

Charles Honke– High School Stem/Transportation Instructor, at the rate of BA, Step 2 or a contract amount of \$45,823 per year, effective August 26, 2024. *pending licensure*

Natalie Neal– 9th Grade Volleyball Coach, at the rate of \$3,274.18 per season, effective August 12, 2024.

Destiny Okeson– Summer School Teacher, at the rate of \$30 per hour working up 96 hours, effective July 8, 2024 through July 25, 2024.

Skyler Presler– Rossman Elementary Teacher, at the rate of BA Step 1, or a contract amount of \$45,023.00 per year, effective August 19, 2024. *Pending Licensure*

Shelley Skarie– Summer School Teacher, at the rate of \$30 per hour working up 96 hours, effective July 8, 2024 through July 25, 2024.

Shelley Skarie– AI Program Assistant, at the rate of \$20.00 per hour working up to 25 hours per week, effective August 28, 2024.

Kayla Thorp– Rossman Special Education Teacher, at the rate of BA+10 Step 2 or a contract amount of \$47,865 per year, effective August 26, 2024. *Pending Licensure*

Isabella Wilson– Roosevelt Pre-K Special Education Para, at the rate of \$17.35 per hour, working up to 20 hours per week, effective August 26, 2024. *pending HQ status*

4) **Amended Assignment:**

Dori Bakke– Special Education Para is amending her assignment from Roosevelt to DLMS, effective August 26, 2024.

Deb Haverkamp– is amending her assignment from Title One/Noon Duty Para to Special

Education Para, effective August 26, 2024.

Mack Jones– High School Social Studies Teacher is amending his assignment from BA Step 2 to BA+10 Step 2, effective August 19, 2024.

Christin Mohr– is amending her assignment from Rossman To Middle School Special Education Teacher, effective for the 2024-2025 school year.

Debra Olk– is amending her assignment from Food Service Worker to Production Assistant, effective August 1, 2024.

Jennifer Reynolds– is amending her assignment from Lincoln Education Center to Roosevelt, effective August 19, 2024.

Anna Wilson– is amending her assignment from Lincoln Education Center to Roosevelt, effective August 19, 2024.

Bella Wilson– is amending her assignment from Laker Kids Assistant to Laker Kids Supervisor, effective June 17, 2024 through August 23, 2024.

5) **Termination:**

6) **Leave of Absence:**

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	10328	707139	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	USD	08/12/2024	60.00
			10330	707140	Check	1	1190		CENTRAL DOOR & HARDWARE, INC.	Yes	No	No	USD	08/12/2024	280.00
			10344	707141	Check	1	3155	REMIT	CENTRAL MCGOWAN	Yes	No	No	USD	08/12/2024	119.75
			10329	707142	Check	1	1107		CWIKLA ACE HARDWARE	Yes	No	No	USD	08/12/2024	38.75
			10331	707143	Check	1	1253		DAVID B. KNOPF CONSTRUCTION	Yes	No	No	USD	08/12/2024	8,976.50
			10332	707144	Check	1	1336	P.T.	ESSENTIA HEALTH	Yes	No	No	USD	08/12/2024	1,067.50
			10333	707145	Check	1	1451		HANNESSON, MARGARET	Yes	No	No	USD	08/12/2024	178.89
			10334	707146	Check	1	1560		INSTRUMENTALIST AWARDS LLC	Yes	No	No	USD	08/12/2024	172.00
			10345	707148	Check	1	3338		KLAPOTZ, CARVER	Yes	No	No	USD	08/12/2024	550.47
			10336	707149	Check	1	1764		MINNKOTA RECYCLING	Yes	No	No	USD	08/12/2024	259.60
			10342	707150	Check	1	2822		MISSION MECHANICAL	Yes	No	No	USD	08/12/2024	1,369.42
			10341	707151	Check	1	2353		MN DEPT OF EMPLOYMENT & ECONOM	Yes	No	No	USD	08/12/2024	62,540.64
			10337	707152	Check	1	1986		REDWOOD TOXICOLOGY LABORATO	Yes	No	No	USD	08/12/2024	61.12
			10338	707153	Check	1	2018		SQUIRES, WALDSPURGER & MACE, P.	Yes	No	No	USD	08/12/2024	467.50
			10343	707154	Check	1	3077		THE TESSMAN COMPANY	Yes	No	No	USD	08/12/2024	303.16
			10339	707155	Check	1	2182		THORSON, JOHNNA	Yes	No	No	USD	08/12/2024	217.08
			10340	707156	Check	1	2203		TROPHY HOUSE	Yes	No	No	USD	08/12/2024	6.00
			10347	707157	Check	1	1011		ACADEMIC PLANNERS PLUS	Yes	No	No	USD	08/12/2024	2,310.00
			10346	707158	Check	1	1005		ADVANCED BUSINESS METHODS	Yes	No	No	USD	08/12/2024	787.24
			10348	707159	Check	1	1024		AFFINETY SOLUTIONS, INC	Yes	No	No	USD	08/12/2024	190.00
			10349	707160	Check	1	1035		ALLIANCE PEST PROTECTION	Yes	No	No	USD	08/12/2024	735.00
			10350	707161	Check	1	1045		AMSTERDAM PRINTING & LITHO	Yes	No	No	USD	08/12/2024	419.75
			10351	707162	Check	1	1056		APPLE COMPUTER, INC.	Yes	No	No	USD	08/12/2024	38,880.00
			10352	707163	Check	1	1076		AUTO VALUE DETROIT LAKES	Yes	No	No	USD	08/12/2024	40.65
			10414	707164	Check	1	2506		BECKER COUNTY MUSEUM	Yes	No	No	USD	08/12/2024	2,600.00
			10353	707165	Check	1	1093		BECKER COUNTY SPORTMEN'S CLUB	Yes	No	No	USD	08/12/2024	10,319.00
			10355	707166	Check	1	1121		BLUE 84 SPIRIT	Yes	No	No	USD	08/12/2024	2,100.00
			10418	707167	Check	1	3026	REMIT	BRIGHTLY SOFTWARE, INC.	Yes	No	No	USD	08/12/2024	4,092.66
			10357	707168	Check	1	1152		BSN SPORTS	Yes	No	No	USD	08/12/2024	4,936.80
			10358	707169	Check	1	1175		CAROUSEL DIGITAL SIGNAGE	Yes	No	No	USD	08/12/2024	4,075.00
			10359	707170	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	08/12/2024	575.60
			10360	707171	Check	1	1202		CITY OF DETROIT LAKES	Yes	No	No	USD	08/12/2024	70,325.00
			10430	707172	Check	1	3503		COMMUNITY COLLABORATIVE CONFE	Yes	No	No	USD	08/12/2024	560.00
			10361	707173	Check	1	1231		CULINEX	Yes	No	No	USD	08/12/2024	89.61
			10354	707174	Check	1	1107		CWIKLA ACE HARDWARE	Yes	No	No	USD	08/12/2024	44.94
			10362	707175	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	08/12/2024	1,212.24
			10363	707176	Check	1	1253		DAVID B. KNOPF CONSTRUCTION	Yes	No	No	USD	08/12/2024	2,044.50
			10413	707177	Check	1	2322		DELL MARKETING L.P.	Yes	No	No	USD	08/12/2024	127,586.00
			10364	707178	Check	1	1269		DETROIT LAKES CHIROPRACTIC	Yes	No	No	USD	08/12/2024	110.00
			10356	707179	Check	1	1128		DOOSAN BOBCAT NORTH AMERICA	Yes	No	No	USD	08/12/2024	6,714.00
			10365	707180	Check	1	1300		DRIVEWAY SERVICE	Yes	No	No	USD	08/12/2024	3,500.00

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	10366	707181	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	08/12/2024	1,646.93
			10412	707182	Check	1	2317		EDUCATORS BENEFIT CONSULTANTS	Yes	No	No	USD	08/12/2024	409.05
			10411	707183	Check	1	2313		EXPRESS	Yes	No	No	USD	08/12/2024	802.86
			10367	707184	Check	1	1358		FELDT PLUMBING LLP	Yes	No	No	USD	08/12/2024	14,000.00
			10419	707185	Check	1	3080	REMIT	FIREPLACE INC	Yes	No	No	USD	08/12/2024	1,890.00
			10368	707186	Check	1	1407		GEMINI ATHLETIC WEAR, INC.	Yes	No	No	USD	08/12/2024	8,318.30
			10369	707187	Check	1	1409		GERRELL'S SPORT CENTER	Yes	No	No	USD	08/12/2024	11,563.39
			10370	707188	Check	1	1421		GOPHER SPORT	Yes	No	No	USD	08/12/2024	952.65
			10427	707189	Check	1	3500		GOPHER STAGE LIGHTING, INC.	Yes	No	No	USD	08/12/2024	1,500.00
			10371	707190	Check	1	1426		GRAINGER, INC.	Yes	No	No	USD	08/12/2024	1,502.08
			10429	707191	Check	1	3502		HAUSER, BESS	Yes	No	No	USD	08/12/2024	217.48
			10372	707192	Check	1	1457		HAWKINS, INC.	Yes	No	No	USD	08/12/2024	1,090.61
			10373	707193	Check	1	1481		HERZOG ROOFING, INC.	Yes	No	No	USD	08/12/2024	1,225.00
			10374	707194	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	08/12/2024	19,269.23
			10375	707195	Check	1	1507		HORIZON COMMERCIAL POOL SUPPL	Yes	No	No	USD	08/12/2024	6,700.00
			10420	707196	Check	1	3093	REMIT	IMAGINE LEARNING	Yes	No	No	USD	08/12/2024	67,980.00
			10376	707197	Check	1	1557		INNOVATIVE OFFICE SOLUTIONS, LLC	Yes	No	No	USD	08/12/2024	1,639.76
			10377	707198	Check	1	1573	REMIT	JAMF SOFTWARE	Yes	No	No	USD	08/12/2024	8,901.00
			10378	707199	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	USD	08/12/2024	340.00
			10379	707200	Check	1	1628		KIRCHNER, PHILIP	Yes	No	No	USD	08/12/2024	294.80
			10380	707201	Check	1	1658		LAKESHORE LEARNING MATERIALS	Yes	No	No	USD	08/12/2024	7,026.75
			10381	707202	Check	1	1662		LARSON, EMILY	Yes	No	No	USD	08/12/2024	120.97
			10382	707203	Check	1	1673		LEIGHTON BROADCASTING	Yes	No	No	USD	08/12/2024	219.00
			10383	707204	Check	1	1690		MAAE	Yes	No	No	USD	08/12/2024	527.00
			10410	707205	Check	1	2303		MARCO TECHNOLOGIES, LLC NW7128	Yes	No	No	USD	08/12/2024	210.00
			10384	707206	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	08/12/2024	4,166.56
			10385	707207	Check	1	1709		MARSHALL MEMO LLC	Yes	No	No	USD	08/12/2024	140.00
			10389	707208	Check	1	1772	REMIT	MASBO	Yes	No	No	USD	08/12/2024	25.00
			10386	707209	Check	1	1715		MASSP	Yes	No	No	USD	08/12/2024	350.00
			10416	707210	Check	1	2598		MATT'S MOBILE DIESEL SERVICE	Yes	No	No	USD	08/12/2024	606.47
			10387	707211	Check	1	1736		MENARDS - DETROIT LAKES	Yes	No	No	USD	08/12/2024	1,192.99
			10388	707212	Check	1	1743		MID CENTRAL DOOR COMPANY	Yes	No	No	USD	08/12/2024	7,295.61
			10390	707213	Check	1	1787		MN STATE COMMUNITY & TECHNICAL	Yes	No	No	USD	08/12/2024	32,017.69
			10391	707214	Check	1	1806		MORRIS PAINTING & DECORATING I	Yes	No	No	USD	08/12/2024	5,987.00
			10392	707215	Check	1	1832	REMIT	NARDINI FIRE EQUIPMENT CO.	Yes	No	No	USD	08/12/2024	462.00
			10394	707216	Check	1	1901		OTIS ELEVATOR COMPANY	Yes	No	No	USD	08/12/2024	375.00
			10424	707217	Check	1	3433		PAES PRODUCTIONS, LLC	Yes	No	No	USD	08/12/2024	5,475.00
			10395	707218	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	08/12/2024	402.90
			10396	707219	Check	1	1910		PAPER 101	Yes	No	No	USD	08/12/2024	26,325.60
			10397	707220	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	08/12/2024	23.19
			10431	707221	Check	1	3504		RAMSEY, CHRISTY	Yes	No	No	USD	08/12/2024	1,399.52

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	10423	707222	Check	1	3415	REMIT	REGION 1 FFA	Yes	No	No	USD	08/12/2024	56.00
			10398	707223	Check	1	1994		RENAISSANCE	Yes	No	No	USD	08/12/2024	47,685.62
			10399	707224	Check	1	2001		RIDDELL / ALL AMERICAN SPORTS	Yes	No	No	USD	08/12/2024	8,260.98
			10428	707225	Check	1	3501		ROCKET ALUMNI SOLUTIONS INC.	Yes	No	No	USD	08/12/2024	9,687.60
			10400	707226	Check	1	2074		SEPTIC VAC	Yes	No	No	USD	08/12/2024	585.00
			10401	707227	Check	1	2079		SHI INTERNATIONAL CORP.	Yes	No	No	USD	08/12/2024	2,500.00
			10421	707228	Check	1	3242		SMT HEALTH SYSTEMS	Yes	No	No	USD	08/12/2024	3,321.17
			10402	707229	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	08/12/2024	2,698.20
			10403	707230	Check	1	2128		STELLHER HUMAN SERVICES, INC.	Yes	No	No	USD	08/12/2024	5,000.00
			10425	707231	Check	1	3474		STUDICA, INC.	Yes	No	No	USD	08/12/2024	6,089.00
			10426	707232	Check	1	3493		SYLVANE, INC	Yes	No	No	USD	08/12/2024	1,587.92
			10404	707233	Check	1	2168		TEAM LAB	Yes	No	No	USD	08/12/2024	460.00
			10417	707234	Check	1	2922		THE LODGE ON LAKE DETROIT	Yes	No	No	USD	08/12/2024	683.70
			10405	707235	Check	1	2194	REMIT	TRAFERA HOLDINGS, LLC	Yes	No	No	USD	08/12/2024	575.98
			10415	707236	Check	1	2529		TROWBRIDGE CREEK ZOO LLC	Yes	No	No	USD	08/12/2024	1,080.00
			10406	707237	Check	1	2207		TWEETON REFRIGERATION, INC.	Yes	No	No	USD	08/12/2024	1,046.35
			10407	707238	Check	1	2215		UCP SEGUIN / INFINITEC	Yes	No	No	USD	08/12/2024	2,069.78
			10408	707239	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	08/12/2024	4,313.49
			10422	707240	Check	1	3395	REMIT	VAN-WALL EQUIPMENT, INC	Yes	No	No	USD	08/12/2024	7,928.41
			10409	707241	Check	1	2253		WEEKLEY, BEN	Yes	No	No	USD	08/12/2024	855.00
			10393	707242	Check	1	1871		YOUNGBLOM, KAYLA	Yes	No	No	USD	08/12/2024	1,100.00
			10432	707243	Check	1	1602		JOHNSON'S LOCK & KEY	Yes	No	No	USD	08/12/2024	337.00
Bank Total: MW														\$713,428.96	
Report Total:														\$713,428.96	

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	10545	707259	Check	1	3110	REMIT	4IMPRINT	Yes	No	No	USD	08/26/2024	377.69
			10480	707260	Check	1	1056		APPLE COMPUTER, INC.	Yes	No	No	USD	08/26/2024	5,034.00
			10481	707261	Check	1	1067		ARVIG	Yes	No	No	USD	08/26/2024	2,125.00
			10482	707262	Check	1	1076		AUTO VALUE DETROIT LAKES	Yes	No	No	USD	08/26/2024	45.98
			10483	707263	Check	1	1088		BEACH KING DOCKS & LIFTS	Yes	No	No	USD	08/26/2024	275.00
			10484	707264	Check	1	1091		BECKER COUNTY ENVIRONMENTAL	Yes	No	No	USD	08/26/2024	345.00
			10540	707265	Check	1	2506		BECKER COUNTY MUSEUM	Yes	No	No	USD	08/26/2024	500.00
			10485	707266	Check	1	1102		BERGSTROM ELECTRIC, INC.	Yes	No	No	USD	08/26/2024	3,714.50
			10486	707267	Check	1	1141		BRAINPOP LLC	Yes	No	No	USD	08/26/2024	4,095.00
			10487	707268	Check	1	1192		CENTRAL MARKET	Yes	No	No	USD	08/26/2024	47.50
			10541	707269	Check	1	2770		CHILED A INSTITUTE, LLC	Yes	No	No	USD	08/26/2024	10,986.99
			10488	707270	Check	1	1201		CITI CARGO & STORAGE	Yes	No	No	USD	08/26/2024	150.00
			10489	707271	Check	1	1233		CUMMINS SALE & SERVICE	Yes	No	No	USD	08/26/2024	1,093.00
			10490	707272	Check	1	1244		DACOTAH PAPER COMPANY	Yes	No	No	USD	08/26/2024	184.37
			10491	707273	Check	1	1289		DL COMMUNITY & CULTURAL CENTER	Yes	No	No	USD	08/26/2024	500.00
			10492	707274	Check	1	1305		EAST SIDE JERSEY DAIRY ESJD	Yes	No	No	USD	08/26/2024	1,525.51
			10493	707275	Check	1	1344		FAB WURX, INC.	Yes	No	No	USD	08/26/2024	1,519.00
			10494	707276	Check	1	1355		FARONICS TECHNOLOGIES USA INC.	Yes	No	No	USD	08/26/2024	499.83
			10495	707277	Check	1	1421		GOPHER SPORT	Yes	No	No	USD	08/26/2024	1,547.77
			10496	707278	Check	1	1425		GRACENOTES LLC	Yes	No	No	USD	08/26/2024	35.00
			10497	707279	Check	1	1426		GRAINGER, INC.	Yes	No	No	USD	08/26/2024	358.05
			10498	707280	Check	1	1484		HIGHSCOPE	Yes	No	No	USD	08/26/2024	40.00
			10537	707281	Check	1	2318	REMIT	HIKEHOPPERS LLC	Yes	No	No	USD	08/26/2024	3,000.00
			10499	707282	Check	1	1487		HILLYARD / HUTCHINSON	Yes	No	No	USD	08/26/2024	2,210.01
			10500	707283	Check	1	1529		ICS CONSULTING, LLC -138006	Yes	No	No	USD	08/26/2024	7,933.00
			10501	707284	Check	1	1536		ISD #152	Yes	No	No	USD	08/26/2024	779.40
			10502	707285	Check	1	1601		JOHNSON CONTROLS	Yes	No	No	USD	08/26/2024	9,408.15
			10503	707286	Check	1	1638	REMIT	L&M FLEET SUPPLY, INC.	Yes	No	No	USD	08/26/2024	999.95
			10504	707287	Check	1	1649		LAKES COUNTRY SERVICE CO-OP	Yes	No	No	USD	08/26/2024	6,500.00
			10546	707288	Check	1	3402		LAMB GARAGE DOOR SERVICE	Yes	No	No	USD	08/26/2024	152.00
			10505	707289	Check	1	1684		LITERACY ACTION NETWORK	Yes	No	No	USD	08/26/2024	420.00
			10506	707290	Check	1	1684	REMIT	LITERACY MINNESOTA	Yes	No	No	USD	08/26/2024	5,318.55
			10538	707291	Check	1	2345	REMIT	LITERACY RESOURCES, LLC	Yes	No	No	USD	08/26/2024	1,958.00
			10547	707292	Check	1	3512		MALVICK, AMANDA	Yes	No	No	USD	08/26/2024	200.00
			10507	707293	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	08/26/2024	7,569.28
			10508	707294	Check	1	1715		MASSP	Yes	No	No	USD	08/26/2024	1,339.00
			10509	707295	Check	1	1739	REMIT	METROPOLITAN MECHANICAL CONTR	Yes	No	No	USD	08/26/2024	153,663.26
			10510	707296	Check	1	1746		MIDWEST MACHINERY CO	Yes	No	No	USD	08/26/2024	261.73
			10511	707297	Check	1	1753		MILLER YARD CARE AND CONSTRUCT	Yes	No	No	USD	08/26/2024	610.00
			10542	707298	Check	1	2822		MISSION MECHANICAL	Yes	No	No	USD	08/26/2024	3,870.00
			10512	707299	Check	1	1780		MN ELEM. SCHOOL PRINCIPAL ASSOC	Yes	No	No	USD	08/26/2024	120.00

SMART Finance

Check Register by Bank and Check

Batch	Co	Bank	Pymt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Currency	Pmt/Void Date	Amount
0022		MW	10539	707300	Check	1	2420	REMIT	MRI SOFTWARE LLC	Yes	No	No	USD	08/26/2024	16.00
			10514	707301	Check	1	1917	REMIT	NCS PEARSON INC	Yes	No	No	USD	08/26/2024	1,384.54
			10513	707302	Check	1	1907		PAN-O-GOLD BAKING CO.	Yes	No	No	USD	08/26/2024	43.24
			10516	707303	Check	1	1942		POPP BINDING & LAMINATING	Yes	No	No	USD	08/26/2024	1,298.75
			10517	707304	Check	1	1954		PREMIUM WATERS, INC.	Yes	No	No	USD	08/26/2024	140.68
			10518	707305	Check	1	1960		PRO-ED, INC.	Yes	No	No	USD	08/26/2024	490.60
			10519	707306	Check	1	1980		RDO EQUIPMENT CO.	Yes	No	No	USD	08/26/2024	122.88
			10520	707307	Check	1	2002		RIEKES EQUIPMENT CO.	Yes	No	No	USD	08/26/2024	2,816.97
			10521	707308	Check	1	2004		RIVERSIDE INSIGHTS	Yes	No	No	USD	08/26/2024	1,241.03
			10522	707309	Check	1	2006		ROCHESTER 100 INC.	Yes	No	No	USD	08/26/2024	507.50
			10523	707310	Check	1	2019		RUSCO WINDOW COMPANY, INC.	Yes	No	No	USD	08/26/2024	20,000.00
			10524	707311	Check	1	2036		SCAN AIR FILTER, INC.	Yes	No	No	USD	08/26/2024	546.76
			10525	707312	Check	1	2053		SCHOOL MATE	Yes	No	No	USD	08/26/2024	660.00
			10526	707313	Check	1	2054		SCHOOL OUTFITTERS	Yes	No	No	USD	08/26/2024	1,877.56
			10527	707314	Check	1	2056		SCHOOL SPECIALTY LLC	Yes	No	No	USD	08/26/2024	2,035.88
			10528	707315	Check	1	2079		SHI INTERNATIONAL CORP.	Yes	No	No	USD	08/26/2024	16,420.78
			10544	707316	Check	1	2908		SHINE EARLY LEARNING	Yes	No	No	USD	08/26/2024	354.48
			10515	707317	Check	1	1926	REMIT	SONOVA USA INC	Yes	No	No	USD	08/26/2024	4,296.57
			10529	707318	Check	1	2120		STAPLES	Yes	No	No	USD	08/26/2024	314.82
			10530	707319	Check	1	2126		STEIN'S INC.	Yes	No	No	USD	08/26/2024	306.10
			10531	707320	Check	1	2129		STENERSON BROS. LUMBER CO.	Yes	No	No	USD	08/26/2024	59.51
			10532	707321	Check	1	2139		SUMMIT FIRE PROTECTION	Yes	No	No	USD	08/26/2024	2,887.00
			10543	707322	Check	1	2872	REMIT	THE MATH LEARNING CENTER	Yes	No	No	USD	08/26/2024	4,957.20
			10533	707323	Check	1	2194	REMIT	TRAFERA HOLDINGS, LLC	Yes	No	No	USD	08/26/2024	139.98
			10534	707324	Check	1	2226		UPPER LAKES FOODS, INC.	Yes	No	No	USD	08/26/2024	1,654.63
			10535	707325	Check	1	2252		WEBBER FAMILY MOTORS	Yes	No	No	USD	08/26/2024	4,125.91
			10536	707326	Check	1	2260		WESTERN PSYCHOLOGICAL SERVICE	Yes	No	No	USD	08/26/2024	52.00
			10548	707327	Check	1	1044		AMRAMP	Yes	No	No	USD	08/26/2024	1,950.00
			10549	707328	Check	1	1400		G & R CONTROLS, INC.	Yes	No	No	USD	08/26/2024	4,385.02
			10550	707329	Check	1	1707		MARK'S ELECTRIC INC.	Yes	No	No	USD	08/26/2024	9,183.20
			10551	707330	Check	1	1715		MASSP	Yes	No	No	USD	08/26/2024	665.00
			10552	707331	Check	1	2281	REMIT	ZANER BLOSER	Yes	No	No	USD	08/26/2024	47.15
Bank Total: MW														\$326,293.26	
Report Total:														\$326,293.26	

ISD #22 - HAND PAYABLE SUMMARY (JULY 2024)

Pmt No	Check No	Pay Type	Vendor	Date	Amount
10152		Wire	AMAZON	7/3/2024	\$ 1,515.58
10153		Wire	PERFORMANCE FOODSERVICE	7/3/2024	\$ 2,381.31
10154		Wire	QUADIENT FINANCE (POSTAGE)	7/3/2024	\$ 1,000.00
10155		Wire	MN DEPT OF REVENUE -SALES TAX	7/3/2024	\$ 207.00
10156		Wire	CAPITAL ONE TRADE CREDIT	7/10/2024	\$ 91.05
10157		Wire	CITY OF DETROIT LAKES	7/10/2024	\$ 969.56
10158		Wire	DETROIT LAKES DISPOSAL	7/10/2024	\$ 2,626.82
10159		Wire	PERFORMANCE FOODSERVICE	7/10/2024	\$ 2,219.77
10160		Wire	SYSCO NORTH DAKOTA, INC	7/10/2024	\$ 5,737.02
10168		Wire	LAKES COUNTRY SERVICE CO-OP INSURANCE POOL	7/10/2024	\$ 381,593.38
10169		Wire	METLIFE	7/10/2024	\$ 6,607.77
10177		Wire	INTERNAL REVENUE SERVICE	7/15/2024	\$ 46,208.89
10178		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	7/15/2024	\$ 7,318.61
10250		Wire	CITY OF DETROIT LAKES	7/17/2024	\$ 20,623.05
10251		Wire	CITY OF DETROIT LAKES	7/17/2024	\$ 174.20
10252		Wire	CITY OF DETROIT LAKES	7/17/2024	\$ 352.28
10253		Wire	CITY OF DETROIT LAKES	7/17/2024	\$ 44.00
10254		Wire	CITY OF DETROIT LAKES	7/17/2024	\$ 7,119.64
10255		Wire	LAKES COMMUNITY COOPERATIVE	7/17/2024	\$ 1,564.79
10256		Wire	MINNESOTA ENERGY RESOURCES	7/17/2024	\$ 22.10
10257		Wire	MINNESOTA ENERGY RESOURCES	7/17/2024	\$ 24.43
10258		Wire	BIX PRODUCE	7/19/2024	\$ 5,309.60
10259		Wire	FIRST DAKOTA INDEMNITY COMPANY	7/19/2024	\$ 95,293.00
10260		Wire	PERFORMANCE FOODSERVICE	7/19/2024	\$ 1,054.78
10261		Wire	WEX HEALTH INC - HSA/FLEX	7/19/2024	\$ 3,717.25
10262		Wire	MINNESOTA STATE RETIREMENT SYS	7/19/2024	\$ 7,230.90
10263		Wire	AVIBEN	7/19/2024	\$ 11,243.19
10267		Wire	CITY OF DETROIT LAKES	7/25/2024	\$ 1,225.52
10268		Wire	CITY OF DETROIT LAKES	7/25/2024	\$ 591.55
10269		Wire	CITY OF DETROIT LAKES	7/25/2024	\$ 250.36
10270		Wire	CITY OF DETROIT LAKES	7/25/2024	\$ 22,830.11
10271		Wire	CITY OF DETROIT LAKES	7/25/2024	\$ 515.10
10272		Wire	CITY OF DETROIT LAKES	7/25/2024	\$ 118.28
10273		Wire	MINNESOTA ENERGY RESOURCES	7/25/2024	\$ 120.81
10274		Wire	MINNESOTA ENERGY RESOURCES	7/25/2024	\$ 247.42
10275		Wire	MINNESOTA ENERGY RESOURCES	7/25/2024	\$ 30.63
10276		Wire	MINNESOTA ENERGY RESOURCES	7/25/2024	\$ 420.63
10277		Wire	MINNESOTA ENERGY RESOURCES	7/25/2024	\$ 471.64
10278		Wire	VERIZON WIRELESS	7/25/2024	\$ 637.00
10279		Wire	VERIZON WIRELESS	7/25/2024	\$ 555.96
10280		Wire	PUBLIC EMPLOYEES RETIREMENT ASSOC	7/15/2024	\$ 15,822.00
10281		Wire	MN TEACHERS RETIREMENT ASSOC.	7/15/2024	\$ 16,897.77
10288		Wire	ARVIG COMMUNICATION SYSTEMS	7/25/2024	\$ 557.47
10289		Wire	BOND TRUST SERVICES CORPORATION	7/25/2024	\$ 899,910.63
10290		Wire	PERFORMANCE FOODSERVICE	7/25/2024	\$ 1,999.82
10291		Wire	QUADIENT LEASING USA, INC.	7/25/2024	\$ 333.39
10292		Wire	MIDCO COMMUNICATIONS	7/25/2024	\$ 60.00
10293		Wire	MIDCO COMMUNICATIONS	7/25/2024	\$ 60.00
10294		Wire	MIDCO COMMUNICATIONS	7/25/2024	\$ 660.12
10295		Wire	MIDCO COMMUNICATIONS	7/25/2024	\$ 60.00
10296		Wire	MIDCO COMMUNICATIONS	7/25/2024	\$ 60.00
10297		Wire	MIDCO COMMUNICATIONS	7/25/2024	\$ 60.00
10298		Wire	MIDCO COMMUNICATIONS	7/25/2024	\$ 60.00
10299		Wire	MIDCO COMMUNICATIONS	7/25/2024	\$ 60.00
10300		Wire	CONSTELLATION NEW ENERGY GAS D	7/25/2024	\$ 1,194.39
10307		Wire	INTERNAL REVENUE SERVICE	7/30/2024	\$ 57,284.13
10308		Wire	MN DEPT OF REVENUE -PAYROLL TAXES	7/30/2024	\$ 9,350.38

10309		Wire	CORPORATE PAYMENT SYSTEMS	7/30/2024	\$ 643.18
10310		Wire	CORPORATE PAYMENT SYSTEMS	7/30/2024	\$ 1,072.73
10311		Wire	ARVIG COMMUNICATION SYSTEMS	7/31/2024	\$ 123.95
10312		Wire	BIX PRODUCE	7/31/2024	\$ 2,317.36
10313		Wire	PERFORMANCE FOODSERVICE	7/31/2024	\$ 2,805.04
10314		Wire	QUADIENT FINANCE (POSTAGE)	7/31/2024	\$ 1,000.00
10315		Wire	MIDWEST BANK	7/31/2024	\$ 5.00
10316		Wire	MIDWEST BANK	7/31/2024	\$ 10.00
10317		Wire	MIDWEST BANK	7/31/2024	\$ 4.00
10318		Wire	MIDWEST BANK	7/31/2024	\$ 100.00
10319		Wire	WEX HEALTH INC	7/31/2024	\$ 12,358.87
10320		Wire	ND STATE TAX COMMISSIONER	7/31/2024	\$ 367.32
10321		Wire	METLIFE	7/31/2024	\$ 6,045.54
10322		Wire	AUTHORIZE.NET GATEWAY BILLING	7/31/2024	\$ 10.00
10323		Wire	REVTRAK	7/31/2024	\$ 29.95
10324		Wire	TRANSFIRST AFFINETY	7/31/2024	\$ 230.32
10325		Wire	WEX HEALTH INC	7/31/2024	\$ 437.25
10326		Wire	MIDWEST BANK	7/31/2024	\$ 10.00
10327		Wire	TRANSFIRST AFFINETY	7/31/2024	\$ 0.03
10149	707036	Check	ANDERSON COACH OF FRAZEE, INC.	7/3/2024	\$ 3,060.00
10150	707037	Check	OLANDER BUS SERVICE INC.	7/3/2024	\$ 5,557.50
10151	707038	Check	SCHULTZ BUS COMPANY	7/3/2024	\$ 2,520.10
10166	707039	Check	GALLOPING GOOSE RENTALS	7/10/2024	\$ 335.26
10161	707040	Check	GERRELL'S SPORT CENTER	7/10/2024	\$ 980.24
10165	707041	Check	MAASS, BRETT	7/10/2024	\$ 210.10
10165	707041	Check	MAASS, BRETT	7/22/2024	\$ (210.10)
10162	707042	Check	SANDBAR 2, LLC.	7/10/2024	\$ 300.00
10167	707043	Check	SPORTBOARDZ	7/10/2024	\$ 17.75
10163	707044	Check	TROPHY HOUSE	7/10/2024	\$ 223.20
10164	707045	Check	TROWBRIDGE CREEK ZOO LLC	7/10/2024	\$ 250.00
10171	707046	Check	AFSCME COUNCIL 65	7/15/2024	\$ 258.67
10170	707047	Check	AMERICAN FAMILY LIFE ASSURANCE CO	7/15/2024	\$ 259.39
10173	707048	Check	D. L. ATHLETIC FOUNDATION	7/15/2024	\$ 60.00
10174	707049	Check	D.L. PUBLIC EDUC FOUNDATION	7/15/2024	\$ 5.00
10176	707050	Check	MN SCHOOL EMPLOYEES ASSOC.	7/15/2024	\$ 2.32
10175	707051	Check	SUPPORT PAYMENT CLEARINGHOUSE	7/15/2024	\$ 671.82
10172	707052	Check	UNITED WAY OF BECKER COUNTY	7/15/2024	\$ 29.00
10249	707123	Check	BLACK BEARS & BLUEBERRIES PUBLISHING	7/17/2024	\$ 21.45
10264	707124	Check	DEWEY, NICOLE	7/25/2024	\$ 1,200.00
10266	707125	Check	MINNEWASKA GOLF CLUB	7/25/2024	\$ 180.00
10265	707126	Check	WHITE BEAR LAKE AREA SCHOOL DISTRICT	7/25/2024	\$ 460.00
10284	707129	Check	CENTER STAGE DANCE	7/25/2024	\$ 350.00
10285	707130	Check	EITER, TERRY	7/25/2024	\$ 386.23
10286	707131	Check	BUBOLTZ, KAREN	7/25/2024	\$ 124.09
10287	707132	Check	MADISON NATIONAL LIFE INSURANCE	7/25/2024	\$ 4,589.82
10302	707133	Check	AFSCME COUNCIL 65	7/30/2024	\$ 278.61
10301	707134	Check	AMERICAN FAMILY LIFE ASSURANCE CO	7/30/2024	\$ 187.76
10304	707135	Check	D. L. ATHLETIC FOUNDATION	7/30/2024	\$ 65.00
10305	707136	Check	D.L. PUBLIC EDUC FOUNDATION	7/30/2024	\$ 5.00
10306	707137	Check	MN SCHOOL EMPLOYEES ASSOC.	7/30/2024	\$ 43.35
10303	707138	Check	UNITED WAY OF BECKER COUNTY	7/30/2024	\$ 29.00
					\$ 1,694,716.18

PERSONNEL AGENDA

August 26, 2024

1) **Resignations:**

Leslie Anderson– High School PE Teacher, effective July 25, 2024.

Rose Anderson– ECSE Paraprofessional, effective August 2, 2024.

Shiloh Barrows– Roosevelt Title I Assistant/Noon Duty, Effective August 13, 2024.

Brenda Bergum– Rossman Paraprofessional, effective August 8, 2024.

Joshua Bettcher– Fall Speed and Strength Coach, effective August 15, 2024.

Amy Fish– Lakes Area Adult Basic Education Supervisor, effective August 27, 2024.

Ashley Heinz– JV Tennis Coach, effective July 18, 2024.

Terri Jernberg– Middle School Math Teacher, effective August 6, 2024.

Michael Larson– Assistant Boys Soccer Coach, effective June 12, 2024.

Shelby Laymon– Roosevelt 5th Grade Teacher, effective July 23, 2024.

Sheryl Metcalf– Roosevelt Paraprofessional, effective August 21, 2024.

2) **Retirements:**

Karla Brogren– Lincoln Education Paraprofessional, effective July 23, 2024.

3) **Appointments:**

Avery Austinson-Schultz– Laker Transitions Project LIFE Skills Trainer, at the rate of \$17.00 per hour, working 29.75 hours per week, effective August 28, 2024.

Dori Bakke– High School ESY Paraprofessional, at the rate of \$18.35 per hour, working up to 15 hours, effective July 30, 2024 through August 8, 2024.

Aurian Bennett– Lincoln Food Service Production Assistant, at the rate of \$18.25 per hour, working 28.75 hours per week, effective August 26, 2024.

Ashley Byrd-Harris– Middle School Food Service Worker, at the rate of \$17.25 per hour, working 20 hours per week, effective August 29, 2024.

Kelsie Casperson– Rossman ADSIS/Noon Duty, at the rate of \$17.00 per hour, working 27.5 hours per week, effective September 3, 2024.

Megan Dahring– Middle School Custodian, at the rate of \$19.90 per hour with \$1.00 per hour differential, working 40 hours per week, effective August 26, 2024.

Leslie De Nio– Laker Transitions PAES Lab Supervisor/Job Coach, at the rate of \$17.85 per hour, working 37.5 hours per week, effective August 27, 2024.

Alexis Engum– Middle School Volleyball Coach, at the rate of \$2,104.83 per season, effective August 19, 2024.

Melissa Gatheridge– Middle School Long Term Sub, rate of pay is per sub contract, effective September 23, 2024.

Timmie Hansen– Roosevelt Special Education Paraprofessional, at the rate of \$17.00 per hour, working 29.75 hours per week, effective August 27, 2024.

Mylinda Johnson– Rossman Laker Kids Supervisor, at the rate of \$22.50 per hour, working 12.5 hours per week, effective September 3, 2024.

Diane Lanoue– Rossman Special Education Paraprofessional, at the rate of \$17.00 per hour, working 37.5 hours per week, effective August 26, 2024.

Nicholas Lenzen– Roosevelt 5th Grade Teacher, at the rate of MA Step 10 or a contract amount of \$65,484 per year, effective August 19, 2024.

Lisa Lindstrom– ESY Teacher, at the rate of \$30.00 per hour, working up to 20 hours per, effective July 29, 2024 through August 17, 2024.

Amber Mangel– High School ESY Paraprofessional, at the rate of \$17.00 per hour ,

working up to 15 hours, effective July 30, 2024 through August 8, 2024.

Katja Mohn– Lincoln ECFE/SR Educational Assistant, at the rate of \$17.00 per hour, working 37.5 hours per week, effective August 26, 2024.

Amy Moors– Lincoln ECFE/School Readiness Educator, at the rate of \$36.19 per hour, working up to 29.75 hours per week, effective July 30, 2024.

Luis Moreno– High School Physical Education Teacher, at the rate of BA Step 4 or a contract amount of \$47,711 per year, effective August 19, 2024. *pending licensure*

Deb Nelson– Middle School Food Service Worker, at the rate of \$17.25 per hour, working 25 hours per week, effective August 27, 2024.

Katie Odegaard– Rossman Special Education Para, at the rate of \$17.85 per hour, working 37.5 hours per week, effective August 26, 2024.

Melissa Ostlie– Middle School Long Term Sub, rate of pay is per sub contract, effective August 28, 2024.

Kayla Rasmussen– High School Fall Speed and Strength Coordinator, at the rate of \$3,099.48 per season, effective August 12, 2024.

John Spanjers– Middle School Long Term Substitute, rate of pay is per sub contract, effective November 18, 2024.

Tara Sweeney– Middle School Special Education Paraprofessional, at the rate of \$18.35 per hour, working 37.5 hours per week, effective August 26, 2024. *pending HQ status*

Mari Thompson– Rossman Food Service Worker, at the rate of \$17.25 per hour, working 17.5 hours per week, effective August 26, 2024.

Benjamin Unruh– Middle School Girls Tennis Coach, at the rate of \$2,026.04 per season, effective August 12, 2024.

Dani Unruh– High School Assistant Varsity Tennis Coach, at the rate of \$3,207.61 per season, effective August 12, 2024.

Andrea Walberg– Rossman Special Education Paraprofessional, at the rate of \$17.35 per hour, working 29.75 hours per week, effective August 26, 2024. *pending HQ status*

Kayla Youngblom– Communications Specialist, at the rate of \$24.00 per hour, working up to 25 hours per week, effective August 1, 2024.

4) Amended Assignment:

Alice Zawadi Bayoma– Middle School Food Service Worker is amending her assignment from 25 hours per week to 20 hours per week, effective August 1, 2024.

Brenda Bergum– Rossman ADSIS/Noon Duty Assistant is amending her assignment to Substitute, effective August 8, 2024.

Tyler Burnside– is amending his assignment from Middle School Soccer Coach to Assistant Varsity Boys Soccer Coach, effective August 14, 2024.

Patricia Dahlin– Food Service Worker is amending her assignment from Substitute to part time Rossman Food Service Worker, effective August 26, 2024.

Brandi Davidson– Special Education Para is amending her assignment from Roosevelt to Rossman, effective August 26, 2024.

Sherry DeLair– is amending her assignment from Food Service Worker to Food Service Substitute, effective August 1, 2024.

Janelle Dow– Special Education Paraprofessional is amending her assignment from Roosevelt to Rossman, effective August 26, 2024.

Natasha Haverkamp– Special Education Para is amending her assignment from Middle School to Rossman, effective August 26, 2024.

Kim Holt– MARSS Coordinator is amending her assignment from the District Office to the High School Room 112C, effective August 12, 2024.

Kari Kirby– Middle School Custodian is amending her assignment from Middle School to High School, effective July 22, 2024.

Megan Klair– is amending her assignment from Middle School Cross Country Coach to

Assistant Varsity Coach, effective August 14, 2024.

Ashley Schober– is amending her assignment from Food Service Production Assistant to Food Service Substitute, effective August 1, 2024.

Patricia Spry– is amending her assignment from Substitute Food Service Working to High School Food Service Worker 3 hours per day, effective August 15, 2024.

Jenna Tollefson– Special Education Paraprofessional is amending her assignment from Roosevelt to Middle School, effective August 26, 2024.

Julie Villa– Roosevelt Paraprofessional is amending her assignment from Roosevelt to the Middle School, working 29.75 hours per week, effective August 26, 2024.

5) Termination:

6) Leave of Absence:

Brianna Byer– Middle School Teacher is requesting a leave of absence from September 23, 2024 through December 9, 2024.

Samantha Galloway– Middle School Teacher is requesting a leave of absence from August 26, 2024 through October 4, 2024.

Jenna Pipek– Middle School Teacher is requesting a leave of absence from November 18, 2024 through January 15, 2024.

Alice Zawadi Bayoma– Middle School Food Service Worker is requesting a leave of absence from September 3, 2024 through May 22, 2025.

DATE: August 7, 2024

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations

SUBJECT: **Comprehensive Project Representation and Management Services Agreement**

The proposed professional service agreement with ICS is for the construction management services for the upcoming Long-Term Facilities Maintenance (LTFM) improvement roofing project at Rossman Elementary School that will be scheduled for the Summer of 2025.

Services will be provided to assist with the design and pre-construction phase, including the coordination of the bidding process. Additionally, services will continue through the construction and post-construction phase of the project through final closeout.

Administration recommends approval of the agreement.

cc: Colin Gedrose



A LEGENCE Company

Professional Service Agreement for:
Comprehensive Project Representation
and Management Services

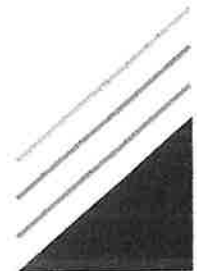


July 30, 2024



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July 30, 2024

Jason Kuehn
Director of Finance and Operations
Detroit Lakes Public Schools
702 Lake Avenue
Detroit Lakes, MN 56501

Re: Owner Representative and Project Management Service

Dear Mr. Kuehn:

At your request, ICS Consulting, Inc. is pleased to provide you with this professional service agreement to provide Owner Representation and Project Management Services on behalf of the District for the upcoming improvements projects based on the following understanding of the overall project scope and timeline of a district facilities project:

Rossman Elementary School

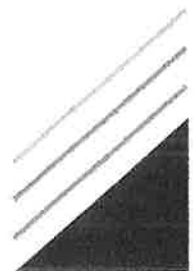
- Replace 1990 and 1997 ballasted roof sections with new direct adhered EPDM roof system.
- Provide an alternate bid to replace the 2003 and 2004 roof sections if funding allows.
- Work to be completed summer of 2025.

We would be happy to discuss this proposal with you for any clarity and understanding when you see appropriate. Thank you for your consideration and we look forward to partnering with the Detroit Lakes School District.

Sincerely,

A handwritten signature in cursive script that reads 'Lori Christensen'.

Lori Christensen
Account Executive
ICS



PROJECT OVERVIEW

Rossman Elementary School

Project Scope of work:

- Replace 1990 and 1997 ballasted roof sections with new direct adhered EPDM roof system. Roof sections 3, 4, 5, 17 and 6. Approximately 19,100 square feet
- Provide an alternate bid to replace the 2003 and 2004 roof sections if funding allows. Roof sections 7 and 14, approximately 6,400 square feet.

Project Schedule:

- Design Phase – August - November 2024
- Public Bidding Phase – Winter 2024/2025
- Construction Phase – Summer 2025

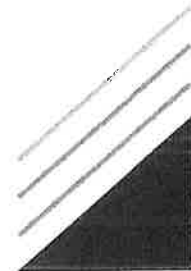
Project Budget Estimate utilizing LTFM dollars:

- Base Bid Construction Cost estimate with contingency: \$321,000
- Alternate Bid Construction Cost estimate with contingency: \$106,000
- Design and Project Management Fees: \$106,000
- Total: \$533,000

DESIGN AND PRE-CONSTRUCTION

Upon approval, we will work collaboratively with district administration to further review and evaluate the proposed improvement scopes, budgets, and timelines for the roofing project at Rossman Elementary School. Design and pre-construction services shall include the following:

- Explore all options for consideration to meet standards and qualifying projects in accordance with the Minnesota Department of Education.
- Provide all required submittals to the Department of Education and the State of Minnesota.
- On-going interaction and coordination with district staff.
- Develop construction documents or request for proposals as needed for projects to be bid per state statute.
- Develop the overall project schedule and phasing.



- Cost estimating and overall budget development, including updates at each phase of the design process.
- Review of design documents and public bidding coordination and scope issues.
- Facilitation of a pre-bid walk-thru(s).
- Coordination of bidding process and award process(es) for all work scopes including post-bid analysis and contract award process.

CONSTRUCTION & POST-CONSTRUCTION PHASE SERVICES

Upon approval of project construction, ICS will continue in its role as an extension of and advocate for the district, working on the district's behalf to manage, coordinate all aspects of the construction phases of the overall effort. ICS will provide comprehensive services including procurement/bid and award activities, coordination of pre-construction activities, budget tracking, project-related documentation and communications reporting, construction phase oversight and management, and related close-out and warranty activities. A summary of related services includes:

- On-going interaction and coordination with district staff.
- Develop and administer owner construction contract(s) for the projects.
- Coordination of on-site trade contractor work and project-related activities
- Processing and tracking of project-related communications including RFP's, RFI's, CO's etc.
- Interface with on-site trade contractors and design team for resolution of on-going construction-related issues.
- Bi-weekly onsite visit to review contract progress and quality control.
- On-going project budget tracking and accounting on behalf of the District.
- Coordination of final punch-list and final closeout completion by trade contractors for the projects.
- Coordination of all close-out needs.
- Facilitation of an 11-month walk-thru.



BASIS OF COMPENSATION

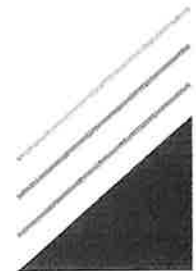
Our total compensation for project related professional services described above during design, pre-construction, construction, and post construction are proposed as a lump sum fixed fee equivalent to \$106,000.

Billings

The actual amount billed for ICS's services on a monthly basis will be based on ICS's estimate of the proportion of total services completed during the billing period on a percentage of completion methodology.

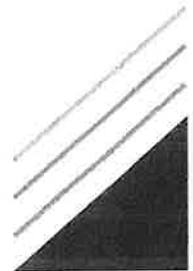
Reimbursables

Reimbursable expenses will be billed on a direct basis and will include such items as travel, reproduction of reports, drawings, specifications, bidding documents, safety, and similar project-related items. General conditions will be budgeted as part of construction. Any general conditions items provided and/or procured through the ICS team during the construction phase as directed by the Owner will also be billed as a reimbursable (i.e., construction trailer, temporary barricades, etc.) at a cost plus 5% administrative fee.



Appendix A

General Conditions



General Conditions

The word "Consultant" refers to ICS Consulting, Inc., the company with which the Owner is contracting. "Owner" is our client. The Agreement with you, the client, is comprised of this Agreement, the Master Service Agreement and accompanying project fee letter.

1. Scope of Work and Duration of Services

Consultant will furnish and perform the services specified in Consultant's Master Service Agreement (the "Agreement"). If any portion of the proposal is inconsistent with this Agreement, this Agreement shall control.

The commencement date for basic services shall be the date of approval of this agreement.

Consultant's obligation to perform the Services shall terminate upon completion of the 1-year statutory warranty period for the project or upon completion of all specified services described in Fee Letter unless mutually agreed upon to extend the services by both parties.

2. General Provisions

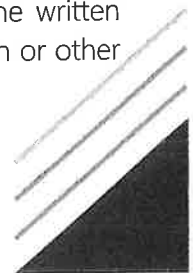
In addition to the Agreement, Consultant and Owner agree as follows:

A. Right of Access

Unless otherwise agreed in writing, Owner will furnish Consultant with right-of-access to the Site and accurate information necessary to conduct the Services, as requested by Consultant.

B. Confidential & Proprietary Information

The Consultant and Owner agree not to disclose to others or use any confidential or proprietary information or trade secrets of the other, which may become known to each prior to, during or after the performance of this Agreement without the prior written consent of the other. "Confidential or propriety information" and "trade secrets" shall mean any information about the other which is neither publicly known nor legally accessible to the other parties from third parties. Prior to the disclosure of any such confidential or proprietary information or trade secrets, each shall obtain the written approval of the other. Neither Owner nor Consultant shall use the specification or other



materials produced under this Agreement for any purpose beyond the scope of this project, without prior written agreement of the other.

C. **Quality**

Consultant warrants that the Services it performs under this Agreement will be performed with the care and skill ordinarily exercised by reputable members of its profession practicing under similar conditions during the period of this Agreement and in the same or similar locality.

2. **Payment for Services**

- A. Invoices will be submitted monthly for services performed during the previous month.
- B. Payments will be considered due and payable 30 days from the date of the associated invoice. If payments are not received upon becoming due and payable, interest may be assessed on the outstanding balance at a rate of the US Bank Reference Rate plus 5%, with interest accruing beginning 30 days from the original date of the invoice.

3. **Indemnity & Insurance**

A. **Indemnity**

Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless Owner, its agents, and employees, from all claims, losses, costs, and damages arising in any way out of Consultant's performance of work under this agreement, but only to the extent caused in whole or in part by negligent acts or omissions or intentional fault on the part of the consultant, regardless of whether such claim, loss, cost, or damage is caused in part by the Owner.

Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless Consultant, its agents, and employees, from all claims, losses, costs, and damages arising in any way out of Owner's performance of work under this agreement, but only to the extent caused in whole or in part by negligent acts or omissions or intentional fault on the part of the Owner, regardless of whether such claim, loss, cost, or damage is caused in part by the Consultant.

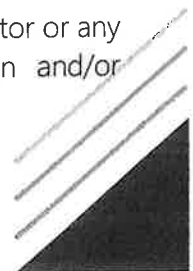
B. **Insurance**

Insurance Provided by Consultant. Before the start of its work, the Consultant shall procure and maintain in force coverage and limits of insurance for its own negligence as follows:

COVERAGES	LIMITS OF LIABILITY
Workers' Compensation, including Employer's Liability Insurance	Statutory
Comprehensive General Bodily Injury Liability Insurance, including Contractual	\$1,000,000
Comprehensive General Property Damage Liability Insurance, including Contractual	\$1,000,000 Per Claim \$2,000,000 Aggregate
Comprehensive Automobile Injury Liability Insurance	\$500,000 Per Claim \$500,000 Aggregate
Comprehensive Automobile Property Damage Liability Insurance	\$500,000
Professional Liability Insurance	\$5,000,000 Per Claim \$5,000,000 Aggregate

4. Limitations on Liability

- A. The obligations of the Owner under this Agreement do not constitute personal obligations of Owner or its directors, officers, or agents. Consultant will look solely to Owner's assets for satisfaction of any liability in respect of this Agreement and will not seek recourse against the directors, officers or agents of Owner or any of their personal assets for such satisfaction, unless there is a written agreement which makes an individual personally liable, executed by that individual. The provisions of this Paragraph 4 are not intended to relieve Owner from the performance of its obligations under this Agreement, but only to limit personal liability in the case of recovery of judgment. They do not limit Consultant's rights to obtain injunctive relief and specific performance or to maintain any other action not involving the personal liability of Owner or its directors, officers, or agents.
- B. In any event, the financial liability of the Consultant for any alleged breach of this Contract, or for any tort committed in performance of this contract, shall not exceed 25% of the total contract amount due to Consultant as payment to it for services performed under this Contract.
- C. ICS shall not be responsible for the acts or omissions of any consultant, contractor or any subcontractor, supplier or other individuals or entities performing design and/or



furnishing any portions of the work. ICS shall not be responsible for the failure of any Contractor to perform or furnish the work in accordance with the Contract Documents.

5. **Assignment**

This Agreement shall not be assigned by Consultant without prior written consent of the Owner.

6. **Authorities for Action**

Owner designates a responsible employee for administration and coordination of the work. Consultant designates a responsible employee to act on its behalf in any matter under this Agreement. Either party may designate in writing one or more persons to act on its behalf in any manner under this Agreement, provided notice is given according to the provisions set forth in Paragraph 8 below.

7. **Independent Contractor**

It is specifically understood and agreed that at all times pertinent to this Agreement, Consultant shall be an independent Contractor and shall not be considered an employee of the Owner.

8. **Notices**

Any notice under this Agreement shall be in writing and shall be deemed to be properly given when delivered to an officer of Owner or Consultant or upon receipt by the other party, when mailed by registered or certified mail, postage prepaid, return receipt requested.

Either party shall have the right to designate by notice, in the manner set forth above, a different address to which notices are to be mailed.

9. **Applicable Law**

This Agreement shall be governed by and construed under the laws of the State of Minnesota.

10. **Extent of Agreement**

This Agreement represents the entire Agreement between Owner and Consultant, and supersedes all prior obligations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument, dated, and executed by both Owner and Consultant.



11. **Termination**

This Agreement may be terminated for proper cause by either party upon thirty (30) days written notice to the other party. Upon termination, Consultant will deliver to Owner or its designee all records, documents or materials in its possession or control of Consultant which relate to the Project and for which payment has been received. If Services have been prepared for, or performed, for which payment has not been received as of the date of termination, Owner shall be entitled to purchase the products of those Services, such as records, materials, and documents, for the consideration due therefore under this Agreement. If Owner does not purchase the products of these Services, Owner remains liable to Consultant for any incurred but unpaid charges for Services performed.

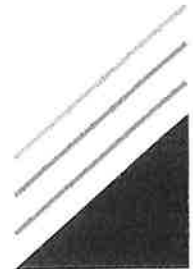
12. **Hazardous Materials**

It is acknowledged by both parties that ICS Consulting, Inc.'s scope of services does not include any services related to asbestos, hazardous, or toxic materials that may be encountered or found to be present at or in areas adjacent to the site. Any such materials that are encountered shall be immediately brought to the attention of the owner, who will be solely responsible for any required abatement and/or removal of the materials in full compliance with applicable laws and regulations.

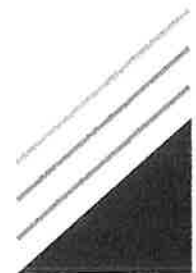


Appendix B

Rate Schedule

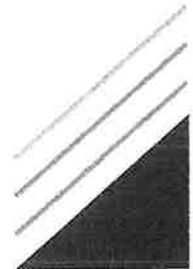


<u>Description</u>	<u>Rate per hour</u>
Construction Executive	\$180.00
Project Director	\$150.00
Safety Director	\$135.00
Senior Project Manager	\$140.00
Project Manager	\$130.00
General Superintendent	\$140.00
Site Superintendent	\$125.00
Project Engineer	\$95.00
Clerical / Accounting	\$70.00



Appendix C

Signature Page



Detroit Lakes Public Schools
Professional Service Agreement
July 30, 2024

Proposal Terms

Terms are continual with termination executed as noted in General Conditions.

Signature includes acceptance of attached proposal, fee schedule, and general conditions.

Authorization to Proceed

We appreciate the opportunity to present this proposal for Comprehensive Project Representation and Management Services. Please sign and return this document to our office. Upon receipt of a signed copy, a fully executed original copy will be forwarded back to you for your records. We will begin the project at the time of signature acceptance of this proposal.

* * *

Please proceed according to the above stated terms, attached general conditions and the proposal.

For Detroit Lakes Public Schools:

For ICS Consulting, Inc.

Date

Date

Printed Name

Printed Name

Authorized Signature

Authorized Signature



DATE: August 7, 2024

TO: Mark Jenson, Superintendent and Board of Education

FROM: Jason Kuehn, Director of Finance and Operations
Karen Nudell, Director of Special Education

SUBJECT: **Deaf/Hard of Hearing Service Contract - Stephanie Hanson**

Included is an agreement with Stephanie Hanson for the 2024-25 school year to purchase services for Deaf/Hard of Hearing services. The rate of pay for Deaf/Hard of Hearing services will be \$125.00 per hour for 8 hours per week up to 37 weeks. The agreement allows for a highly-qualified contractor to provide required services for students on Individualized Education Plans (IEP).

Administration and Finance Committee recommend approval.



INDEPENDENT SCHOOL DISTRICT #22
Detroit Lakes Public Schools
702 Lake Avenue
Detroit Lakes, MN 56501

Minnesota Public School District – Purchase of Services Agreement

This purchase of Services Agreement is by and between Detroit Lakes Public Schools (ISD #22) and the Minnesota Public School District and/or individual named. Services to be provided and other details have been listed below.

MN Public School District/Individual: Stephanie Hanson, Deaf/Hard of Hearing Teacher

Address: 1429 Finley Street Park Rapids, MN 56470

Telephone #(s): 218-255-1710

Description of Service to be Provided: DHH direct/indirect services, evaluations, and consultation.

Population to be Served: Birth-22 students with DHH services

Location of Services: Detroit Lakes Public Schools

Required Qualifications: DHH license

File Folder # If Needed: 408708

Date(s) of Service: 24-25 School Year, starting 8/26/24; 8 hours a week, up to 37 weeks.

Rate of Pay: \$125 hour (mileage included in hourly rate)

Invoicing Procedure: Invoices will be submitted monthly to Karen Nudell for approval.

Special Requirements:

Services provided through this Agreement will be consistent with State and Federal special rules and regulations as they may apply to identified student(s) served by this agreement.

This Agreement may be amended from time to time by written, mutual consent by both parties and is to be renewed annually, if so desired. This agreement may be canceled by either party upon 30-day written notice.

This agreement shall be governed by and construed exclusively in accordance with the laws of the State of MN. This Agreement may not be assigned without the written consent of the other party. Any copy of this document shall be considered to have the binding and legal effect of an original document.

SIGNATURES

John Steffl, Board Chair
Detroit Lakes Public Schools

Stephanie Hanson
Deaf/Hard of Hearing Teacher

DATE: July, 2024

TO: Mark Jenson, Superintendent and Board of Education

FROM: Anne Skjold, Food Service Director and Jason Kuehn, Director of Finance and Operations

SUBJECT: Contract Extension Pepsi Contract

The initial vending and concessions contract with Pepsi ended August of 2023. That initial contract contains a clause enabling us to extend the contract annually for two years.

The contract was extended for 2023-2024 and we would like to take advantage of the final extension option and extend the contract for one more year for the 2024-2025 year.

Recommend approval.

cc: Rob Neilsen
Josh Omang
Mike Suckert
Trish Mariotti
Emily Sternberg

DATE: August 20, 2024

TO: Mark Jenson, Superintendent and Board of Education
Jason Kuehn, Director of Finance and Operations

From: Anne Skjold, Food Service Director

Subject: **Food Services Pricing (2024-25 School Year)**

In accordance with the MN Free Program each Student will receive One Free Reimbursable Breakfast and Lunch. Items not covered under the MN Free program are listed in the chart below with pricing for the 2024-25 School Year. Prices account for food costs, supply costs, labor, transportation, maintenance on transportation vehicles, equipment, equipment maintenance, and administrative costs.

Milk or Juice Only	\$0.50
Entrée Only - Breakfast	\$1.50
Entrée Only - Lunch	\$2.75
Side Only	\$1.50
Bread Stick / Cheese Stick	\$1.00
Condiment	\$0.50
Full 2nd Meal - Student	\$5.50
Adult Breakfast	\$3.00
Adult Lunch	\$5.50
Adult Cottage Cheese / Hard Boiled Eggs	\$1.99
Adult Yogurt Parfait	\$3.29
Adult Wrap or Sandwich Only	\$4.59

Administration recommends approval.

Date Adopted: 04/16/84	File Number: Detroit Lakes Policy - 506
Date Revised: 01/12/98; 08/08/05; 05/15/06; 5/20/19; 10/21/19; 12/21/20, 4/25/22, 09/26/22, 08/28/23, 02/26/24, <u>9/23/24</u>	

506 - K-12 DISCIPLINE AND VIOLENCE PREVENTION POLICY

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child’s dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student’s educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statute sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statute section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are

alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under [Minnesota Statutes](#) sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.

C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section [120B.02](#) and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.

D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:

1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and

3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another.

For the purpose of Minnesota Statutes, section 121A.582 (Student Discipline; Reasonable Force), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c) is not a school employee or agent of the district.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

I. Reasonable Force Reports

1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).

2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).

3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;

B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress in a manner which meets standards of safety and health;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; 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 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 unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;

6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving

on school property in such a manner as to endanger persons or property;

25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous or pornographic materials;
29. Violation of the school districts' Bullying Prohibition Policy;
30. Student attire which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion,

sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;

43. Violation of the school district's Distribution of Non-school Sponsored Materials on School Premises by Students and Employees Policy;

44. Violation of the school district's one-to-one device rules and regulations;

45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.

B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.

C. The school district must not use recess detention unless:

1. a student causes or is likely to cause serious physical harm to other students or staff;

2. the student's parent or guardian specifically consents to the use of recess detention; or

3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

D. The school district must not withhold recess from a student based on incomplete schoolwork.

E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.

G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or

- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

[Note: The following Sections C. – J. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences. School districts may consider developing and inserting procedures identified in Sections K-N]

C. Procedures for Removal of a Student from a Class.

1. When circumstances permit, students shall be removed from class upon agreement of the appropriate teacher and principal after an informal conference with the pupil;
2. The removal from class may be imposed without an informal conference where it appears that the student will create an immediate substantial danger to himself/herself or to persons or property. If a student is removed from class due to immediate and substantial danger to himself/herself and an escort is needed the teacher will notify the office immediately;

3. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher, subject to the provisions of Minn. Stat. 127.41, Subd. 3(e) and the Pupil Fair Dismissal Act.

4. A written disciplinary report shall be submitted by the teacher or district employee within 24 hours of the removal of any student from his/her class.

D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

1. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

E. Responsibility for and Custody of a Student Removed from Class.

The student must report directly to the office and at that time the building administrator or his/her designee will determine the appropriate consequences. The building administrator or his/her designee will have responsibility for and custody of the student once removed from the classroom and has reported to the office.

F. Procedures for Return of a Student to a Class from Which the Student Was Removed.

The building administrator will determine the appropriate classroom re-entry plan.

G. Procedures for Notification.

Parents are to be notified whenever a child is referred to the office for disciplinary reasons. Notification may be in written or verbal form. Administrators will determine who will notify the parents and if follow up conferences are necessary.

H. Students with Disabilities; Special Provisions.

1. Procedures for consideration of whether there is a need for further assessment;

2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student with a disability who is removed from class or disciplined; and

3. Any procedures determined appropriate for referring students in need of special education services to those services.

I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises. According to Policy 417 – Chemical Use/Abuse: Section IV:C

1. Every school shall have a chemical abuse pre-assessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others. (In many cases, this will be the buildings Student Assistance Team)

2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

3. Within 45 days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

The building administrator will determine the appropriate interventions tied to a violation of the Code of Student Conduct.

K. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

The building administrator will assist in determining appropriate procedures for encouraging early involvement of parents/guardians in attempts to improve student's behavior which may include, but is not limited to referral to the buildings Student Assistant Team.

L. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

The building administrator will assist in determining appropriate procedures for encouraging early detection of behavioral problems which may include, but is not limited to referral to the buildings Student Assistance Team.

L. Reasonable Force Standard

A teacher or school principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. (Minn. Stat. 121A.582 Student Discipline; Reasonable Force)

A school employee, school bus driver, or other agent of a district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. (Minn. Stat. 121A.582 Student Discipline; Reasonable Force)

M. Any Procedures Determined Appropriate for Referring a Student in Need of Special Education Services to Those Services; and

N. Any Procedures Determined Appropriate for Ensuring Victims of Bullying who Respond with Behavior not Allowed under the School's Behavior Policies have Access to a Remedial Response, Consistent with Minnesota Statutes, section 121A.031.

O. *Unscheduled Student Removal From Class*

A public school is encouraged to adopt a school policy on parental notification for unscheduled student removal from class. The public school must consult with child abuse

prevention experts to incorporate best practices into the school policy. A public school with a policy on parental notification must include the policy in the employee handbook and disseminate information to school staff regarding child abuse prevention in a school setting.

[NOTE: The 2024 Minnesota legislature enacted this provision, which does not require a school board to adopt policy language. School districts may determine whether to adopt policy language.]

XII. DISMISSAL

A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425 is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, ~~school readiness plus~~, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or

b. kindergarten through Grade 3.

2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.

3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under nNonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during the dismissal period.

2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

4. The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening,

or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than 10 (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statute section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statute section 120B.02, although in a different setting.

7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.

9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statute sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statute sections 121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statute sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on the website.

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.

8. The school district shall record the hearing proceedings at district expense, and a party may

obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon the which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statute section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's

age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statute section 120B.232, Subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain- parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary discipline practices, or other sanction, intervention, or resolution in response to the assault given to the pupil in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such

assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statute section 124D.03) or Enrollment in Nonresident District (Minnesota Statute section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

1. provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;
2. provide an opportunity for involved parties to submit additional information related to the complaint;
3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
6. prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XX. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. §§ 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch.125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; [Vaping Awareness and Prevention Instruction](#))
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Non-school Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

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613 – GRADUATION REQUIREMENTS

[Note: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A.
- B. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- C. “Section 504 Accommodation” means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. “Individualized Education Plan,” or “IEP,” means a written statement developed for a student eligible by law for special education and services.
- E. “Required standard” means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, and the arts, and (2) a locally adopted expectation for student learning in health.
- F. “English language learners” or “ELL” student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

IV. DISTRICT ASSESSMENT COORDINATOR

The Director of Curriculum and Instruction or designee shall be named the school district test administrator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION REQUIREMENTS

Students’ state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minn. Stat. §120B.125 (*see Policy 604, Section II.H.*), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
- D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
- F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. DETROIT LAKES PUBLIC SCHOOLS CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

- A. Eight (8) semester credits of language arts;
- B. Seven (7) semester credits of social studies encompassing at least United States history, geography, government and citizenship, world history, and economics;
- C. Six (6) semester credits of science to include courses that meet all required Minnesota Academic Standards for science, including at least:
 - 1. one credit of biology;
 - 2. one credit of chemistry or physics; and
 - 3. one elective credit of science. The combination of credits must be sufficient to satisfy

- i. all of the academic standards in either chemistry or physics and
 - ii. all other academic standards in science
- D. Six (6) semester credits of mathematics, including an algebra II credit or its equivalent, geometry, statistics and probability, or its equivalent, sufficient to satisfy all of the academic standards in mathematics. Students in the graduation class of 2015 and beyond must complete an algebra I credit by the end of 8th grade sufficient to satisfy all of the 8th grade standards in mathematics;
- E. One (1) semester credit of Health in grades 9-12 encompassing district-adopted standards.
- F. Three (3) semester credits of physical education encompassing district-adopted standards.
- G. Two (2) semester credits of Fine Arts that meet all required Minnesota Academic Standards for the Arts.
- H. One (1) semester credit that includes financial literacy.
- I. A minimum of fourteen (14) semester elective credits for students graduating in 2024. For students graduating after 2024, refer to the table below:

Graduation Requirements	Class of 2025 SR	Class of 2026 & beyond
English	8	8
Health	1	1
Mathematics	6	6
Physical Education	3	3
Science	6	6
Social Studies	7	7
Fine Arts	2	2
Financial Literacy *Local Requirement	1	1
Required Elective Credits	18	16
Pathway Electives (2 per year)	8	8
General Elective Credits	10	8
Total credits required to graduate	52	50

A minimum of fourteen (14) elective credits for Area Learning Center (ALC) students graduating in 2024. For ALC students graduating after 2024, refer to the table below:

<u>ALC Graduation Requirements</u>	<u>Class of 2024 SR</u>	<u>Class of 2025 & beyond</u>
<u>English</u>	<u>8</u>	<u>8</u>
<u>Mathematics</u>	<u>6</u>	<u>6</u>
<u>Social Studies</u>	<u>7</u>	<u>7</u>
<u>Science</u>	<u>6</u>	<u>6</u>
<u>Fine Art</u>	<u>2</u>	<u>2</u>
<u>Health</u>	<u>1</u>	<u>1</u>
<u>PE</u>	<u>3</u>	<u>3</u>
<u>Financial Literacy (21st Century Skills)</u> <u>*State Requirement</u>	<u>1</u>	<u>1</u>
<u>Required Elective Credits</u>	<u>14</u>	<u>9</u>
<u>Total credits required to graduate</u>	<u>48</u>	<u>43</u>

J. Credit equivalencies

1. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph E., above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph C., above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph C., above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph C., above.
3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph A. Or Paragraph D., above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph A., above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph C. or Paragraph E., above, if the credit meets the state academic standards in mathematics or science.
6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science

credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

[Note: Starting in the 2026-27 school year, a high school must offer an ethnic studies course; in elementary and middle schools by the 2027-28 school year.]

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must demonstrate their understanding of the following academic standards:
 - 1. School District Standards, Health (K-12);
 - 2. School District Standards, Career and Technical Education (K-12); and
 - 3. School District Standards, World Languages (K-12).
- B. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 - 1. Minnesota Academic Standards, English Language Arts K-12;
 - 2. Minnesota Academic Standards, Mathematics K-12;
 - 3. Minnesota Academics Standards, Science K-12;
 - 4. Minnesota Academics Standards, Social Studies K-12; and
 - 5. Minnesota Academics Standards, Physical Education K-12.
- C. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- D. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.
- E. Meeting the requirements of an Individualized Education Plan (IEP) or a Section 504 Plan.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes, Section 120B.07, upon meeting the following conditions:

- A. All course and credit requirements must be met.
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision.
- C. The principal's decision shall be in writing and may be subject to review by the

superintendent and school board.

Legal References:

Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)

Minn. Stat. § 120B.018 (Definitions)

Minn. Stat. § 120B.021 (Required Academic Standards)

Minn. Stat. § 120B.023 (Benchmarks)

Minn. Stat. § 120B.024 (Graduation Requirements; Course Credits)

Minn. Stat. § 120B.07 (Early Graduation)

Minn. Stat. § 120B.11 (School District Process)

Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)

Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)

Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)

Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)

Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA\MASA Model Policy 104 (School District Mission Statement)

MSBA\MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA\MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA\MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA\MASA Model Policy 616 (School District System Accountability)

Date Adopted: 05/14/87	File Number: Detroit Lakes Policy - 722
Date Revised: 06/12/00; 08/09/10, 06/26/23	

722 - PUBLIC DATA AND DATA SUBJECT REQUESTS

I. PURPOSE:

The School District recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual.

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use.

E. Individual

"Individual" means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor.

F. Inspection

"Inspection" means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public's own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic.

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data.

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data.

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data.

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03.

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03.

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

a. Date the request is made;

b. A clear description of the data requested;

c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

d. Method to contact the requestor (such as phone number, address, or email address).

2. Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1. The responsible authority will notify the requestor in writing as follows:

a. The requested data does not exist; or

b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or

(1) If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.

(2) Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.

4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.

5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.

1. A request for the preparation of summary data must include the following information:

a. Date the request is made;

b. A clear description of the data requested;

c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

d. Method to contact requestor (phone number, address, or email address).

B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:

1. The estimated costs of preparing the summary data, if any; and

2. The summary data requested; or

3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or

4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.

C. The school district may require the requestor to pre-pay all or a portion of the cost of creating

the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.

C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.

D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.

E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.

G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.

H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.

I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.

J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

A. All requests for individual subject data must be made in writing directed to the responsible authority.

B. A request for individual subject data must include the following information:

1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;

2. Date the request is made;

3. A clear description of the data requested;

4. Proof that the individual is the data subject or the data subject's parent or guardian;

5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

6. Method to contact the requestor (such as phone number, address, or email address).

C. The identity of the requestor of private data is private.

D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data.

VIII. COSTS

A. Public Data

1. The school district will charge for copies provided as follows:

a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

(1) The actual cost of making copies includes employee time, the cost of the materials onto which

the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

(2) Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for [in cash or by check] in advance of receiving the copies.

[Note: the district should identify the payment methods that it will accept.]

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.

2. The school district may assess costs associated with the preparation of summary data as follows:

a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;

b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

1. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

2. The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. Annual Review and Posting

A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 13.01 (Government Data)

Minn. Stat. § 13.02 (Definitions)

Minn. Stat. § 13.025 (Government Entity Obligation)

Minn. Stat. § 13.03 (Access to Government Data)

Minn. Stat. § 13.04 (Rights of Subjects to Data)

Minn. Stat. § 13.05 (Duties of Responsible Authority)

Minn. Stat. § 13.32 (Educational Data)

Minn. Rules Part 1205.0300 (Access to Public Data)

Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

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Date Revised: 03/14/05; 1/11/2021, 09/26/22, 08/28/23, 01/22,2024, <u>09/23/24</u>	

806 - CRISIS MANAGEMENT POLICY

[NOTE: The Commissioner of the Minnesota Department of Education (Commissioner) is required to maintain and make available to school boards and charter schools a Model Crisis Management Policy. See Minnesota Statutes section 121A.035. School boards and charter schools must adopt a Crisis Management Policy to address potential crisis situations in their school districts or charter schools. Id. This Model Crisis Management Policy was originally the result of a collaborative effort among the Minnesota Department of Education, Division of Compliance and Assistance; the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management; and the Minnesota School Boards Association.]

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building specific crisis management plan to meet that building's specific situation and needs

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These districtwide procedures may be modified by building administrators when creating their building specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in development of the building specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

[NOTE: More specific information on planning for children with special needs can be found in the Comprehensive School Safety Guide (2011 Edition) and United States Department of Education's document entitled, "Practical Information on Crisis Planning, a Guide for Schools and Communities." A website link is provided in the resource section of this Policy.]

a. LockDown Procedures. Lockdown procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or when determined to be necessary by the building administrator or designee. The building administrator or designee will announce the lockdown over the public

address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lockdown. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

[Note: MinnesotaState law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes section 121A.035.]

b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

[Note: MinnesotaState law requires a minimum of five school fire drills, consistent with Minnesota Statutes section 299F.30, and one school tornado drill each school year. See Minnesota Statutes section 121A.035.]

c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

[Note: The Comprehensive School Safety Guide (2011 Edition) has sample lock-down procedures, evacuation procedures, and sheltering procedures.]

2. CrisisSpecific Procedures. The Crisis Management Policy includes crisis specific procedures for crisis situations that may occur during the school day or at school sponsored events and functions. These districtwide procedures are designed to enable building administrators to tailor response procedures when creating building specific crisis management plans.

[Note: The Comprehensive School Safety Guide (2011 Edition) includes crisis-specific procedures.]

[NOTE: The 2024 Minnesota legislature enacted permissive language stating that a school board “may adopt the model cardiac emergency response plan provided by” the Commissioner (as of June 4, 2024, a response plan is not yet available.)]

3. School Emergency Response Teams

a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond in emergency situations. All school emergency response team members will receive on-going training to carry out the building’s crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members Will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designee, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

[Note: The Comprehensive School Safety Guide (2011 Edition) has a sample School Emergency Response Team list.]

b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a daytoday basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to nonteaching school personnel who have direct contact with students. All staff should be aware of the school district’s Crisis Management Policy and their own building’s crisis management plan. Each school’s building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan

implementation.

2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

[Note: Evacuation areas at least 50 feet from school buildings are recommended but not mandated by statute or rule. Evacuation areas should be selected based on safety and the individual school site's proximity to streets, traffic patterns, and other hazards.]

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.

5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minnesota Statutes section 121A.035.

[Note: The State Fire Marshall advises schools to defer fire drills during the winter months.]

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample fire drills schedule and log.]

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.

8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample fire procedure form, evacuation/relocation and student reunification/release procedures, and planning for student reunification.]

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

[Note: For single building school districts, such as charter schools, a secondary location for the diagrams and site plans will be included in the district's Crisis Management Policy and may include filing documents with a charter school sponsor, or compiling facility diagrams and site plans and distributing copies to first responders or sharing the documents with first responders during the crisis planning process.]

[Note: To the extent data contained in facility diagrams and site plans constitute security information pursuant to Minnesota Statutes section 13.37, school districts are advised to consult with appropriate officials and/or legal counsel prior to dissemination of the facility diagrams or site plans to anyone other than first responders.]

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Preparedness/Planning section, has a sample Emergency Phone Numbers list.]

E. Warning and Notification System

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decision about closing school or buildings as early in the day as

possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, provides universal procedures for severe weather shelter.]

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Response section, has a sample Media Procedures form.]

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.

5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

[Note: The Comprehensive School Safety Guide (2011 Edition), under the Recovery section, addresses the recovery components in more detail.]

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.

3. "Evidence-based" means a program or practice that demonstrates any of the following:
 - a. a statistically significant effect on relevant outcomes based on any of the following:
 - i. strong evidence from one or more well designed and well implemented experimental studies;
 - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
 - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
 - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;
2. developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;
3. culturally aware;
4. trauma-informed; and

5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.

2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.

3. The Commissioner ~~of the Minnesota Department of Education~~ must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.

2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:

a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;

b. the importance of taking threats seriously and seeking help; and

c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.

3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:

a. student opportunities for leadership related to prevention and safety;

b. encouragement and support to students in establishing clubs and programs focused on safety; and

c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and
2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats

- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

[Note: School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff have access to M.S.D.S. in the event of a chemical accident.]

B. Visitor

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

[Note: The Every Student Succeeds Act, 20 United States Code section 6301, et seq.; Title IX, 20 United States Code section 1681, et seq.; and the Unsafe School Choice Option, 20 United States Code section 7912, require school districts to establish such transfer procedures.]

Legal References: Minn. Stat. Ch. 12 (Emergency Management)

Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)

Minn. Stat. § 121A.035 (Crisis Management Policy)

Minn. Stat. § 121A.038 (Students Safe at School)

Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)

Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)

Minn. Stat. § 326B.002, Subd. 6 (Powers)

Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)

Minn. Stat. § 609.605, Subd. 4 (Trespasses)

Minn. Rules Ch. 7511 (Fire Code)

20 U.S.C. § 1681, *et seq.* (Title IX)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

20 U.S.C. § 7912 (Unsafe School Choice Option)

42 U.S.C. § 5121 *et. seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know Exposure to Hazardous Substances)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)

MSBA/MASA Model Policy 903 (Visitors to the School District Buildings and Sites)

Comprehensive School Safety Guide

[Minnesota School Safety Center - Resources \(mn.gov\)](https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/Comprehensive%20School%20Safety%20Guide.pdf)

<https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Documents/Comprehensive%20School%20Safety%20Guide.pdf>

ROSSMAN ELEMENTARY



**STUDENT/PARENT HANDBOOK
2024-2025**

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2024-25 School Calendar

The 2024-25 calendar, set by the Board of Education, is posted on the district website. A hard copy of the calendar may be available upon request.

Mission

Rossman Elementary Mission Statement: Rossman Elementary is committed to providing an education that ensures opportunities for each individual to reach their full potential.

Laker PRIDE

	Purpose our intention, what drives us	Deliver educational excellence.
	Relationships the ways we connect and behave toward each other	Care and communicate positively and respectfully within and across our schools and community. <ul style="list-style-type: none"> • District ↔ parents and community members • District ↔ building • Building ↔ teacher • Building ↔ parents • Teacher ↔ parent • Teacher ↔ students
	Innovation the creation, development and implementation of a new idea or concept to enhance educational opportunities	Embrace creativity and critical thinking. <ul style="list-style-type: none"> • Renew and bring up to date all systems and practices • Utilize growth mindset to hone existing intentions/objectives and explore new ideas • Support diverse ways of thinking and doing • Embed equity continually in every facet of our work
	Development a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components	Foster the academic, social, emotional, and cultural needs of all learners. <ul style="list-style-type: none"> • Implement and sustain PBIS at all levels • Hone our support for social/emotional health • Further learning and implementation of equitable feedback, assessment, grading and reporting • Provide professional development that supports PRIDE
	Equity the quality of being fair (not equal) and impartial	Ensure that our values, policies, and practices are equitable for our students, staff, and community. <ul style="list-style-type: none"> • Clarify and support understanding of equity vs. equality for all • Actively promote equity (institutional, personal, and instructional) • Remove systemic barriers • Accommodate different learning styles • Give students a voice

Welcome to Rossman Elementary School!

The purpose of the Rossman Elementary Student/Parent Handbook is to inform families of policies and procedures created to ensure a high-quality and safe educational environment for all students. We strive to develop strong connections and deliver clear communication between school and home. Parents and students, please read this handbook and keep it for future reference. If you have any questions or concerns, please contact the school office; we are happy to serve you and your student(s). Thank you for partnering with us to provide excellence for all of our students at Rossman.

Sincerely,



Emily Sternberg, Principal

School Staff

PRINCIPAL: EMILY STERNBERG

Kindergarten

Amy Boeke
Elissa Braaten
Whitney Richter
Molly Wenschlag

1st Grade

Summer Dobratz
Jennifer Jackson
Masyn Johnson
Clare Nemec
Jessica Stockstrom

2nd Grade

Kristi Downey
Becky Itzen
Skyler Presler
Anna Schuld

3rd Grade

Andrea Judisch
Fletcher Nelson
Destany Okeson
Mark Whiting

4th Grade

Sydney Bly
Paige Fettig
Danika Huerd
Ben Pedersen

5th Grade

Kelli Hanninen
Rian Heimark
Mindy Nielsen
Ryan Zunich

Special Education

Nicole Benson
Rachel Carlson
Amber Colby
Carolyn Hoff
Shauntel Johannes
Lynn Lee
Graham Newman
Kayla Thorp

Speech Language

Sarah Helm
Shannon Sitz
Susan Jones (SLPA)

Physical Education

Robb Flint
Beth Leighton
Kris Swenson

Music

Kara Brager
Heather Trowbridge

STEAM/GATE

Briana Bahr

Art

Megan Klair

Academic Intervention Support

DeAnna Baukol
Kristen Blom
April Sunram
Kathryn Swanhorst

Behavior Intervention Support

Mike Bommersbach

School Psychologists

Sara Ebsen
Sara Jensen-Fritz

Counselor

Kari Gloege

OT/ COTA

Sheyenne Hirsch

ELL

Meredith Gulseth

Title XI Coordinator

Joe Carrier

Administrative Assistants

LaCarra Larson
Nicole Wallace

District Nurse

Jean Schwartz

Health Assistant

Jessie Olsen

Instructional Coach

Pam Daly
Rhonda Fode
Jill Perkins

Media Center Assistant

Elysia McDonald

Head Maintenance

Lloyd Alexander

Hours

School hours are from 8:15 AM to 3:25 PM for grades K –5.

Address

Rossman Elementary School
1221 Rossman Avenue
Detroit Lakes, MN 56501
218-847-9268; 218-847-1481 (Fax)

Newsletter

Our electronic newsletter, *The Rossman Report*, will be sent out weekly via email to inform families about upcoming events and celebrate our students. Parent/family attention to the weekly newsletter is appreciated. The newsletter will also be posted on the Rossman School website.

Closings/Delays

Inclement weather may result in the district decision to start late, dismiss early, implement a flex learning day, or cancel classes. Official announcements concerning these will be made over KDLM (AM 1340), KRCQ (FM 102.3) radio stations in Detroit Lakes; and over WDAY (AM 970) or WDAY TV Channel 6 in Fargo. District Instant Alerts, the Facebook page and/or communication from your children's teacher may also be other avenues to obtain this information. Parents/families will be notified by the phone or email on file. Parents, please be sure the office has current and accurate contact information so messages are delivered. Weather announcements will be posted on the school district's social media accounts (Facebook/Twitter/Instagram).

Students living in rural areas must have an emergency plan with an alternate place to stay in the event weather disables bus transportation. Information regarding emergency weather placement must be recorded on the student's registration card. Children without an emergency placement plan will be kept at school if arrangements cannot be made.

Bus Transportation

Transportation for students will be provided either by Schultz Bus Company (847-9266), Olander Bus Company (847-7533), or district buses (847-9271). The Detroit Lakes school district approved new bus assignment procedures for the 2020-21 school year. To view bus assignment procedures, visit the school district website (www.dlschools.net). Rules for conduct on school buses are listed in detail in the Activity Calendar. The school principal is responsible for determining consequences for discipline problems that arise on the school bus. Failure to abide by rules of conduct will result in disciplinary action. The maintenance of the discipline policy as established by the School Board will be carried out by the bus driver.

Academics

Grading

Parents may follow student progress on the QMLATIV (Skyward) web-based system password protected so only you see your child's grades).

Report Cards/Progress Reports

Report cards will be used in grades K-5. Report cards will be issued at the end of each trimester for all students. Parent-Teacher conferences are held in the Fall and Spring.

Physical Education

All students K-5 have an organized physical education program. All children are expected to take part in regular physical education classes unless they have a doctor's written request if not able to participate.

Attendance

Arrival Time

Teachers' contract day begins at 7:50 a.m. School doors open at 7:30 a.m. Students coming early must go to the cafeteria where supervision is provided. Breakfast is served beginning at 7:40 a.m. Student drop-off area: Front entrance (circle driveway) on Rossman Avenue. DO NOT drop students off in the back parking lot (East side). This area is reserved for buses only. The first bell is at 7:55 a.m.. The school day begins at 8:15 a.m.

Attendance Procedure

Philosophy

School attendance is the combined responsibility of the student, the parents, and the school. A student can readily make up missed assignments, but missed time in the classroom cannot be replaced. *For a student to realize their full learning potential, daily class attendance is of highest importance.*

Definitions

Excused Absence

Absences from school for reasons recognized by the State of Minnesota, the Detroit Lakes Public Schools, or deemed legitimate by administration of the school include: Personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that may be approved as excused and are requested in advance include: medical or legal appointments, religious activities, travel, essential work at home, and family vacations. Any absence for participation in a school-sponsored activity is excused.

Unexcused Absence

Unexcused absences are those not meeting described criteria for excused absences. Common examples of unexcused absences include: oversleeping, shopping, hair appointments, missing bus, non-essential work at home, and part or full time work.

Continuing Truant

Continuing Truant is defined as: A child who is subject to the compulsory attendance laws of Minnesota Statute 120.101 and is absent from instruction in school without a valid excuse within a single school year for: (1) three days if the child is in elementary school; or (2) three or more class periods on three days if the child is in middle school, senior high school.

Procedures

Absence Reporting Procedures

Whenever possible, the parent/guardian must contact the school on the day of absence. If it is not possible to contact the school on the day of the absence, a note signed by a parent/guardian or a phone call from the parent/guardian indicating reason for absence is required upon the return of the child to school. If an absence is not reported by 10:00 AM, the Rossman Elementary office will be contacting parents to verify the student's absence. The building administrator/or designee shall determine if the absence will be excused or unexcused. If the school does not receive a note or phone call when the child returns to school, the absence shall be classified as unexcused until a note or phone call is received. The district reserves the right to require a signed note from a doctor or other appropriate medical personnel for absences due to illness or other medical reasons. If a student has been absent due to participation in a school-sponsored activity, no note or phone call from the parent/guardian is required.

Advance Notice

The district requests that the parent/guardian notify the school in writing or phone call in advance with the reason for the absence such as dental or medical appointments. The building administrator will determine if the absence will be excused or unexcused.

Continuing Truancy

Upon classification as a continuing truant, the school attendance officer or other designated school official will notify the child's parent or legal guardian by first class mail or other reasonable means, of the following:

- 1) That the child is truant;
- 2) That the parent or guardian should notify the school if there is a valid excuse for the child's absence;
- 3) That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 120.101 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute 120A.34;
- 4) That this notification serves as notification required by Minnesota Statute 127.20;
- 5) That alternative educational programs and services may be available in the district;
- 6) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- 7) That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings;
- 8) That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction or delay of the child's driving privileges; and
- 9) That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

A copy of this letter shall also be sent to county social services.

On the seventh unexcused absence the county attorney will be notified, requesting a petition of truancy be filed.

Tardy and Absence Guidelines

The following guidelines regarding tardies and absences have been set:

Tardy - Any student who arrives at school after 8:25 AM.

Unexcused tardy - Students coming late to school without a note or parent contact. Excessive unexcused tardies will result in disciplinary action.

Morning absence - Students coming after 8:45 AM are considered absent for the AM

Afternoon absence - Students leaving before 2:45 PM are considered absent for the PM

Make Up Work

Students absent for any reason will be required to make up work missed in each class. Teachers will encourage and assist the students in this process.

Field Trips

A yearly field trip permission slip will be filled out by all parents at the beginning of the school year. Teachers will inform parents of all trips and of any additional waivers/forms that may be necessary.

Student Drop-Off/Pick-Up

Morning drop-off areas: Rossman Ave (circle driveway) and Forest Ave (southside). Parents/Guardians are asked to drop off on the school campus curbside so students do not have to cross the street.

Pick-Up Zones have been assigned to every grade level to organize the end-of-day traffic flow around Rossman Elementary. Please obtain a copy of the Rossman Parent Pick-Up Zones on the school website or in the school office. Changes to student dismissal plans must be called into the office by 2:30 PM.

Leaving School Grounds

Students are not permitted to leave the school grounds once they have arrived at school. Parent/Guardian permission in the form of a signed/dated note or a phone call must be submitted to the school office to alert staff of a student's release from school. Parents/guardians must come to the office to sign out their children upon picking up for appointments prior to dismissal. Parents must sign the student in if the child arrives late to school. The sign in/out book is located in the office.

Withdrawal of Student from School

Parents are asked to notify the school several days prior to withdrawal to indicate their child's final day of attendance. This allows an orderly transfer of information and student records to the new school.

Behavior and Discipline

Discipline Policy

The Detroit Lakes School board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It further believes that students are the first priority and that no physical or emotional harm is to come to them during school activities, on school grounds, or during any school-related activity.

It is the policy of Independent School District #22 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors.

All pupils who attend school in ISD #22 shall comply with the regulations established by the school administration, with the policies established by the Board of Education, and shall recognize the authority of the teachers and principals of the district's schools. District employees or agents of the district shall not Intro in emotionally abusive acts including malicious shouting, ridicule, and/or threats as well as other forms of corporal punishment.

The district activity calendar contains the district wide discipline policy, sent in the mail before school starts. Parents are encouraged to review the policy with their children. Additional copies are available upon request.

Behavior Expectations

Belief Statements:

- We believe ... that an environment in which appropriate behavior is consistently and fairly expected creates a sense of security for each child which makes him/her free to learn.
- We believe ... that students can do their best learning and teachers their best teaching in an atmosphere in which appropriate behavior is expected from all.
- We believe ... in Positive Behavior Interventions and Supports (PBIS).

The Purpose of a Discipline Plan

This plan was created with the following goals in mind:

1. To develop an atmosphere in which all staff and students treat each other with respect.

2. To provide all staff and students with the necessary skills to effectively work, play, and solve problems together.
3. To consistently recognize positive choices made by students and staff.
4. To provide consistent, structured consequences when students do not utilize good decision making skills on the playground.
5. The purpose of any consequence is to assist the student in making better behavior choices in the future.

Discipline Plan

Rossman implements school-wide *Positive Behavior and Intervention Support (PBIS)*. PBIS is a systems approach to explicit teaching and reinforcing positive school and classroom behaviors. Through PBIS, Rossman has developed school-wide expectations to teach, model, and promote positive behavior in all students. PBIS helps to create and maintain a safe learning environment for all staff and students.

Rossman PBIS Expectations for ALL Students: Kind, Safe, Ready. Behavior expectations, teaching, and support focus on decision making, responsibility, and respect toward self and others under the themes of Kind, Safe, Ready. Appropriate behavior choices are praised and further supported through discussions, reteaching, modeling, and redirecting students.

If a student exhibits behaviors that are not aligned with the established expectations, often the first step is to use the situation as an opportunity to re-teach and model the expected behavior. Students who are not exhibiting expected behaviors will likely have a conversation with a staff member. Behavior redirection and support will be applied to meet the individual need of the student and the specific situation.

Consequences for behavior, beyond reteaching expectations, are at the discretion of the building principal and in alignment with district policies and state statutes.

Parent involvement in disciplining and/or cooperating with the consequences of misbehavior is extremely valuable to school staff, and, more importantly, to the child. It is best for the student when school and home work together to come to a resolution, understand the antecedent to the inappropriate behavior, and reteach/model expectations. We believe that every child can take responsibility for their choices and deserves an opportunity to learn and continue to grow – both academically and behaviorally.

Money/Valuables/Personal Property

Electronics, toys, jewelry, and large sums of money should not be brought to school. The school is not responsible for money, toys, electronic devices, or phones lost or damaged at school. If items are lost, they are the responsibility of the student, not the teacher or school.

Cell Phones/Smart Watches

Student cell phones and smart watches are not permitted during the school day. Cell phones and smart watches must be put away upon entrance to the building and stored until after the dismissal bell. Parents and guardians must contact the Rossman office with messages or communication with their students and students' teachers. Cell phones, smart watches, or other electronic devices that are used in violation of this guideline may be removed from the student's possession until the end of the school day.

Bicycles/Skateboards/Roller Blades/Scooters

Children who ride bicycles to school as a necessary means of transportation are not allowed to ride on the school grounds during the school day. Note: the school will not be responsible for bicycle security. It is recommended that bikes be parked and locked in the bike rack on the south entrance of the building.

Searches of Lockers, Desks, Personal Possessions and Person

In an effort to provide a safe and healthful educational experience for students, the School District reserves the right to search school lockers, desks, the personal possessions of students and a student's person. School lockers and desks are the property of the school district and, at no time, does the school district relinquish its exclusive control of lockers and desks that are provided for the convenience of students. Inspection of lockers and desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student's person (including, but not limited to purses, backpacks, book bags, packages and clothing) may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

The school district may use contraband-sniffing animals through law enforcement or private certified contractors to conduct a general search of the hallways adjacent to student lockers, common areas, gym areas and parking lots. School administration may also request a limited number of classrooms be checked according to the administrator's choice of a random selection system.

Chemical Use/Abuse Policy

The following statement of philosophy relating to chemical use and/or abuse was adopted by the Board of Education for School District #22 on June 20, 1983. For further information, interpretation or assistance, contact the District Chemical Dependency Counselor at 847-4491, or the building principal.

Statement of Philosophy

The Board of Education of Independent School District #22 endorses a chemical policy and set of procedures predicated upon the following beliefs:

1. A positive relationship exists between successful school experiences and sound physical, mental, social, and emotional health.
2. It is the responsibility of the staff and administration of School District #22 to maintain an atmosphere that will promote quality learning and provide an effective response system to conditions which threaten the atmosphere.
3. The misuse of any mood-altering chemical constitutes a hazard to the learning environment and the positive development of all students.
4. A K-12 educational program, including an awareness of chemical use and dependency as well as the provision of support services for early misuse may assist in preventing chemical dependency.
5. Chemical dependency is a treatable illness; early identification and intervention is conducive to successful treatment.

6. The harmfully involved and chemically dependent cannot always help themselves by themselves. Opportunity for assistance shall be provided to students and their families in obtaining appropriate service.
7. If treatment becomes necessary outside the school setting, every effort must be exerted to affect a successful continuation in/or re-entry into the school system.

Tobacco

Possession and use of all tobacco products is prohibited on K-12 school district property and at school-sponsored activities off school property within district boundaries. This includes school buildings, grounds, and school-owned vehicles. Please refer to District Policy 419 for detailed information.

Appropriate Dress

Students should come to school ready for a variety of weather conditions. Unless special permission has been granted, students will not wear caps/hats, bandanas, or face-coverings during school hours within the building. Students will not be permitted to wear clothing with tobacco or alcohol advertising on it, or any other content that may be deemed inappropriate and disruptive to the learning environment. Because of health and safety factors, all students MUST wear shoes while attending school. Tennis shoes are required for PE classes. "Wheelie" shoes are prohibited (roller wheels in the heel).

Hazing Policy

Hazing is an act committed against a person, or coercion of a person into committing an act, that creates a substantial 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 are inconsistent with the educational goals of the school district and are prohibited at all times.

This is a summary of policy 526. A complete copy of the hazing policy is available from any school or the district office.

Bullying Prohibition

POLICY 514: BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying. The following is a summary of DLPS Policy 514. The policy in its entirety can be found on the district website.]

I. PURPOSE A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and/or teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber-bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A student who engages in an act of bullying, reprisal, retaliation, or knowingly making a false report of bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policies and procedures, including the school district's discipline policy (See Policy 506). A teacher, administrator, volunteer, contractor, or other employee of the school district who permits, condones, or tolerates bullying or engages in an act of reprisal, retaliation, or knowingly making a false reporting of bullying shall be subject to disciplinary action.

REPORTING PROCEDURE

- A. Any student who believes he or she has been the target or victim of bullying or should report the alleged acts as soon as possible but in no event longer than one school day to an appropriate school district official designated by this policy. Any teacher, administrator, volunteer, contractor, or other employee of the school district with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker as soon as possible but in no event longer than one school day. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report

taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

MALICIOUS and SADISTIC CONDUCT

"Malicious and sadistic conduct" is defined as conduct that creates a hostile learning environment by acting with the intent to cause harm and injury without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty

Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A, is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Health, Security, Safety

Wellness Policy

Policy # 533 – WELLNESS/NUTRITION POLICY OF THE SCHOOL DISTRICT. The purpose of this policy is to assure a school environment that enhances student attendance and academic performance by supporting healthy eating and physical activity.

Illness/Medications

If a child is in school and doesn't feel well, they will be sent to the Health Office to visit the Health Assistant. The following symptoms of illness will result in the child being sent home: Fever, vomiting, diarrhea, live head lice, impetigo, pink eye, chicken pox, measles, and any other infectious disease. Complaints of stomachaches and headaches will be treated in the following manner: The child will be allowed to rest in the sick bay area of the health office. If symptoms improve, the student will be sent back to class. If symptoms do not improve, parents will be notified to come and pick up the child.

MEDICATION ADMINISTRATION

Students must have a statement signed by physician and parent, with medication named, directions for administration and an authorization for school personnel to administer the medicine. The form is available in the Main Office and should be returned to the school along with the medication in an originally labeled bottle from the pharmacy that issued the medication. Prescription medication must be kept in the health office and will be distributed under the supervision of a health assistant or certified staff member.

The school staff cannot administer over the counter medications unless the parent provides the health office with the medicine in its original container and signed permission slip. Students are not allowed to carry any medicine (prescription or over-the-counter) on them. All medication is to be kept in the health office at all times. Parents must keep current contact and emergency information on file with the health and school offices.

OVERDOSE MEDICATION

Effective July 1, 2023, Minnesota law requires a school district or charter school to:

1. Maintain a supply of opiate antagonists at each school site
2. Have two doses of nasal naloxone available on-site

Immunizations

The State of Minnesota has a policy that all students must be protected against Rubella (German measles), Rubella (red measles), diphtheria, tetanus, pertussis (whooping cough), polio, mumps, and Hepatitis B before starting school unless there is a religious exemption. Students not protected must be, by law, excluded from school. Parents of children not in compliance with immunization requirements will be contacted.

Parent/Student Rights in Identification (Sec. 504)

Section 504 is an Act which prohibits discrimination against persons with disability in any program or activity that receives or benefits from Federal Financial assistance. The Act defines a person with a disability as anyone whom:

1. has a physical or mental impairment which substantially limits one or more major life activities including activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

(34 Code of Federal Regulations Part 104.3)

In order to fulfill its obligations under Section 504, the Detroit Lakes School District #22 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability will be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, provide access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Action (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact 504 Coordinator for the school district, at 847-9271 or the building principal.

Emergencies/Illness/Injuries

Unfortunately, children may get sick or injured at school from time to time. It is very important that an emergency contact is on file in the office in the event parents cannot be reached. If no one with authority to seek medical attention can be contacted, the school will act in the best interest of the child.

Weapons

Detroit Lakes Schools and their grounds are a weapons-free zone. Students in possession of a weapon will be disciplined. (Policy #501)

Safety Drills

The Detroit Lakes School District ensures the safest and most secure environment possible for students and staff. As part of this practice, all of our schools have adopted policies for a variety of emergency situations. Students will be taught how to appropriately respond in an emergency or crisis.

Lockdown drills are mandated by Minnesota State Law and will be practiced a certain number of times per year. Teachers will go through the steps with the students and help to answer any questions they may have. There are two types of lockdowns:

CODE YELLOW is a Shelter-In-Place modified lockdown that keeps students secured in rooms and suspends regular school functions but still allows teachers to have classes and assigns some staff members to alternate duties. A Code Yellow may be used for a variety of situations and there is no reason to panic. Students not already in classrooms should report to their homeroom or the nearest classroom promptly.

CODE RED is a Lockdown Emergency where all students and staff must take shelter in a room immediately. It is a potentially unstable and dangerous situation that will stop all school functions and involve law enforcement officers. A Code Red involves moving students and staff to the nearest safe place right away. Students and staff outside the building will go to the school evacuation point and wait there for further direction.

Background Checks

Employment and services criminal history background checks -

The school district has adopted a policy that promotes the physical, social and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants and advisors. The school district may also elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Child Abuse/Neglect Policy

The statement of philosophy relating to Child Abuse and/or Neglect was adopted by the Board of Education for School District #22 on June 20, 1983. For further interpretation or assistance, contact the District Social Worker or your Building Administrator.

1. It is the policy of Independent School District #22 to protect children whose health or welfare may be jeopardized through physical or sexual abuse or conditions of neglect.
2. It is the policy of Independent School District #22 to comply with the law requiring the reporting of suspected physical or sexual abuse and conditions of neglect involving children.
3. The reporting of maltreatment of minors shall be strictly in accordance with the provision of Minnesota Statute, Chapter 626.556.

Sexual, Racial, and Religious Harassment and Violence Policy

1. Everyone in the Detroit Lakes Public Schools has a right to feel respected and safe. Consequently, it is important for everyone to know about the district policy to prohibit sexual, racial, or religious harassment or violence of any kind.
2. A harasser may be a student or an adult. Harassment may include, but is not limited to, any of the following when related to race, religion, sex or gender:
 - a. name calling, jokes, or rumors;
 - b. pulling on clothes;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters, book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, principal, or the District Human Rights Officer, at 847-9271.
4. You may also make a written report using your own paper or the district report form available in the principal's office, School District office, or the office of the Human Rights Officer. It should be given to the teacher, counselor, social worker, principal, or the District Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take all reports of sexual, racial, or religious harassment or violence seriously and will take timely and appropriate action based on the report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.
8. This is a summary of the policy prohibiting sexual, racial, and religious harassment and violence of Independent School District #22. If you would like a copy of the complete policy, have questions or would like further clarification, please contact the District Human Rights Officer at 847-9271 or your building administrator.

Insurance

The district does not carry insurance on students. Parents, however, have the opportunity to take out insurance at group rates. Information will be sent home early in the school year. If you do not have family insurance, you may wish to consider enrolling your children. Contact the school office with questions.

Suicide Prevention Information

National Suicide Prevention 24-Hour Lifeline: 988

Becker County & White Earth Mental Health Crisis Line: 877-380-3621 or 218-850-4357

Water Quality

The Detroit Lakes School District follows the recommendations of the Minnesota Department of Health's "Lead Contamination Control in School Drinking Water Guidance Manual." The Detroit Lakes School District completed lead in water testing of all potable water sources during the 2021-2022 school years. The Detroit Lakes School District followed Minnesota Department of Health's protocol in the reduction of any water sources found to be

above action levels of lead. There are no known sources of water above the recommended action level for lead. Testing will be completed every 5 years. The results of testing are available upon request.

Food Service

2024-25 Free School Meals Program

Students are allowed one free breakfast and one free lunch per day. More information on MDE Free School Meals Program: <https://education.mn.gov/MDE/dse/FNS/SNP/free/>

Students may choose to bring lunch from home. Milk may be purchased by the student who brings a cold lunch from home. *Please refrain from sending soda/pop in student lunches - it is against federal lunch regulations to have pop in the lunchroom during lunch hours. Also, we continue to encourage our students to make healthy choices.

All families are asked to fill out the 2024-25 Educational Benefits Form. Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), MN Family Investment Program (MFIP), or Food Distribution Program on Indian Reservations (FDPIR) and foster, homeless, migrant and runaway children can qualify without reporting household income.

Students have the option to participate in the MILK/JUICE BREAK program; participation is purely optional. Parents may pay for half a year in September and again in January. There will be NO refund and students must select milk or juice. Students will not be permitted to buy daily. Payments can be made through QMLATIV/Skyward (the student information system) is a family-based system. Money will be deposited into and deducted from a family account. If a family has more than one child in the district, money for lunch has to only be sent to school with one child, and will be deposited in your family account.

General Information

Conferences

Parent/teacher conferences are scheduled on the school calendar two times each school year. In addition to this, other individual conferences may be scheduled as needed. Parents are encouraged to contact the school at any time they have a concern.

Change of Information

Parents must keep the school office informed of changes of address, phone number, and emergency information. It is extremely important that we are able to contact parents in the event of illness or other emergencies.

Communication and Contact Information

<u>Topic/ Concern</u>	<u>Contact</u>	<u>Contact Info/Email Address</u>
General School and Lunch Account Questions	Nicole Wallace - Administrative Asst.	nwallace@detlakes.k12.mn.us 218-847-9268
Student Records, Registration/Enrollment and Transfer Paperwork; Attendance Questions	LaCarra Larson - Administrative Asst. to the Principal	lacarralarson@detlakes.k12.mn.us 218-847-9268
Homeless Support; Attendance Concerns	Allison Hefta - Homeless Liaison/Truancy Counselor	ahefta@detlakes.k12.mn.us
SAIL Program	Rhonda Fode - Instructional Coach; SAIL Program Coordinator	rfode@detlakes.k12.mn.us
Grading, Curriculum, Individual Student Concerns	Grade-level Classroom Teachers; Special Education Teachers	218-847-9268 www.dlschools.net Staff Directory
Health Questions	Jessie Olsen - Health Assistant	218-847-9268, ext. 7111
Student Support Groups; Individual Counseling; Behavior Support; Parenting Questions	Kari Gloege – School Counselor	kgloege@detlakes.k12.mn.us 218-847-9268, ext. 7101
Transportation	Kathy Boelter	kboelter@detlakes.k12.mn.us 218-847-9271, ext. 1115
Laker Kids – After School Child Care	Director: Andrew Lesch	alesch@detlakes.k12.mn.us
Rossman PTO	Emily Sternberg, Principal Kate Glawe-Anderson, PTO President	esternberg@detlakes.k12.mn.us 218-847-9268, ext. 7113 rossmanpto@detlakes.k12.mn.us
Latest News and Updates	Emily Sternberg, Principal	esternberg@detlakes.k12.mn.us 218-847-9268, ext. 7113 Detroit Lakes Schools Website: www.dlschools.net Facebook: Detroit Lakes Public Schools

Lost and Found

Lost articles found at school are kept in a location for students or parents to reclaim. Please mark student's items with first and last names to help us find the owner. Please stop in periodically to check for lost articles. At the end of each month all lost and found items will be donated to a local charity.

Parent Volunteers

Rossman Elementary welcomes participation and involvement of parents and community members in school activities and functions. Parents and community members who wish to volunteer are asked to contact the school office or their child's teacher.

Pest Control

Detroit Lakes Public School personnel may apply pest control materials inside buildings or on school grounds as necessary. Pest control materials are requested by the US Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office located at 702 Lake Ave. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should an application be deemed necessary on a day different from the days specified in the schedule.

Pets

Due to many student allergies, along with safety concerns, pets are typically not allowed in the school building for show-and-tell.

PTO - Parent Teacher Organization

Rossman PTO is a vibrant and involved organization. Every family with a child at Rossman is considered a member. There is no membership fee. The PTO of Rossman Elementary strives to create a caring partnership between students, family, school and community. To get more information about the PTO, please contact the Rossman Elementary School office. PTO meeting dates will be published in the Rossman Report.

Pledge of Allegiance

Minnesota Statute 121A.11 requires schools to recite the Pledge of Allegiance to the Flag of the United States of America one or more times per week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so, and this choice is respected by all students and staff.

Recess

Students will play outdoors on school playgrounds before school and before/after lunch on most days. Students need to dress according to weather conditions. Suggested winter wear for children during cold weather months include: warm coat, hat, mittens, snow pants, and winter boots. All children are expected to go out for recess

when the weather temperature or wind chill temperature is at or above -10 degrees. Noon supervisors oversee lunch and recess activities in the cafeteria, hallways, and on the playground.

Student Promotion, Retention, and Placement

School District #22 Board of Education, administration, and the teaching staff believe that promotion, retention, and placement of students must permit flexibility and recognize individual differences. Factors such as academic achievement, student performance, social and emotional needs, and a student's special education Individual Education Plan (IEP) are considered. Efforts will be made to identify the special needs and talents of students early in their school careers so that an appropriate placement can be made. The final decision as to promotion, retention, or placement will be made by the principal after consultation and review of recommendations from teachers, parents and other resource personnel. The complete copy of this policy can be obtained at the school or district office.

Title IX Policy

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Title IX coordinator, at 702 Lake Avenue, Detroit Lakes, (218-847-9271), or to the Director of the Office for Civil Rights, Department of Health and Welfare, Washington, D.C.

Visitors

Parents interested in visiting their child's class school during regular classroom hours must prearrange the visit with the classroom teacher. Children are not permitted to visit school unless accompanied by an adult or pre-arrangements have been made with the teacher or the building administrator.

The building is locked during the school day. All visitors will check in the office upon entrance to the building to visit or to check a child out for appointments. A "Visitor" badge must be obtained upon sign-in worn AT ALL TIMES while visiting the building.

Opt Out Form for MCA Testing

A copy of the opt out form is available in the office.

Distribution of Non School Sponsored Materials

The purpose of policy 505 is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non school-sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board has adopted regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

This is a summary statement of Policy 505. A complete copy of the policy is available at any school or the district administration center.

Technology

Acceptable Use Policy

All Detroit Lakes Public School buildings have access to the Internet. The school district has adopted an acceptable use policy for staff and students concerning Internet usage. In addition, the district takes steps to prohibit access by students to inappropriate materials on the Internet. An acceptable use form must be signed by student and parent before a student is allowed access to the Internet. A copy of the entire acceptable use policy is available at any school or the district office.

School Web Page

Rossman School Web page can be accessed at www.dlschools.net. Please notify the school office to share feedback or information that should be on the website.

Statewide Computer Reporting System

All Minnesota school districts are part of a statewide computer reporting system which uses the student social security number to record information about your child. This information is in turn provided to the Minnesota Department of Children, Families and Learning. This Department is required by law to collect and store information about each pupil, each staff member, and each educational program. Therefore, we ask that you, the parent, provide your child's social security number although you are not legally required to do so.

This information is used to determine how much money your school district receives from the state and federal government, to judge the quality of the state's educational programs, to improve instruction, to follow trends in student enrollment, and to track student participation in various programs.

The school district will use all social security numbers currently collected unless a parent and/or student withdraws that permission. If you choose to withdraw that permission, please notify the school your child presently attends.

Surveillance Equipment

Rossman Elementary uses video cameras for surveillance on school property including, but not limited to, halls, cafeterias, gymnasiums, and parking areas. Video cameras will not be used for classroom surveillance unless the principal and classroom teacher consent to the surveillance. Video cameras will not be used at a time or location that would violate a student's reasonable expectation of privacy including, but not limited to, locker rooms and bathrooms.

Parent Responsibility

Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. Instructions for where to obtain a copy of the Student/Parent Alternative To Internet Use Request Form for those parents requesting alternative activities not requiring Internet access.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and how to exercise this option.
4. A statement that the school district's acceptable use policy is available for parental review.

ROOSEVELT ELEMENTARY SCHOOL



**STUDENT/PARENT HANDBOOK
2024-2025**

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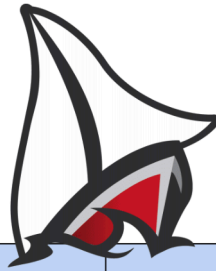
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2023-24 School Calendar

The 2023-24 calendar, set by the Board of Education, is posted on the district website. A hard copy of the calendar may be available upon request.



Vision	Mission
Detroit Lakes Public Schools: charting a course for excellence.	The mission of the Detroit Lakes Public Schools is to fill all of our sails with Laker PRIDE.
Guiding Principles: Laker PRIDE Purpose Relationships Innovation Development Equity	

Laker PRIDE

	Purpose <small>our intention, what drives us</small>	Deliver educational excellence.
	Relationships <small>the ways we connect and behave toward each other</small>	Care and communicate positively and respectfully within and across our schools and community. <ul style="list-style-type: none"> District ↔ parents and community members District ↔ building Building ↔ teacher Building ↔ parents Teacher ↔ parent Teacher ↔ students
	Innovation <small>the creation, development and implementation of a new idea or concept to enhance educational opportunities</small>	Embrace creativity and critical thinking. <ul style="list-style-type: none"> Renew and bring up to date all systems and practices Utilize growth mindset to hone existing intentions/objectives and explore new ideas Support diverse ways of thinking and doing Embed equity continually in every facet of our work
	Development <small>a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components</small>	Foster the academic, social, emotional, and cultural needs of all learners. <ul style="list-style-type: none"> Implement and sustain PBIS at all levels Hone our support for social/emotional health Further learning and implementation of equitable feedback, assessment, grading and reporting Provide professional development that supports PRIDE
	Equity <small>the quality of being fair (not equal) and impartial</small>	Ensure that our values, policies, and practices are equitable for our students, staff, and community. <ul style="list-style-type: none"> Clarify and support understanding of equity vs. equality for all Actively promote equity (institutional, personal, and instructional) Remove systemic barriers Accommodate different learning styles Give students a voice

Welcome to Roosevelt Elementary School!

The purpose of the Roosevelt Elementary Student Handbook is to inform families of policies and procedures created to ensure a quality educational environment for all students. We strive to develop strong connections and deliver clear communication between school and home. We ask that parents and students read this handbook and keep it for future reference. If you have any questions or concerns, please contact the school office; we are happy to serve you and your student(s). Thank you for partnering with us to provide high quality education for all of our students at Roosevelt.

Sincerely,

Maggy Doll, Vice Principal
Trisha Mariotti, Principal

School Staff

Administrative Assistants: Connie Johnson and Jennifer Klein

Vice Principal: Maggy Doll

Principal: Trisha Mariotti

Kindergarten

Diana Hedstrom
Kara Stenger
Nicolle Suihkonen
Rachel Guler

1st Grade

Emily Bliss
Julie Hanson
Luke Karlgaard
Laura Flint

2nd Grade

Krystal Meyer
Maria Amundson
Kelsey Fode
Lynn Cihak

3rd Grade

Carla Otten
Sarah Newman
Mary VonRuden
Sadie Skrove

4th Grade

Kora Torkelson
Amanda Craig
Rachel Solum
Marcus Okeson

Academic Interventionists

Sherri Johnson
Amy Porter
Belinda Freeman
Jennifer Olson
Tammy Langworthy

5th Grade

Tyler Fode
Shelby Laymon
Sam Bergren
Lauren Justesen

Special Education

Karissa Berg
Alicia Sabers
Natalie Neal
Kayla Thompson
Jillian Lundberg
Ally Nielson
Taylor Kohler
Sara Jensen-Fritz
Kim Lucas
Nicole Nelson

Speech Language

Jill Schramel
Susan Jones

School Psychologists

Kim Lucas
Sara Jensen-Fritz

Physical Education

Todd Dwyer
Todd Jackson
McKenzie Oistad

Music

Annette Rice
Bill Broderius

Art

Megan Klair

Behavior Intervention Support

Mackenzie Hoffman
Samantha Murphy

STEAM

Kellie Wolf

OT/ COTA

Lacey Thiel (OT)
Sophia Rezac (COTA)

ELL

Meredith Gulseth (K-3)
Christina Bergeron (4-12)

Title XI Coordinator

Joe Carrier

District Nurse

Jean Schwartz

Health Assistant

Julie Hokanson

Instructional Coach

Pam Daly
Rhonda Fode
Jill Perkins

Media Center Assistant

Sara Boeckel

Head Maintenance

Craig Blank

Education Assistants

Hailey Anderson, Kari Baer, Deb Baker, Arlene Bakker, SLorie Blomseth, Kelly Bristlin, Juli Clarey, Betty Disse, Ashley Francis, Melvina Grose, Barb Groth, Deb Havekamp, Mary Haynes, Casey Hoffman, Alycia Holm, Kristi Husby, Angie Johnson, Ruth Lage, Kari Lane, Ashley McDougall, Britt Moore, Tonia Nelson, Maja Rolland, Mason Sampson, Allie Sanders, Vicky Skinner, Val Soberg, Mary Sundby, Michelle Tappe, Traci Totland, Kelly Westrum and Sue Woytassek

Hours

School hours are from 8:15 AM to 3:25 PM for grades K –5.

Address

Roosevelt Elementary
510 11th Ave
Detroit Lakes, MN 56501
218-847-1106; 218-847-1305 (Fax)

Newsletter

Our electronic newsletter, *Roosevelt Revelations*, will be sent out weekly to inform families about upcoming events. Your attention to this is appreciated. The newsletter will also be posted on the Roosevelt School website.

Closings/Delays

Inclement weather may result in the district decision to start late, dismiss early, implement a flex learning day, or cancel classes. Official announcements concerning these will be made over KDLM (AM 1340), KRCQ (FM 102.3) radio stations in Detroit Lakes; and over WDAY (AM 970) or WDAY TV Channel 6 in Fargo. District Instant Alerts, the Facebook page and/or communication from your children’s teacher may also be other avenues to obtain this information. Parents/families will be notified by the phone or email on file. Parents, please be sure the office has current and accurate contact information so messages are delivered. Weather announcements will be posted on the school district’s social media accounts (Facebook/Twitter/Instagram).

Students living in rural areas must have an emergency plan with an alternate place to stay in the event weather disables bus transportation. Information regarding emergency weather placement must be recorded on the student’s registration card. Children without an emergency placement plan will be kept at school if arrangements cannot be made.

Bus Transportation

Transportation for students will be provided either by Schultz Bus Company (847-9266), Olander Bus Company (847-7533), or district buses (847-9271). The Detroit Lakes school district approved new bus assignment procedures for the 2020-21 school year. To view bus assignment procedures, visit the school district website (www.dlschools.net). Rules for conduct on school buses are listed in detail in the Activity Calendar. The school principal is responsible for determining consequences for discipline problems that arise on the school bus. Failure to abide by rules of conduct will result in disciplinary action. The maintenance of the discipline policy as established by the School Board will be carried out by the bus driver.

Academics

Grading

Parents may follow student progress on the QMLATIV (Skyward) web-based system password protected so only you see your child's grades.

Report Cards/Progress Reports

Report cards will be used in grades K-5. Report cards will be issued at the end of each trimester for all students. Parent-Teacher conferences are held in the Fall and Spring.

Physical Education

All students K-5 have an organized physical education program. All children are expected to take part in regular physical education classes unless they have a doctor's written request if not able to participate.

Attendance

Arrival Time

Elementary teachers begin each day at 7:50 a.m. The school day begins at 8:15 a.m. School doors open at 7:30 a.m. Students coming early must stay in the cafeteria. Breakfast is served beginning at 7:40 a.m. **Students should be dropped off in the SOUTH parent parking lot ONLY.** DO NOT drop students off in the upper parking lot (West side of building). This area is reserved for staff and buses only. Please follow this for your child's safety.

Attendance Procedure

Philosophy

School attendance is the combined responsibility of the student, the parents, and the school. A student can readily make up missed assignments, but missed time in the classroom cannot be replaced. *For a student to realize their full learning potential, daily class attendance is of highest importance.*

Definitions

Excused Absence

Absences from school for reasons recognized by the State of Minnesota, the Detroit Lakes Public Schools, or deemed legitimate by administration of the school include: Personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that may be approved as excused and are requested in advance include: medical or legal appointments, religious activities, travel, essential work at home, and family vacations. Any absence for participation in a school-sponsored activity is excused.

Unexcused Absence

Unexcused absences are those not meeting described criteria for excused absences. Common examples of unexcused absences include: oversleeping, shopping, hair appointments, missing bus, non-essential work at home, and part or full time work.

Continuing Truant

Continuing Truant is defined as: A child who is subject to the compulsory attendance laws of Minnesota Statute 120.101 and is absent from instruction in school without a valid excuse within a single school year for: (1) three days if the child is in elementary school; or (2) three or more class periods on three days if the child is in middle school, senior high school.

Procedures

Absence Reporting Procedures

Whenever possible, the parent/guardian must contact the school on the day of absence. If it is not possible to contact the school on the day of the absence, a note signed by a parent/guardian or a phone call from the parent/guardian indicating reason for absence is required upon the return of the child to school. If an absence is not reported by 10:00 AM, the Roosevelt Elementary office will be contacting parents to verify the student's absence. The building administrator/or designee shall determine if the absence will be excused or unexcused. If the school does not receive a note or phone call when the child returns to school, the absence shall be classified as unexcused until a note or phone call is received. The district reserves the right to require a signed note from a doctor or other appropriate medical personnel for absences due to illness or other medical reasons. If a student has been absent due to participation in a school-sponsored activity, no note or phone call from the parent/guardian is required.

Advance Notice

The district requests that the parent/guardian notify the school in writing or phone call in advance with the reason for the absence such as dental or medical appointments. The building administrator will determine if the absence will be excused or unexcused.

Continuing Truancy

Upon classification as a continuing truant, the school attendance officer or other designated school official will notify the child's parent or legal guardian by first class mail or other reasonable means, of the following:

- 1) That the child is truant;
- 2) That the parent or guardian should notify the school if there is a valid excuse for the child's absence;
- 3) That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statute 120.101 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statute 120A.34;
- 4) That this notification serves as notification required by Minnesota Statute 127.20;
- 5) That alternative educational programs and services may be available in the district;
- 6) That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- 7) That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings;
- 8) That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction or delay of the child's driving privileges; and
- 9) That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

A copy of this letter shall also be sent to county social services.

On the seventh unexcused absence the county attorney will be notified, requesting a petition of truancy be filed.

Tardy and Absence Guidelines

The following guidelines regarding tardiness and absences have been set:

Tardy - Any student who arrives at school after the 8:20 AM bell.

Unexcused tardy - Students coming late to school without a note or parent contact. Excessive unexcused tardies will result in disciplinary action.

Morning absence - Students coming after 9:00 AM are considered absent for the AM

Afternoon absence - Students leaving before 2:00 PM are considered absent for the PM

Make Up Work

Students absent for any reason will be required to make up work missed in each class. Teachers will encourage and assist the students in this process.

Field Trips

A yearly field trip permission slip will be filled out by all parents at the beginning of the school year. Teachers will inform parents of all trips and of any additional waivers/forms that may be necessary.

Student Drop-Off/Pick-Up

Pick-Up & Drop Off Areas: 11th Ave Entrance ONLY. (South Parent Parking Lot and vehicle loop.)

Parents/Guardians are asked to drop children off **curbside** so students do not have to cross the street.

Leaving School Grounds

Children will not be permitted to leave the school grounds once they have arrived at school unless the teachers and office personnel have a *signed and dated note from home granting permission or a phone call from the parent/guardian*.

Parents must come to the office to sign out their children upon picking up for appointments prior to dismissal. Parents must sign the student in if the child arrives late to school. The sign in/out book is located in the office.

Withdrawal of Student from School

Parents are asked to notify the school several days prior to withdrawal to indicate their child's final day of attendance. This allows an orderly transfer of information and student records to the new school.

Behavior and Discipline

Discipline Policy

The Detroit Lakes School board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It further believes that students are the first priority and that no physical or emotional harm is to come to them during school activities, on school grounds, or during any school-related activity.

It is the policy of Independent School District #22 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors.

All pupils who attend school in ISD #22 shall comply with the regulations established by the school administration, with the policies established by the Board of Education, and shall recognize the authority of the teachers and principals of the district's schools. District employees or agents of the district shall not Intro in emotionally abusive acts including malicious shouting, ridicule, and/or threats as well as other forms of corporal punishment.

The district activity calendar contains the district wide discipline policy, sent in the mail before school starts. Parents are encouraged to review the policy with their children. Additional copies are available upon request.

Behavior Expectations

Belief Statements:

- We believe ... that an environment in which appropriate behavior is consistently and fairly expected creates a sense of security for each child which makes him/her free to learn.
- We believe ... that students can do their best learning and teachers their best teaching in an atmosphere in which appropriate behavior is expected from all.
- We believe ... in Positive Behavior Interventions and Supports (PBIS).

The Purpose of a Discipline Plan

This plan was created with the following goals in mind:

1. To develop an atmosphere in which all staff and students treat each other with respect.
2. To provide all staff and students with the necessary skills to effectively work, play, and solve problems together.
3. To consistently recognize positive choices made by students and staff.
4. To provide consistent, structured consequences when students do not utilize good decision making skills on the playground.
5. The purpose of any consequence is to assist the student in making better behavior choices in the future.

The Discipline Plan

Roosevelt implements school-wide **Positive Behavior and Intervention Support (PBIS)**. PBIS is a systems approach to teaching and reinforcing positive school and classroom behaviors. Through PBIS, Roosevelt has developed school-wide expectations to teach, model, and promote positive behavior in all students. PBIS helps to create and maintain a safe learning environment for all staff and students.

Roosevelt PBIS Expectations for ALL Students: **Kind, Safe, Ready**. Behavior expectations, teaching, and support focus on decision making, responsibility, and respect toward self and others under the themes of Kind, Safe, Ready. Appropriate behavior choices are praised and further supported through discussions, reteaching, modeling, and redirecting students.

If a student exhibits behaviors that are not aligned with the established expectations, often the first step is to use the situation as an opportunity to re-teach and model the expected behavior. Students who are not exhibiting expected behaviors will likely have a conversation with a staff member. Behavior redirection and support will be applied to meet the individual need of the student and the specific situation.

Consequences for behavior, beyond reteaching expectations, are at the discretion of the building principal and in alignment with district policies and state statutes.

Parent involvement in disciplining and/or cooperating with the consequences of misbehavior is extremely valuable to school staff, and, more importantly, to the child. It is best for the student when school and home work together to find a resolution, UNDERSTAND the conditions that cause the inappropriate behavior, and reteach/model expectations. We believe that every child can take responsibility for their choices and deserves an opportunity to learn and continue to grow – both academically and behaviorally.

Money/Valuables/Personal Property

Electronics, toys, jewelry, and large sums of money should not be brought to school. The school is not responsible for money, toys, electronic devices, or phones lost or damaged at school. If items are lost, they are the responsibility of the student, not the teacher or school.

Cell Phones/Smart Watches

Student cell phones and smart watches are not permitted during the school day. Cell phones and smart watches must be put away upon entrance to the building and stored until after the dismissal bell. Parents and guardians must contact the Rossman office with messages or communication with their students and students' teachers. Cell phones, smart watches, or other electronic devices that are used in violation of this guideline may be removed from the student's possession until the end of the school day.

Bicycles/Skateboards/Roller Blades/Scooters

Children who ride bicycles to school as a necessary means of transportation are not allowed to ride on the school grounds during the school day. Note: the school will not be responsible for their security and recommend that they be parked and locked in the bike rack on the south entrance of the building.

Searches of Lockers, Desks, Personal Possessions and Person

In an effort to provide a safe and healthful educational experience for students, the School District reserves the right to search school lockers, desks, the personal possessions of students and a student's person. School lockers and desks are the property of the school district and, at no time, does the school district relinquish its exclusive control of lockers and desks that are provided for the convenience of students. Inspection of lockers and desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student's person (including, but not limited to purses, backpacks, book bags, packages and clothing) may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

The school district may use contraband-sniffing animals through law enforcement or private certified contractors to conduct a general search of the hallways adjacent to student lockers, common areas, gym areas and parking lots. School administration may also request a limited number of classrooms be checked according to the administrator's choice of a random selection system.

Chemical Use/Abuse Policy

The following statement of philosophy relating to chemical use and/or abuse was adopted by the Board of Education for School District #22 on June 20, 1983. For further information, interpretation or assistance, contact the District Chemical Dependency Counselor at 847-4491, or the building principal.

Statement of Philosophy

The Board of Education of Independent School District #22 endorses a chemical policy and set of procedures predicated upon the following beliefs:

1. A positive relationship exists between successful school experiences and sound physical, mental, social, and emotional health.
2. It is the responsibility of the staff and administration of School District #22 to maintain an atmosphere that will promote quality learning and provide an effective response system to conditions which threaten the atmosphere.
3. The misuse of any mood-altering chemical constitutes a hazard to the learning environment and the positive development of all students.
4. A K-12 educational program, including an awareness of chemical use and dependency as well as the provision of support services for early misuse may assist in preventing chemical dependency.

5. Chemical dependency is a treatable illness; early identification and intervention is conducive to successful treatment.
6. The harmfully involved and chemically dependent cannot always help themselves by themselves. Opportunity for assistance shall be provided to students and their families in obtaining appropriate service.
7. If treatment becomes necessary outside the school setting, every effort must be exerted to affect a successful continuation in/or re-entry into the school system.

Leaving School Grounds

Students are not permitted to leave the school grounds once they have arrived at school. Parent/Guardian permission in the form of a signed/dated note or a phone call must be submitted to the school office to alert staff of a student's release from school. Parents/guardians must come to the office to sign out their children upon picking up for appointments prior to dismissal. Parents must sign the student in if the child arrives late to school.

The sign in/out book is located in the office.

Tobacco

Possession and use of all tobacco products is prohibited on K-12 school district property and at school-sponsored activities off school property within district boundaries. This includes school buildings, grounds, and school-owned vehicles. Please refer to District Policy 419 for details.

Appropriate Dress

Students should come to school ready for a variety of weather conditions. Unless special permission has been granted, students will not wear caps/hats, bandanas, etc. during school hours within the building. Students will not be permitted to wear clothing with tobacco or alcohol advertising on it, or any other content that may be deemed inappropriate and disruptive to the learning environment. Because of health and safety factors, all students **MUST** wear shoes while attending school. Tennis shoes are required for PE classes. "Wheelie" shoes are prohibited (roller wheels in the heel).

Hazing Policy

Hazing is an act committed against a person, or coercion of a person into committing an act, that creates a substantial 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 are inconsistent with the educational goals of the school district and are prohibited at all times.

This is a summary of policy 526. A complete copy of the hazing policy is available from any school or the district office.

Bullying Prohibition

POLICY 514: BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying. The following is a summary of DLPS Policy 514. The policy in its entirety can be found on the district website.]

I. PURPOSE A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and/or teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber-bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A student who engages in an act of bullying, reprisal, retaliation, or knowingly making a false report of bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policies and procedures, including the school district's discipline policy (See Policy 506). A teacher, administrator, volunteer, contractor, or other employee of the school district who permits, condones, or tolerates bullying or engages in an act of reprisal, retaliation, or knowingly making a false reporting of bullying shall be subject to disciplinary action.

REPORTING PROCEDURE

- A. Any student who believes he or she has been the target or victim of bullying or should report the alleged acts as soon as possible but in no event longer than one school day to an appropriate school district official designated by this policy. Any teacher, administrator, volunteer, contractor, or other employee of the school district with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker as soon as possible but in no event longer than one school day. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

MALICIOUS and SADISTIC CONDUCT

"Malicious and sadistic conduct" is defined as conduct that creates a hostile learning environment by acting with the intent to cause harm and injury without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty

Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A, is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Health, Security, Safety

Wellness Policy

Policy # 533 – WELLNESS/NUTRITION POLICY OF THE SCHOOL DISTRICT. The purpose of this policy is to assure a school environment that enhances student attendance and academic performance by supporting healthy eating and physical activity.

Illness/Medications

If a child is in school and doesn't feel well, they will be sent to the Health Office to visit the Health Assistant. The following symptoms of illness will result in the child being sent home: Fever, vomiting, diarrhea, head lice, impetigo, pink eye, chicken pox, measles, and any other infectious disease. Complaints of stomachaches and headaches will be treated in the following manner: The child will be allowed to rest in the sick bay area of the health office. If symptoms improve, the student will be sent back to class. If symptoms do not improve, parents will be notified to come and pick up the child.

MEDICATION ADMINISTRATION

Students must have a statement signed by physician and parent, with medication named, directions for administration and an authorization for school personnel to administer the medicine. The form is available in the Main Office and should be returned to the school along with the medication in an originally labeled bottle from the pharmacy that issued the medication. Prescription medication must be kept in the health office and will be distributed under the supervision of a health assistant or certified staff member.

The school staff cannot administer over the counter medications unless the parent provides the health office with the medicine in its original container and signed permission slip. Students are not allowed to carry any medicine on them. Any medication is to be kept in the health office at all times.

Parents must keep current contact and emergency information on file with the health and school offices.

OVERDOSE MEDICATION

Effective July 1, 2023, Minnesota law requires a school district or charter school to:

1. Maintain a supply of opiate antagonists at each school site
2. Have two doses of nasal naloxone available on-site

Immunizations

The State of Minnesota has a policy that all students must be protected against Rubella (German measles), Rubella (red measles), diphtheria, tetanus, pertussis (whooping cough), polio, mumps, and Hepatitis B before starting school unless there is a religious exemption. Students not protected must be, by law, excluded from school. Parents of children not in compliance with immunization requirements will be contacted.

Parent/Student Rights in Identification (Sec. 504)

Section 504 is an Act which prohibits discrimination against persons with disability in any program or activity that receives or benefits from Federal Financial assistance. The Act defines a person with a disability as anyone whom:

1. has a physical or mental impairment which substantially limits one or more major life activities including activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

(34 Code of Federal Regulations Part 104.3)

In order to fulfill its obligations under Section 504, the Detroit Lakes School District #22 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability will be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, provide access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Action (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact 504 Coordinator for the school district, at 847-9271 or the building principal.

Emergencies/Illness/Injuries

Unfortunately, children may get sick or injured at school from time to time. It is very important that an emergency contact is on file in the office in the event parents cannot be reached. If no one with authority to seek medical attention can be contacted, the school will act in the best interest of the child.

Weapons

Detroit Lakes Schools and their grounds are a weapons-free zone. Students in possession of a weapon will be disciplined. (Policy #501)

Safety Drills

The Detroit Lakes School District ensures the safest and most secure environment possible for students and staff. As part of this practice, all of our schools have adopted policies for a variety of emergency situations. Students will be taught how to appropriately respond in an emergency or crisis.

Lockdown drills are mandated by Minnesota State Law and will be practiced a certain number of times per year. Teachers will go through the steps with the students and help to answer any questions they may have. There are two types of lockdowns:

CODE YELLOW is a Shelter-In-Place modified lockdown that keeps students secured in rooms and suspends regular school functions but still allows teachers to have classes and assigns some staff members to alternate duties. A Code Yellow may be used for a variety of situations and there is no reason to panic. Students not already in classrooms should report to their homeroom or the nearest classroom promptly.

CODE RED is a Lockdown Emergency where all students and staff must take shelter in a room immediately. It is a potentially unstable and dangerous situation that will stop all school functions and involve law enforcement officers. A Code Red involves moving students and staff to the nearest safe place right away. Students and staff outside the building will go to the school evacuation point and wait there for further direction.

Background Checks

Employment and services criminal history background checks -

The school district has adopted a policy that promotes the physical, social and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants and advisors. The school district may also elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Child Abuse/Neglect Policy

The statement of philosophy relating to Child Abuse and/or Neglect was adopted by the Board of Education for School District #22 on June 20, 1983. For further interpretation or assistance, contact the District Social Worker or your Building Administrator.

1. It is the policy of Independent School District #22 to protect children whose health or welfare may be jeopardized through physical or sexual abuse or conditions of neglect.
2. It is the policy of Independent School District #22 to comply with the law requiring the reporting of suspected physical or sexual abuse and conditions of neglect involving children.
3. The reporting of maltreatment of minors shall be strictly in accordance with the provision of Minnesota Statute, Chapter 626.556.

Sexual, Racial, and Religious Harassment and Violence Policy

1. Everyone in the Detroit Lakes Public Schools has a right to feel respected and safe. Consequently, it is important for everyone to know about the district policy to prohibit sexual, racial, or religious harassment or violence of any kind.
2. A harasser may be a student or an adult. Harassment may include, but is not limited to, any of the following when related to race, religion, sex or gender:
 - a. name calling, jokes, or rumors;
 - b. pulling on clothes;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcome touching of a person or clothing;
 - f. offensive or graphic posters, book covers; or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, principal, or the District Human Rights Officer, at 847-9271.
4. You may also make a written report using your own paper or the district report form available in the principal's office, School District office, or the office of the Human Rights Officer. It should be given to the teacher, counselor, social worker, principal, or the District Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take all reports of sexual, racial, or religious harassment or violence seriously and will take timely and appropriate action based on the report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.
8. This is a summary of the policy prohibiting sexual, racial, and religious harassment and violence of Independent School District #22. If you would like a copy of the complete policy, have questions or would like further clarification, please contact the District Human Rights Officer at 847-9271 or your building administrator.

Insurance

The district does not carry insurance on students. Parents, however, have the opportunity to take out insurance at group rates. Information will be sent home early in the school year. If you do not have family insurance, you may wish to consider enrolling your children. Contact the school office with questions.

Suicide Prevention Information

National Suicide Prevention 24-Hour Lifeline: 988

Becker County & White Earth Mental Health Crisis Line: 877-380-3621 or 218-850-4357

Water Quality

The Detroit Lakes School District follows the recommendations of the Minnesota Department of Health's "Lead Contamination Control in School Drinking Water Guidance Manual." The Detroit Lakes School District completed lead in water testing of all potable water sources during the 2021-2022 school years. The Detroit Lakes School District followed Minnesota Department of Health's protocol in the reduction of any water sources found to be above action levels of lead. There are no known sources of water above the recommended action level for lead. Testing will be completed every 5 years. The results of testing are available upon request.

Food Service

2023-24 Free School Meals Program

Students are allowed one free breakfast and one free lunch per day. More information on MDE Free School Meals Program: <https://education.mn.gov/MDE/dse/FNS/SNP/free/>

Students may choose to bring lunch from home. Milk may be purchased (for 50 cents) by a student who brings a cold lunch from home. This charge will be made to their school lunch account. *Please refrain from sending soda/pop in student lunches - it is against federal lunch regulations to have pop in the lunchroom during lunch hours. Also, we continue to encourage our students to make healthy choices.

All families are asked to fill out the 2023-24 Educational Benefits Form. Children in households participating in the Supplemental Nutrition Assistance Program (SNAP), MN Family Investment Program (MFIP), or Food Distribution Program on Indian Reservations (FDPIR) and foster, homeless, migrant and runaway children can qualify without reporting household income.

Students have the option to participate in the MILK/JUICE BREAK program; participation is purely optional. Parents may pay for half a year in September and again in January. There will be NO refund and students must select milk or juice. Students will not be permitted to buy daily. Payments can be made through QMLATIV/Skyward (the student information system) is a family-based system. Money will be deposited into and deducted from a family account. If a family has more than one child in the district, money for lunch has to only be sent to school with one child, and will be deposited in your family account.

General Information

Conferences

Parent/teacher conferences are scheduled on the school calendar two times each school year. In addition to this, other individual conferences may be scheduled as needed. Parents are encouraged to contact the school at any time they have a concern.

Change of Information

Parents must keep the school office informed of changes of address, phone number, and emergency information. It is extremely important that we are able to contact parents in the event of illness or other emergencies.

Communication and Contact Information

<u>Topic/ Concern</u>	<u>Contact</u>	<u>Contact Info/Email Address</u>
General School and Lunch Account Questions	Connie Johnson - Administrative Asst.	conniejohnson@detlakes.k12.mn.us 218-847-1106
Student Records, Registration/Enrollment and Transfer Paperwork; Attendance Questions	Jennifer Klein - Administrative Asst. to the Principal	jklein@detlakes.k12.mn.us 218-844-4240
Homeless Support; Attendance Concerns	Allison Knutson - Homeless Liaison/Truancy Counselor	aknutson@detlakes.k12.mn.us
SAIL Program	Rhonda Fode - Instructional Coach; SAIL Program Coordinator	rfode@detlakes.k12.mn.us
Grading, Curriculum, Individual Student Concerns	Grade-level Classroom Teachers; Special Education Teachers	Rv.dlschools.net 218-847-1106 Staff Directory
Health Questions	Julie Hokanson - Health Assistant	jhokanson@detlakes.k12.mn.us 218-847-9268, ext. 7111
Student Support Groups; Individual Counseling; Behavior Support; Parenting Questions	Samantha Murphy – School Counselor	smurphy@detlakes.k12.mn.us 218-847-1106, ext. 4403
Transportation	Kathy Boelter	kboelter@detlakes.k12.mn.us 218-847-9271, ext. 1115
Laker Kids – After School Child Care	Director: Andrew Lesch	alesch@detlakes.k12.mn.us
Roosevelt PTO	Tonia Nelson	tonelson@detlakes.k12.mn.us 218-847-1106
Latest News and Updates	Trisha Mariotti, Principal Maggy Doll, Vice Principal	tmariotti@detlakes.k12.mn.us mdoll@detlakes.k12.mn.us 218-847-1106 Detroit Lakes Schools Website: www.dlschools.net Facebook: Detroit Lakes Public Schools

Lost and Found

Lost articles found at school are kept in a location for students or parents to reclaim. Please mark student's items with first and last names to help us find the owner. Please stop in periodically to check for lost articles. At the end of each month all lost and found items will be donated to a local charity.

Parent Volunteers

Roosevelt Elementary greatly benefits from the participation and involvement of parents and community members in school activities and functions. Parents wishing to volunteer at school are asked to contact the school office or their child's teacher.

Pest Control

Detroit Lakes Public School personnel may apply pest control materials inside buildings or on school grounds as necessary. Pest control materials are requested by the US Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office located at 702 Lake Ave. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should an application be deemed necessary on a day different from the days specified in the schedule.

Pets

Due to many student allergies, along with safety concerns, pets are typically not allowed in the school building.

PTO - Parent Teacher Organization

Roosevelt PTO is a vibrant and involved organization. Every family with a child at Roosevelt is considered a member. There is no membership fee. The PTO of Roosevelt Elementary strives to create a caring partnership between students, family, school and community. To get more information about the PTO, please contact the Roosevelt Elementary School office. PTO meeting dates will be published in the Roosevelt Revelations e-newsletter.

Pledge of Allegiance

Minnesota Statute 121A.11 requires schools to recite the Pledge of Allegiance to the Flag of the United States of America one or more times per week. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so, and this choice is respected by all students and staff.

Recess

Students will play outdoors on school playgrounds before school and before/after lunch on most days. Students need to dress according to weather conditions. Suggested winter wear for children during cold weather months include: warm coat, hat, mittens, snow pants, and winter boots. All children are expected to go out for recess when the weather temperature or wind chill temperature is at or above -9 degrees. Noon supervisors oversee lunch and recess activities in the cafeteria, hallways, and on the playground.

Student Promotion, Retention, and Placement

School District #22 Board of Education, administration, and the teaching staff believe that promotion, retention, and placement of students must permit flexibility and recognize individual differences. Factors such as academic achievement, student performance, social and emotional needs, and a student's special education Individual Education Plan (IEP) are considered. Efforts will be made to identify the special needs and talents of students early in their school careers so that an appropriate placement can be made. The final decision as to promotion, retention, or placement will be made by the principal after consultation and review of recommendations from teachers, parents and other resource personnel. The complete copy of this policy can be obtained at the school or district office.

Title IX Policy

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of sex in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Title IX coordinator, at 702 Lake Avenue, Detroit Lakes, (218-847-9271), or to the Director of the Office for Civil Rights, Department of Health and Welfare, Washington, D.C.

Visitors

Parents interested in visiting their child's class school during regular classroom hours must prearrange the visit with the classroom teacher. Children are not permitted to visit school unless accompanied by an adult or pre-arrangements have been made with the teacher or the building administrator.

The building is locked during the school day. All visitors will check in the office upon entrance to the building to visit or to check a child out for appointments. A "Visitor" badge must be obtained upon sign-in worn AT ALL TIMES while visiting the building.

Opt Out Form for MCA Testing

A copy of the opt out form is available via email or in the office.

Distribution of Non School Sponsored Materials

The purpose of policy 505 is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non school-sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board has adopted regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

This is a summary statement of Policy 505. A complete copy of the policy is available at any school or the district administration center.

Technology

Acceptable Use Policy

All Detroit Lakes Public School buildings have access to the Internet. The school district has adopted an acceptable use policy for staff and students concerning Internet usage. In addition, the district takes steps to prohibit access by students to inappropriate materials on the Internet. An acceptable use form must be signed by student and parent before a student is allowed access to the Internet. A copy of the entire acceptable use policy is available at any school or the district office.

School Web Page

Roosevelt School Web page can be accessed at www.rv.dlschools.net. Please notify the school office to share feedback or information that should be on the website.

Statewide Computer Reporting System

All Minnesota school districts are part of a statewide computer reporting system which uses the student social security number to record information about your child. This information is in turn provided to the Minnesota Department of Children, Families and Learning. This Department is required by law to collect and store information about each pupil, each staff member, and each educational program. Therefore, we ask that you, the parent, provide your child's social security number although you are not legally required to do so.

This information is used to determine how much money your school district receives from the state and federal government, to judge the quality of the state's educational programs, to improve instruction, to follow trends in student enrollment, and to track student participation in various programs.

The school district will use all social security numbers currently collected unless a parent and/or student withdraws that permission. If you choose to withdraw that permission, please notify the school your child presently attends.

Surveillance Equipment

To help ensure the safety of students and staff, Roosevelt Elementary uses video cameras for surveillance on school property including, but not limited to, halls, cafeterias, gymnasiums, and parking areas. Video cameras will not be used for classroom surveillance unless the principal and classroom teacher consent to the surveillance. Video cameras will not be used at a time or location that would violate a student's reasonable expectation of privacy including, but not limited to, a locker room, bathroom, or another area where a student may disrobe.

Parents Responsibility

Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. Instructions for where to obtain a copy of the Student/Parent Alternative To Internet Use Request Form for those parents requesting alternative activities not requiring Internet access.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and how to exercise this option.
4. A statement that the school district's acceptable use policy is available for parental review.

Detroit Lakes



Middle School 2024-2025 Handbook

Detroit Lakes Middle School
500 11th Avenue
Detroit Lakes, Minnesota 56501

OFFICE: (218) 847-9228

FAX: (218) 847-0057

STUDENT SERVICES: (218) 847-9228

Dr. Mike Suckert, Principal
Mr. Justin Hegg, Assistant Principal

Mrs. Shelley Cervantes, Last Names A-L
Mrs. Kari Swoboda, Last Names M-Z

Welcome to Detroit Lakes Middle School! As a middle school staff, we will work hard to make your middle school experience positive and successful. You are encouraged to be an active participant in your studies and co-curricular activities.

The mission of Detroit Lakes Middle School is to be a safe environment that will challenge and nurture all learners to achieve their full potential.

To accomplish this mission will require a cooperative effort on the part of students, teachers, administrators, parents and community.

This handbook belongs to: _____

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LEARNER GOALS

The goal of the Detroit Lakes Middle School is to improve the skill level of all students, particularly in the state assessed skill areas of reading, math and science.

- Reading/Math/Science– During the 2024-2025 school year, 100% of the students will demonstrate appropriate growth and achievement in reading, mathematics and science from 2023-2024 as measured by the Minnesota Comprehensive Assessments (MCA) and Star Assessment reports.

SCHOOL DAY AND SCHOOL HOURS

The school day will begin at 8:20 a.m. All students will be expected to remain in the commons area until 7:55 a.m unless they are receiving assistance with schoolwork from a staff member or need to be in the Library/Media Center. Afternoon dismissal is at 3:30 p.m. Students working with staff members or those participating in a club or activity are welcome in the building under staff supervision. All other students are expected to leave the building as soon as possible after the 3:30 dismissal time. Students who must remain in the building while waiting to be picked up must remain in the lower commons by the south door or by north doors in the upper commons.

All students will report to their Primetime rooms at 8:20 each day. The only bells that will be used will be at 8:15 a.m., 8:20 a.m., lunch bells, and 3:30 p.m. There will be an approximate 28-minute lunch period for each grade.

ATTENDANCE

School attendance is the combined responsibility of the student, the parents, and the school. A student can readily make up missed assignments, but missed class time cannot be replaced. Therefore, for a student to realize their full learning potential, daily class attendance is important.

Students are expected to:

- Attend school for all days of the established school calendar.
- Appear in class on time, prepared for academic endeavors.
- When absent, contact teachers upon return to plan for makeup work.
- Complete work as assigned by the teacher when an advanced make-up slip is presented for a planned absence.
- For advanced make-up slips, go to the office, have teachers sign the form and return it to the office.

An excused absence is an absence from school for reasons recognized by the State of Minnesota, the Detroit Lakes Public School or those deemed legitimate by the administration of the school. The State of Minnesota recognizes the following reasons for absences: personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged as excused are those that are requested in advance such as medical or legal appointments, religious activities, travel, essential work at home and family vacations. Any absence for participation in a school-sponsored activity shall be considered an excused absence.

An unexcused absence is an absence from school without a valid excuse. Common examples of unexcused absences include: oversleeping, shopping, hair appointments, missing the bus, non-essential work at home, and part or full time work.

Whenever possible, the school should be contacted between 7:45 a.m. and 9:00 a.m. on the day of the absence. If it is not possible to call the school between those hours you can call and leave a message on the voice mail. If it is not possible to contact the school on the day of the absence, a note signed by a parent/guardian or a phone call from the parent/guardian indicating the reason for the absence is required upon the return of the child to school. The principal/assistant principal shall determine if the absence will be excused or unexcused. If the school does not receive a note or phone call when the child returns to school, the absence will be classified as unexcused until a note or phone call is received. The district reserves the right to require a signed note from a doctor or other appropriate medical personnel for absences due to illness or other medical reasons. Students' attendance of sibling school programs must be accompanied by a parent. Attendance of programs by "friends" at school performances is prohibited.

A child who is subject to the compulsory attendance laws and is absent from instruction in our middle school for three or more class periods on three days without a valid excuse will be classified as a continuing truant. If this happens the assistant principal will notify the child's parent/guardian by phone or mail. On the seventh unexcused absence, the county attorney will be notified, requesting a petition of truancy be filed.

MIDDLE SCHOOL CURRICULUM

All students in grades 6-8 will have a full year of English, mathematics, science and social studies. Sixth grade students will also have specific reading instruction. All students will have opportunities in art, family and consumer science, and technology during their years at the Middle School. Physical education will meet every day for the entire year. Students have the option of being in both band and choir at grades 6, 7 & 8. Students not in music have reading in 6th grade and ITech in 7th and 8th.

GRADE REPORTING PERIODS

The Middle School will be using trimester grade reporting periods. Report cards will be mailed home for Trimester I & III and Trimester II report cards will be picked up at conferences in March.

Trimester I ends.....November 26

Trimester II ends.....March 7

Trimester III ends.....May 23

Progress grades for Trimester I will be picked up at conferences in October. Progress grades for Trimester II & III will be mailed home. The dates of the progress reports are:

Trimester I progress reportOctober 16

Trimester II progress reportJanuary 17

Trimester III progress reportApril 11

GRADING

Student grades are standards based on a five point (0-4) proficiency scale. The grade on the 7th and 8th grade report card will be the standard based proficiency level average achieved. Sixth grade report cards will be by standard and no averaging or grade point average will be tabulated. In general, a grade must reflect an accurate measure of each student's level of achievement pertaining to established local, state, or national standards and the essential learning outcomes related to those standards. The standards based proficiency scale is as follows:

Description

Exemplary 3.5-4.0	Student performance demonstrates thorough mastery and exceeds learning expectations by completing all requirements in a manner considered exemplary.
Meets Standards 2.75-3.49	Student performance demonstrates mastery of course standards that meet established proficiency criteria.
Partially Meets Standards 1.5-2.74	Student performance demonstrates incomplete mastery of course standards but meets some criteria relating to essential learning.
Does Not Meet 1.0-1.49	Student performance demonstrates incomplete and inadequate mastery of essential standards.
No Evidence 0.0-0.9	Student performance indicates no achievement after all remediation efforts.

SCHOLASTIC ELIGIBILITY

Eligibility requirements shall be those set forth by the MSHSL, as well as, the following:

- A. Students are expected to be in school to be eligible to participate in either practice or activities on that day or night. Consideration will be given for such reasons as medical concerns or family emergencies.
- B. Students must make satisfactory progress in school to be eligible. Academic status will be reviewed by Core Teams periodically beginning the fourth week of the school year. Any student receiving notice of failing or incomplete grades will be ineligible to participate in extra-curricular activities until satisfactory progress has been shown by the student and verified by the Core Team. Eligibility will be determined by the DLMS Administration.

Students involved in behavioral referrals or incidents may be removed from extra-curricular activities at the discretion of the building administration.

PARENT/TEACHER CONFERENCES

The first conference dates will be Thursday, October 24 from 4:00 – 8:00 p.m. and Monday, October 28 from 4:00-7:00pm. The second conference dates will be Thursday, March 20 from 4:00 – 8:00 p.m. and Monday, March 24 from 4:00-7:00pm. These conferences will be a combination of scheduled and unscheduled conferences. Scheduling information will be sent out prior to the conference dates.

Parents and/or teachers can schedule a conference anytime during the year when the need arises. Don't hesitate to call a teacher if you feel there is a need for a conference.

MINNESOTA COMPREHENSIVE ASSESSMENT

All students in grades 6, 7, & 8 will take the Minnesota comprehensive assessments in reading, mathematics and science (8th grade only). These tests are traditionally administered from mid April to early May. Opting out information may be viewed at:

<https://education.mn.gov/mdeprod/groups/educ/documents/basic/bwrl/mdu5/~edisp/mde059688.pdf>

APPROPRIATE ATTIRE/HYGIENE

While we have no formalized dress code at Detroit Lakes Middle School, we ask that students wear clothing that is appropriate to wear in the school setting, for weather conditions and in good taste. There are some guidelines that students need to follow:

- Caps, bandanas, hoods, or any other head covering will not be worn in the school from 8:20-3:30.
- Clothing with alcoholic, gang related or other inappropriate slogans will not be allowed.
- The length of skirts and shorts should be appropriate for a public school setting.
- No tank tops or tops with spaghetti straps.
- Shirts and tops must be appropriate so no midriff area or cleavage is visible.
- No visible undergarments.
- Clothing with cuts or tears in inappropriate locations are not to be worn.
- Shoes must be worn at all times.

Parents will be notified of a violation. The student will call home to make arrangements to change clothing. If parents cannot be reached, an alternate clothing option, provided by the school, will be offered to the student. When in doubt about what to wear, use common sense and/or ask a staff member for an opinion. These standards for proper attire also apply for school sponsored activities.

AREA LEARNING CENTER

This program has been created to help students having difficulties achieving success in traditional mainstream courses realize success in a different learning environment. The academics support the traditional mainstream courses using differentiated learning and instruction, a multiple intelligence assignment base, utilizing the community as a learning tool, and a hands-on approach in smaller classes with more individualized instruction. If necessary, students will be taught reading and math strategies using their course curriculum as the content used for teaching the strategies.

BICYCLES, ROLLERBLADES, SKATEBOARDS

If bicycles are ridden to school, they must be kept in the bicycle racks located on the south side of the Middle School or in front of Roosevelt School. Bicycles should be locked at all times. Students are not to ride their bicycles once the students arrive at school.

Rollerblades and/or skateboards are not to be used during the school day. If they are brought to school they need to be stored in the student's locker until the end of the day.

BULLETINS/ANNOUNCEMENTS

A weekly bulletin will be put out typically on Thursday of each week for the following week. The bulletin will contain a list of scheduled events and announcements. Items for the weekly bulletin should be in writing and in the principal's office by 4:00 p.m. on Wednesday the week preceding the announcement.

The intercom will be used to make daily announcements and emergency announcements.

BUS TRANSPORTATION

Bus transportation is provided by district buses (847-9271), Olander Bus Company (847-7533), and Schultz Bus Company (847-9266).

School bus riders may be subject to electronic surveillance on school buses. The conversations and actions of school bus riders may be recorded on videotape. These videotapes may be made accessible to person(s) appearing on the videotape. School District employees whose work assignments reasonably require access to the information on the videotape, and any other person or entity authorized by law to have access to the information including, but not limited to, law enforcement agencies. The rules for conduct on school buses are listed in the District Activity Calendar.

The school principal, or his designee, is responsible for dealing with discipline problems on the school bus. Failure to abide by the bus rules will result in disciplinary action. The maintenance of the discipline policy, as established by the School Board, will be carried out by the bus driver.

BUS LOADING PROCEDURES

1. Students who ride the buses which load in the north bus lane must wait inside or in front of the Middle School until your bus arrives. You are not to wait on the sidewalk by the Roosevelt School or inside the Roosevelt School.
2. Students must walk on the sidewalk when leaving the Middle School.
3. All middle school students must wait for elementary students to load before getting in line for the bus.
4. Students waiting for buses in front of the Middle School are to line up in an orderly manner at least three feet from the curb and wait for the bus to come to a complete stop before moving forward.
5. Supervisors, whether they are from the Middle School or from Roosevelt School, are in charge of the loading of buses. You are expected to respond in a positive manner when instructed to by the supervisors.

CELLULAR PHONES/PERSONAL ELECTRONIC DEVICES

The Middle School prohibits the use of cellular phones during the school day 8:20-3:28. Cell phone use will be handled with the cell phone collected, given to the office. Violations will be: 1st offense – student gets phone from office after school, 2nd offense – student gets phone from a principal after school, 3rd offense – parent must pick up phone. DLMS is not responsible for cell phones and other personal electronic devices brought to school. The complete personal electronic device policy is at the end of this document.

CHANGE OF ADDRESS

Anytime there is a change of address or change in telephone number, students and/or parents should inform the office so the information can be changed in the computer.

CLOSED CAMPUS

Detroit Lakes Middle School is a closed campus. Once a student arrives at school, he/she must remain at school unless they have signed out in the office with parent/guardian permission. Students must stay on campus after school in order to ride school buses. Leaving campus is grounds for discipline or bus denial.

CO-CURRICULAR ACTIVITIES

We are the 'Lakers' and our colors are red and white. Under the direction of the activities director, girls and boys in the Middle School will have the opportunity to participate in the following activities:

Boys & Girls

Band
Choir
Speech
Drama

Boys' Sports

Football (F)
Soccer (F)
Cross Country (F)
Swimming (W)
Basketball (W)
Wrestling (W)
Nordic Skiing (W)
Track (S)
Tennis (S)
Golf (S)
Baseball (S)

Girls' Sports

Volleyball (F)
Soccer (F)
Cross Country (F)
Tennis (F)
Swimming (F)
Basketball (W)
Gymnastics (W)
Nordic Skiing (W)
Track (S)
Softball (S)
Golf(S)

Participation fees for students in grades 7 & 8 are set at \$60.00 for each activity in which students are participating. A sports physical must be submitted before you can register online. The information needed for participation includes parent permission, eligibility, and insurance.. These online forms only need to be completed once each year, prior to the first activity of the year, subsequent activities require fee payment and updating online information. All registration is available at www.lakeractivies.com.

DETENTION STUDY HALL

Detention study hall may be issued at principal discretion for homework completion, attendance issues (skipping), or behaviors that have violated student code of conduct. Detention may be after school from 3:30-4:00 Monday-Thursday as needed. A detention form will be issued to the student and parents notified of detention. Students missing detention will have additional time added and will be subject to further disciplinary action. Parents are expected to make arrangements to pick up their student after detention study hall.

DROPPING COURSES

Any students wanting to drop a course must do so within the first four days of the school year. The drop must be approved by the parent, administration, and counselor.

EMERGENCY PROCEDURES

A continuous buzzing of the alarm signals Fire Drills. When you hear the fire alarm, leave the building immediately through the nearest exit. Follow the teacher's instructions. Do not take books with you. Do not go to your locker for a jacket, even in winter. Exit routes are posted in each classroom. Teachers will explain the procedure during the first day of classes. Remain outside the building until you hear the signal to return to classes.

Tornado drills are signaled by an announcement over the intercom system. Go to your designated area and sit on the floor. Follow all teacher instructions.

FEES

Public education in Minnesota is free to all students who are residents. However, fees may be charged under the following circumstances:

- A project in Art, Family and Consumer Science, Ind. Technology or some other course that is in excess of material requirements of the minimum course outline, provided the student elects to do such a project with the approval of the instructor.
- Cost of school equipment or material destroyed or broken or unduly damaged through carelessness, failure to follow instructions or vandalism, in the amount necessary to restore the item involved to service.
- Rental charges on school owned musical instruments, if the student is using the instrument.
- Cost of field trips, which are available from time to time, but not required as a part of the course, should the student choose to participate in the field trip.
- Admission fees for concerts, plays, athletic events, and other programs or activities, which the student may attend at their option.

Students are required to furnish their own paper, pencils, pens, notebooks, sketch pads, phy. ed. clothing and shoes, and other items of personal equipment.

COUNSELING/STUDENT SERVICES

The Middle School has two full-time counselors. Counseling services are available for every student in school. These services include assistance with academic concerns, study help, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor. Students and parents can contact the counselors at any time.

HOMEWORK

Purpose:

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Detroit Lakes Middle School staff to assign relevant, challenging, and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, and complete unfinished class assignments.

Homework Types:

- Practice exercises to follow classroom instruction.
- Preview assignments to prepare for subsequent lessons.
- Extension assignments transfer new skills or concepts to new situations.
- Creative activities to integrate many skills toward the production of a response or product.

Student Absence:

Students who miss school because of an absence are expected to collect all of their homework and catch up on their assignments. It is the student's responsibility to get work missed due to an illness or absence. Students that miss class because of an activity are expected to collect their homework before the day of the activity and have their assignments completed for the next day.

Responsibilities of Students:

- Keep track of assignments/activities utilizing your ipad.
- Ask teachers for help when you don't understand an assignment.
- Make sure all assignments are of QUALITY work and completed on time.
- Use Directed Study to help make up work, get help from teachers or work on homework.

- Remember to get work before an activity and make up work after an absence.

Responsibility of Parents:

- Set a regular, uninterrupted study time each day in a well-lit, quiet area.
- Check your child's PLANNER daily
- Regularly access Skyward to help monitor your child's progress.
- Use the DLMS web site to check weekly homework assignments.
- Help your student work to find the answers, not just get it done.
- Be aware your child can make arrangements to get extra help from his/her teachers before school 8:00-8:20 and after school 3:30-4:00.
- Contact teachers to stay well informed about your child's progress.

Responsibility of Teachers:

- Provide necessary instructional input and make sure students understand the material before assigning homework.
- When relevant, assign meaningful homework that reinforces classroom learning.
- Check and review homework with students and provide immediate feedback.
- Be available to help students who are having trouble with an assignment.
- Communicate with other teachers and resource staff.
- Inform parents when a pattern of late or incomplete work develops.

We ask that parents help us with the homework issue. While students may say, "I have none," or "I will do it in Directed Study," home study time should still be maintained by studying for upcoming assessments or reading. All students have access to technology that allows them to access teacher resources and information and to keep a calendar of events/assignments.

ILLNESS/INJURIES DURING SCHOOL DAY

In case of sudden illness or accident during the school day, students should report to the nurse's office or main office if the nurse is not there. The parents will be called to pick the student up if needed. Office personnel must talk to one of the parents before that student will be allowed to sign out.

IMMUNIZATIONS

State law requires all students attending public school to have a complete history of all required immunizations or a copy of a legal exemption form on file at school. You will need to prove a record of these or notarized exemption from on or before the first day of school. If we do not have these records on file, your child may be denied attendance in school until such records are in compliance.

Before entering 7th grade, students are required to have a Tdap booster (tetanus-diphtheria-pertussis) and the Meningococcal vaccine in addition to previously required vaccinations.

LIBRARY/MEDIA CENTER

Your Library is your information place. Computers, photography, videotapes, CD disks, books, magazines, newspapers, TV studio, drawing room, and many other components make up the housing, locating and using of information. It is a fun place with much to do. However, it is a place where the rights of others to concentrate and study quietly must be maintained. Responsible behavior will be required at all times. The Library/Media

Center will be open before school, during the lunch period and after school for student use as well as during the day.

LOCKERS

School lockers are the property of the school district. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason 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, school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. The School District may use canine detection services to conduct a general search of the Middle School hallways adjacent to student lockers. If the dog(s) indicate that contraband is located in a locker, the interior of the locker and the items inside the locker will be searched.

Lockers should be used to house your textbooks and other school materials when they are not in use, and other personal belongings. You will be assigned a locker at the beginning of the year and will be expected to use that locker for the entire school year unless assigned another locker by the Principal or Assistant Principal. It is important that you not share your locker combination with any other students. Students are responsible at all times for their personal property. You will be expected to keep your locker clean during the school year.

LOST AND FOUND

Lost and found articles that are turned in will be in the office or the rack in the south foyer. If you have lost an item, check in the foyer or office. Lost and found materials are typically taken to the boys and girls club several times a year.

LUNCH PROGRAM

The options the students have for lunch each day are: regular hot lunch, salad bar, choice line, or bringing their own lunch. The cost of a school lunch and milk will be announced over the summer. Ala Carte items are priced on an individual basis.

Each student will have a keypad number for the computer in the kitchen area when they receive their lunch. Each lunch is charged back to the family lunch account.. There will be a meal limit on charges. If an account reaches five meals in charges, the parents will be notified that the student will be receiving a peanut butter sandwich and milk until the bill is paid. There must be funds in the student's account for the student to eat ala Carte. Statements will be available from the school office to any parent who requests them. Lunch payments can be made by the week, by the month, or by whatever method parents feel comfortable with. Students can bring in lunch money before school each day or during the lunch period on the first school day each week. Parents or guardians may have the remaining money left in their student's account at the end of the year carried over to the next school year.

Information on free and reduced price lunches has been mailed to all homes in the district. If you were missed for any reason, this information is available in the school office throughout the school year. If you are eligible for free or reduced meals, you must fill out the application each year and return it to the office. Free and reduced

lunch applications must be in by October 1 to continue in the program. The free and reduced lunch program applies only to the basic meal. Any additional items purchased are the responsibility of the family.

There will be three lunch periods. Each will be 28 minutes long. The lunch tables will be set up in the south part of the lower Commons. Students are expected to return their trays and eating utensils to the designated area. Each student is expected to pick up the table area where they were sitting and eating. Students are expected to walk to lunch and line up in an orderly manner. After students finish their lunch, they are expected to remain in the commons area by the office or go outside. Students who go home for lunch must sign out in the office. Parents who pick their student(s) up for lunch must sign them out in the office. It is expected that these students will be back at school for the start of the class period immediately after the 28 minute lunch period.

MEDICATION PROCEDURES

All medication must be kept in the nurse's office and dispensed by office personnel. A written request from the parent or guardian for medication must be on record at the school before any medication can be dispensed.

OFFICE

The office is the business center of the school. Students having business in the office should let the office personnel know what they need as soon as they get to the office. Students who need to get copies made, either for themselves or for a teacher, must check with office personnel. No students should go directly to the workroom. If students are sent to the office for disciplinary reasons, they should let the office personnel know this, then sit down quietly and wait to see the principal or assistant principal. Parents and other visitors to the school should register in the office for security reasons.

PHYSICAL EXAMS

Athletic physicals are required for all students in 7th grade and new 8th grade students before being allowed to participate in athletics. Physical exam forms are available at the clinic/service provider office. Students should make their own appointments for physicals and try to avoid scheduling them during the school day.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance will be recited in accordance with District #22 guidelines, traditionally the first day of the week.

POP, CANDY, GUM

There is to be no pop or candy consumed in instructional areas by students during the school day (8:20 – 3:30), unless it is a special day or under circumstances that would allow it. These special days or circumstances need to be cleared through the office. Outside groups or individuals who sell candy as a fund-raising effort are not to sell during the school day. Gum chewing in the classroom is at the discretion of the individual teacher.

POSTERS AND SIGNS

Before any kind of poster or sign is put up in the halls or commons, it must be approved by the Administration. Posters that are permitted are those relating to school activities, activities of other district and neighboring schools, church activities, or civic service groups.

PROHIBITED MATERIALS

Students should bring only necessary materials to school. All other materials are considered unnecessary and a potential distraction to the instructional program.

The following are some, but not all, of the items which students should not have at school: rubber bands and paper wedges, boom boxes, digital music devices, headphones, video games, squirt guns, water balloons, toys of any kind, permanent markers, matches, lighters, throwing stars, nunchucks, harpoons, fortnite weapons, tridents, light sabers, laser devices, incendiary devices, silly string, menacing jewelry, super glue, spray cans of any kind, dangerous objects, valuable objects, and firecrackers. If it becomes necessary to conduct a search for contraband material to ensure the safety of student(s) and the maintenance of an appropriate academic atmosphere, it will be done in accordance with the school policy. The school is not responsible for confiscated prohibited materials and is not obligated to investigate thefts or missing prohibited materials. Possession of prohibited materials may result in disciplinary action that may include detention and/or suspension.

STUDENT ASSEMBLIES

Student assemblies are held to provide information to students or for student entertainment. Students are expected to be well behaved and act in a respectful manner at all times. Any student that does not cooperate will not be allowed to attend future programs.

SCHOOL CLOSINGS/WEATHER

Inclement weather may result in a decision to start late, dismiss early or cancel classes for the entire day. Official announcements concerning these will be made over [KDLM\(AM1340\)](#), [KRCQ\(FM102.3\)](#) in Detroit Lakes; and [WDAY\(AM 970\)](#) or [WDAY TV Channel 6](#) in Fargo and via the [Instant Alert system](#).

STUDENT COUNCIL

The Student Council will be a student leadership organization and has permission to recommend student activity days. Students wishing to participate will be allowed to sign up for the student council. Students participating in the student council will be expected to maintain their academic standing. Members of the student council will be expected to participate in meetings, learn about leadership and attend a school board meeting, city council meeting and county commissioners meeting during the school year. Volunteerism will be an integral part of the student council. The student council will usually meet on a monthly basis, and special meetings may be called when there is a need for such meetings.

STUDENT PROMOTION CRITERIA

Students in grades 6-8 are promoted to the next grade level by making satisfactory progress on the standards in the core classes of English/Reading, Math, Science, and Social Studies.

Students who do not make satisfactory progress in three of their four core classes may repeat the entire grade unless they attend summer school programming.

Students who do not make satisfactory progress in one or two of their core classes can use the following options:

- a. *Summer school*
- b. *Independent study during the summer.*

The parents or guardians of students not passing core classes will be contacted to review possible options. Students must complete the required Middle School curriculum and be recommended to enter the high school program by the Middle School Principal.

STUDENT SIGN-IN/SIGN-OUT

Students who arrive at school after the school day begins must sign in at the office stating the reason for being late and the time.

Students who leave the building during the day must sign out in the office. If students leave for a scheduled appointment, they must have an out-of-building pass. To receive this pass, they must have a note from their parents/guardian or parents/guardian must call in prior to the time. It is best if this can be taken care of before school on the day of the appointment. When students are ready to leave the building, they must sign out in the office giving the reason for signing out and the time. If students return to the building on the same day, they must sign in at the office when they return.

STUDENT TECHNOLOGY

Students will be issued technology devices this year (Chromebooks). They are responsible for their technology and the appropriate use thereof. Students will sign appropriate use agreements. Personal electronic devices (cellular/smart phone, mp3 players, etc.) are discouraged. Personal devices must be off, secured, and essentially invisible during the school day. DLMS and ISD #22 are not responsible for personal electronic devices. School and district policy prohibits video/audio recording of students/staff without their consent and approval of school officials.

SURVEILLANCE EQUIPMENT

To help ensure the safety of students and staff, Detroit Lakes Middle School uses video cameras for surveillance on school property including, but not limited to, halls, auditoriums, cafeterias, gymnasiums, and parking areas. Video cameras will not be used for classroom surveillance unless the principal of the school and the teacher of the classroom consent to the surveillance.

Video cameras will not be used at a time or location that would violate a student's reasonable expectation of privacy including, but not limited to, a locker room, lavatory, or another area where a student may disrobe.

TARDY POLICY

A primary responsibility of our students is to report to all classes in a timely fashion. All students are expected to be in the classroom, with the necessary instructional materials, prepared to work exactly on time as instructed by your teachers. Being tardy to class is dealt with through Level I discipline referral.

TELEPHONE/MESSAGES

Students need permission to use the telephone in the office during the day. The student phone in the commons will be turned off during the day. Students are not to use telephones in the classrooms. Because of the limited number of phone lines, calls should be as brief as possible.

****Messages for students that are not of an emergency nature will be hung up in the office window. Students should check for messages periodically throughout the day.**

TEXTBOOKS

Textbooks and workbooks are provided free to all students. Students will be asked to cover the books with book covers. We expect normal wear each year in the use of textbooks. Damage that exceeds normal wear and lost textbooks will be charged to the student.

VISITORS

Parents are always welcome at Detroit Lakes Middle School. All parents and visitors must report to the office before going to other parts of the building. Because we need to keep disruptions to a minimum, all other visitations are to be discouraged. Students who would like to bring a visitor must get permission from a Principal at least one day prior to the visit. The student visitor must be in grades 6-8. Non-enrolled students are not to be on campus without permission.

VOLUNTEERS

There are times throughout the school year when the Middle School needs adult volunteers. These times may include class projects, field trips, school parties/dances, classroom tutoring, assisting with clerical tasks, answering the telephone, etc. If you would be interested in volunteering, call the school office at 847-9228.

WITHDRAWAL PROCEDURES

Any student leaving to attend another school withdraws from the Middle School through the student services office. Written requests to withdraw are submitted by the parents/guardian. The student then takes a withdrawal form to each class and has it signed by the teacher who records the grade on the form and certifies that all textbooks and materials have been returned. The student also has the form signed by the librarian indicating that all materials have been returned. All fines and lunch bills must be paid. The form is then returned to the student services office completing the withdrawal process. The process should take an entire school day so please plan accordingly.

POLICY PROHIBITING SEXUAL, RACIAL, AND RELIGIOUS HARASSMENT AND VIOLENCE

Everyone in the Detroit Lakes Public School has a right to feel respected and safe. Consequently, it is important for everyone to know about the district policy to prohibit sexual, racial, or religious harassment or violence of any kind.

A harasser may be a student or an adult. Harassment may include, but is not limited to any of the following when related to race, religion, sex or gender:

- a. *name calling, jokes or rumors;*
- b. *pulling on clothes;*
- c. *graffiti;*
- d. *notes or cartoons;*
- e. *unwelcome touching of a person or clothing;*
- f. *offensive or graphic posters, book covers; or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad.*

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, principal, assistant principal or the District Human Rights Officer (847-9271).

You may also make a written report using your own paper or the district report form available in the principal's office, School District office, or the office of Human Rights Officer. It should be given to the teacher, counselor, social worker, principal, assistant principal, or the District Human Rights Officer.

Your right to privacy will be respected as much as possible.

We will take seriously all reports of sexual, racial, or religious harassment or violence and will take timely and appropriate action based on your report.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.

This is a summary of the policy prohibiting sexual, racial, and religious harassment and violence of Independent School District #22. If you would like a copy of the complete policy, have questions or would like further clarification, please contact your building principal.

SECTION 504 INFORMATION

Section 504 is an Act that prohibits discrimination against persons with a disability in any program or activity that receives benefits from Federal Financial assistance. The Act defines a person with a disability as anyone who:

- has a physical or mental impairment which substantially limits one or more major life activities, including activities such as caring for one's self, performing manual tasks walking, seeing, hearing, speaking, breathing, learning or working;
- has a record of such an impairment; or
- is regarded as having such impairment. (34 Code of Regulations Part 104.3)

In order to fulfill its obligations under Section 504, the Detroit Lakes School District #22 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability will be permitted in any of the programs and practices of the school district.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate and, if the child is determined to be eligible under Section 504, provide access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has the right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are any questions, please feel free to contact Renee Kerzmann, Education Director, at 847-9271.

ACCEPTABLE USE POLICY

All of our schools have access to the Internet. The school district has adopted an acceptable use policy for students using the Internet. In addition, the district is taking steps to prohibit access by students to

inappropriate materials on the Internet. An acceptable use form needs to be signed by the student and parent before a student is allowed access to the Internet. This completed form is kept on file and needs to be completed only once. A copy of the entire acceptable use policy is available in the middle school office or the district office.

CHEMICAL USE/ABUSE POLICY AND PROCEDURES

Independent School District #22 believes that a positive relationship exists between successful school experiences and sound physical, mental, social and emotional health. It is a belief that any misuse of mood altering chemicals constitutes a hazard to the learning environment and the positive development of students. The school district has a K-12 educational awareness program of chemical use and dependency and support staff to deal with these issues. The complete policy dealing with chemical use/abuse and the procedures is located in the main office.

CHILD ABUSE/NEGLECT POLICY AND PROCEDURES

It is the policy of Independent School District #22 to protect children whose health and welfare may be jeopardized through physical or sexual abuse and conditions of neglect and to comply with the law requiring the reporting of suspected physical and sexual abuse and conditions of neglect involving children. The reporting of maltreatment of minors shall be strictly adhered to in accordance with provisions of Minnesota Statute, Chapter 625.556. A complete copy of this policy is in the main office.

TITLE IX POLICY NOTIFICATION

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of sex in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the Assistant Superintendent at 702 Lake Avenue, Detroit Lakes (218) 847-9271 or to the Director of the Office of Civil Rights, Department of Health and Welfare, Washington, D.C.

DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

The purpose of policy 505 is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board has adopted regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

HAZING POLICY

The act of hazing means committing an act against a person, or coercing a person into committing an act, that creates a substantial risk of harm to a person, in order for a person to be initiated into, or be affiliated with

an organization, or for any other purpose. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

PEST CONTROL MATERIALS NOTICE

Detroit Lakes Public School personnel may apply pest control materials inside or on school grounds as needed.

Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at the district office located at 702 Lake Avenue. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should an application be deemed necessary on a day different from the days specified in the schedule.

SHELTER IN PLACE/LOCKDOWNS/CASE

The Detroit Lakes School District wants to ensure the safest and most secure environment possible for students and staff. As part of this practice, all of our schools have adopted policies for a variety of emergency situations. Students should be aware of how to respond during these incidents.

Lockdown drills are mandated by Minnesota State Law and will be practiced a certain number of times per year. Your teacher will go through the steps with you and help to answer any questions you may have. There are two types of lockdowns:

Shelter in Place: Is a shelter in place modified lockdown that keeps students secured in rooms and suspends regular school functions but still allows teachers to have classes and assigns other staff members different duties. A code yellow may be used for a variety of situations and there is no reason to panic. Students not already in classrooms should report to their homeroom or the nearest classroom promptly.

CASE: Is the acronym for Counter, Alert/Alarm, Secure, Evacuate – These are the non sequential options/expectations for emergency situations in our school. Staff are trained on CASE measures and this research based method is the most effective countermeasure and is used by many schools and other organizations throughout the country.

Multi Tier System of Supports (MTSS) DLMS School Wide Expectations

	ATTEND	ACHIEVE	BEHAVE
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CLASSROOM	<ul style="list-style-type: none"> • Be on time • Understand expectations when absent 	<ul style="list-style-type: none"> • Complete Assignments • Turn in quality work • Ask for assistance when needed 	<ul style="list-style-type: none"> • Have materials ready • Stay on task • Speak appropriately
LUNCHROOM	<ul style="list-style-type: none"> • Be in the lunch line at appropriate time • Stay in appropriate areas inside/outside • If inside, stay seated 	<ul style="list-style-type: none"> • Clean up after self • Use time wisely • Thank lunch staff • Leave table neat 	<ul style="list-style-type: none"> • Be aware of surroundings • Hands and feet to self • Use inside voice
RESTROOMS	<ul style="list-style-type: none"> • Use in between classes and during lunch • Go by yourself 		<ul style="list-style-type: none"> • Flush • Practice good hygiene • Clean up after self • Respect property
ASSEMBLIES	<ul style="list-style-type: none"> • Stay for entire performance • Take breaks before or after performance 		<ul style="list-style-type: none"> • Sit where you are directed to sit • Respect speakers • Be attentive
HALLWAYS	<ul style="list-style-type: none"> • Enter hallways no earlier than 7:55am • Vacate hallways by 3:40pm 	<ul style="list-style-type: none"> • Efficiently use your time to get materials 	<ul style="list-style-type: none"> • Go directly to class • Hands and feet to self • Stay in own hallway • Stay to the right
SCHOOL GROUNDS	<ul style="list-style-type: none"> • Stay on campus once you arrive until the end of the day • Leave campus by 3:40 	<ul style="list-style-type: none"> • Take pride in school grounds and building 	<ul style="list-style-type: none"> • Take care of your own possessions and litter • Be where you are directed to be
BUS	<ul style="list-style-type: none"> • Be in line and on time • Be prepared to leave at the end of the day (especially those riding early bus) 	<ul style="list-style-type: none"> • Respect the bus driver • Keep track of belongings while on the bus 	<ul style="list-style-type: none"> • Hands/feet to self when in line • Be good example for younger students • Food and drink not allowed • Keep litter off bus
OPEN GYM	<ul style="list-style-type: none"> • Come and be active! • Everyone can play 	<ul style="list-style-type: none"> • Demonstrate good sportsmanship 	<ul style="list-style-type: none"> • Play safe • Respect property • Food and drink not allowed • Use equipment appropriately • Pick up equipment

MIDDLE SCHOOL BEHAVIOR AND RESPONSIBILITY PLAN

Statement of Purpose

The Detroit Lakes Middle School believes that:

- every teacher has the right to teach
- every student has the right to learn

To allow this to occur, students need to learn that they are individually responsible for their actions and attitudes. The process of maturation requires the student to develop the skill of self-discipline. To allow this goal requires continuous communication between teacher, student and parents in terms of expectations of student behavior and the consequences for inappropriate behavior.

School-Wide Behavior Expectations

The purpose of the school-wide behavior expectations is to provide a safe, positive and orderly environment conducive to academic, social and emotional development for our students. To accomplish this goal students are expected to:

- show respect for themselves, others, and all property
- be responsible for their behavior
- cooperate with others
- solve conflicts and problems in a constructive manner
- put forth their best effort and be actively involved and committed to their learning

Behaviors:

Behaviors are classified as Level I and Level II. Level I behaviors are usually less severe and are dealt with immediately by the teacher. Level II behaviors are more serious and are dealt with through a referral to the office. Examples of Level I and Level II behaviors are listed below:

<u>Level I Behaviors</u>
gum/candy/soda tardies cheating running in halls late/incomplete assignments note writing in class not prepared/not dressing for P.E. littering public displays of affection toys/gameboys/headsets inappropriate behaviors (hitting, pushing, tripping) disrespect for self and others destroying personal or others property inappropriate language

<u>Level II Behaviors</u>
bullying – intimidating, making others feel unsafe inappropriate language/gestures misusing and/or destroying school property physical/verbal assault inappropriate dress sexual/racial/religious harassment vandalism weapons insubordination truancy leaving school grounds alcohol/tobacco/drugs threats, verbal or written inappropriate materials causing injury to others theft persistent Level I Behaviors

Level II Behaviors

- Procedure
1. Level II behaviors are referred to the office for action.
 2. When a student is referred to the office, the teacher will send, with the Student Conduct Report, the student to the office. The administrator will then call the office to determine if the student being sent to the office.
 3. The administrator will complete the Student Conduct Report, notify parent/guardian and determine the consequence.
 4. The administrator will place the original copy on file and place the duplicate copy in the teacher’s mailbox with any follow up information that needs to be completed.

- Possible consequences:
- Restorative Measures
- Detention
- Monetary Repayment
- Non-participation in School Activities
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Expulsion
- Exclusion

Definitions:

- Restorative Measures – The philosophy and process by which a person who does harm repairs the damage caused so that order is restored to those affected.
- Detention – a period of time designated by the school where the student is under the supervision of an adult as a consequence for inappropriate behaviors. Detentions do not occur during the students academic day.
- Reasonable Force – Corporal punishment is not be used, but staff may use reasonable force for the purpose of restraining a student to prevent or minimize damage to property or injuries to themselves or other persons. Any staff member may use reasonable force to transport a student to the office or other place where the staff member may secure assistance.
- Removal from Class – the short-term removal of a student from class. The student remains in school under the supervision of the administration or designee. There will be an informal administrative conference and the removal will not exceed three class periods.
- Suspension – an action by the school administration that prohibits a student from attending school for a period of no more than ten days. Suspension may be in-school or out of school. Students will not be allowed to participate in school activities during the period of the suspension.
- Expulsion – an action by the school board to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled.
- Exclusion – an action by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year.
- Due Process – the opportunity for all parties involved in an incident to tell their side of the story before a final decision is made.

K-12 DISCIPLINE AND VIOLENCE PREVENTION POLICY

(This is a condensed version of the policy. The complete policy is in the school office.)

RIGHTS AND RESPONSIBILITIES OF STUDENTS

Every student has the right....

- To citizenship in the school community as granted by the U.S. Constitution and the State of Minnesota. Civil rights may not be abridged, obstructed, or in any other way altered, except in accordance with due process law.
- To freedom from racial and sexual bigotry, discrimination, or intolerance.
- To fair, consistent uniformity of application of rules without discrimination or bias within the construction of the total learning environment.

- To air grievances, problems, and concerns through legitimate channels and to propose changes in rules or policy through channels provided by the school and all students.
- To express opinions, feelings, and criticisms, and to make choices.
- To be fully informed orally or in writing of any and all disciplinary charges and reasons for corrective measures taken with an explanation of the evidence school officials have used against him or her.
- To be allowed to present his/her version of an incident in question in a fair hearing before any consequences are determined.
- To expect authority to protect these rights.
- To expect a safe, educationally stimulating, non-violent, and productive learning environment without interruptions, disruptions, or distractions from within or without the classroom setting.
- To a productive educational environment in which they may learn the social skills necessary to develop into mature, responsible young adults, accountable for their own actions.
- To learn in an environment or atmosphere in which there is a fostering of self-discipline as an aspect of responsibility.
- To participate in student activities and organizations.
- To be informed of all policies, rules, and regulations they shall be expected to follow in the classroom, building, school bus, and district via easily understood form using written, visual, and oral approaches as necessary.
- To homebound instruction when extended absence is due to medical reasons.
- To make up work missed during an excused absence without discrimination or harassment.
- To be known, to be somebody, to be appreciated as a person and to be treated with dignity and respect.
- To expect positive behavior by others in the educational setting.
- To avail themselves of the counseling, social, and psychological services provided by the school district.
- To choose their own manner of dress and personal grooming unless it presents a clear danger to the students' health and safety, causes a clear interference with work, or creates disorder in the learning environment, cause others to be intimidated by fear or violence, promotes an illegal activity, is offensive or discriminative in nature.

Every student has the responsibility to ...

- To become knowledgeable about this policy.
- To assist in efforts to establish and maintain a safe, stimulating, and productive learning environment in the democratic school society.
- To abide by accepted standards of good conduct and discipline while participating in any school function or activity and while going to and from school, whether riding on public or private conveyance, or walking.
- To know and comply with established school rules and regulations and established school district policies promulgated by local school boards. (MN Statute 120-6, 1974).
- To refrain from disruptive behavior that may interfere with a teacher's right to teach and a student's right to learn.
- To attend regularly scheduled class sessions as established by the schools.
- To bring to class materials required for daily classroom use.
- To complete assigned class work on time and according to instructions given by the teacher.

- To accept the authority of faculty and school district officials on school property and during school sponsored off-campus events, on school buses, etc.
- To follow policy and regulations during school sponsored activities away from school regardless of time or place in such a manner as not to impede the safety or educational value of the activity.
- To obey all safety regulations in the educational setting.
- To use appropriate language avoiding cursing, using profanity, or vulgar language.
- To refrain from physical force, verbal abuse, threats, blackmail; the use, sale, or exchange of alcohol or any illegal drugs; smoking; stealing; vandalism; and other illegal activities.
- To bring a written excuse from a parent or guardian when returning to school following an absence.
- To accept the consequences of actions committed outside the boundaries of the rights.
- To communicate with appropriate school staff if there are grievances, problems, or concerns regarding the learning environment.

B. Staff Responsibilities

- Each staff member shall become knowledgeable about this policy; staff members are required to instruct students, where appropriate, about the contents of the discipline policy.
- To encourage, in students, self-discipline and respect for authority.
- To treat students with dignity.
- To recognize individual differences among students.
- To ensure the enforcement of school rules as listed in the student handbook.
- To use such reasonable measures as may be necessary to maintain a safe and orderly environment in the classroom, in the school building, on school property, and at school functions. A teacher has the authority to remove pupils from the classroom pursuant to procedures and rules established in the district's policy.
- To record and report classroom discipline problems to the building administrators.
- To confer with support personnel for possible solutions to discipline problems.

II. THE FOLLOWING SCHOOL BOARD POLICIES APPLY DISTRICTWIDE:

Students may be subject to disciplinary action for conduct that has a direct and immediate effect on the discipline or general welfare of the school. This policy is particularly applicable where disciplinary action is reasonably necessary for the physical or emotional safety of the student, other students, teachers or other school personnel, or for the safety of the school property. Measured by this standard, acts which may result in disciplinary action include but are not limited to:

A. Assault:

1. Verbal Assault: Abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student including but not limited to conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental characteristics.
2. Physical Assault: Is an act that intentionally inflicts or attempts to inflict bodily harm upon another.

B. Damage/Loss to School and Personal Property

1. Vandalism: Damage to or destruction of school property or property of others by students.

2. Theft: The act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without his consent and with the intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

C. Disruptions

1. Dangerous Threats: Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist.

2. School Disruptions: Any action that disturbs or interrupts the peace and good order of the school or school-sponsored activities.

3. Failure to Identify Oneself: Failure to provide proper/correct identification or information upon request of a staff member.

4. Student Attire. Students are expected to be appropriately dressed and acceptably groomed for school at all times. No gang-related jewelry, insignia, colors, paraphernalia, materials, apparel, clothing or attire may be worn or carried on campus or at school activities, including, but not limited to, gloves, bandanas, shoestrings, wristbands, and jewelry which are likely to cause others to be intimidated by fear or violence. Student dress should comply with reasonable standards of cleanliness, safety, and should not be offensive, discriminatory, or disruptive to the operation of the school. Student dress should not display emblems, designs or insignias that promote an illegal activity.

D. Weapons

For the purposes of this policy, the prohibition of weapons includes:

1. Any device other than a firearm that constitutes a dangerous weapon within the meaning of Minnesota Statute 609.66, which means:

2. Any device capable of producing death or great bodily harm, that in a manner is used or intended to be used, is calculated or likely to produce death or great bodily harm, or that is used to produce death or great bodily harm.

3. Firearm, as defined in this policy, including destructive devices.

4. Replicas or look-a-likes as defined by Minnesota Statute 609.713, subd. 3 (b) (2).

Possession or use of a weapon: Possession or use of a weapon is prohibited. Anyone found to be in possession of a weapon on school premises before, during, or after school hours or at any school-sponsored activity is subject to administrative and/or legal action. All weapons or instruments which have the appearance of a weapon are prohibited within all school environments, except for educational purposes as authorized in advance by the building principal or designee.

No person may knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use an instrument that is considered a weapon or a replica or look alike in school, on school grounds, at school activities, on school buses or school vehicles, or entering upon or departing from school premises, property, or events. This prohibition applies to all school-owned buildings and grounds, leased or owned, and within all school-owned, leased, or contracted vehicles.

A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

Possession of a chemical agent: Possession of a chemical agent that is not a destructive device, such as mace, for purposes of deterring criminal or violent conduct or for self-protection from such conduct is prohibited under this policy unless the student receives prior authorization from school district officials. Any student authorized to possess mace or other chemical as a deterrent or for self-defense is prohibited from using such object for any other reason.

Weapons:

(a) "Firearm"

Definition: means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device for the purpose of this definition only, as defined in 18 U.S. C. 921(a)(4).

- Report of a student in possession of a firearm:
- Report of a person with a firearm out or shots fired
- Corrective action including but not limited to:
 1. Mandatory confiscation of weapon by police
- c. First offense: Expulsion from school for a period of not less than one year except that the Superintendent of Independent School District #22 may modify the expulsion requirement for a student on a case-by-case basis.

(b) "Weapons, excluding firearms"

Definition: means any device capable of producing death or great bodily harm, that in a manner is used or intended to be used, is calculated or likely to produce death or great bodily harm, or that is used to produce death or great bodily harm. The following are examples of dangerous weapons, excluding firearms, but are not limited to: ammunition, knives of all types, clubs, numchucks, black jacks, lead pipe, throwing stars, metal knuckles, darts, chains, or unauthorized tools; explosives, including fireworks, fire crackers, smoke bombs or other chemicals; flammable or combustible liquids; and any other device or instrument used to intimidate, threaten, or inflict harm

(c) Any object used to inflict bodily harm and/or intimidate, or cause fear. The following are examples of such objects but not limited to: belts, combs, pencils, files, compasses, scissors, poisonous chemicals, replica firearms: as set forth in M.S. 609.71, Subd.

- Corrective Actions would be the same as those for weapons excluding firearms (b).

E. Substances (Dangerous, Harmful, Illegal, or Nuisance Substances or Articles)

1. Alcohol: Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, on school grounds, on school buses, or at school-sponsored activities. Corrective action likely would include suspension and law enforcement contact. Suspensions may be in-school or out of school.
2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, on school grounds, on school buses, or at school-sponsored activities. Corrective actions are the same as those for alcohol. Suspensions may be in-school or out of school.
3. Use of Tobacco: Tobacco use or possession by students is prohibited at school, on school buses, at school-sponsored activities, and on school grounds. Corrective action likely would include suspension and law enforcement contact. Suspensions may be in-school or out of school.
4. Inhalants: Students are prohibited from using, possessing, distributing, or being under the influence of an inhalant at school, on school grounds, at school-sponsored activities, or on school buses. Corrective action likely would include suspension and law enforcement contact. Suspensions may be in-school or out of school.
5. Harmful or Nuisance Articles: The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited on school grounds, on school buses, and at school and school-sponsored activities.

F. The following also constitute unacceptable behavior.

1. Willful conduct which materially and substantially disrupts the right of others to an education;
2. Willful conduct which endangers school district employees, school bus drivers or chaperones, the pupil or other pupils, or the property of the school; or
3. Willful violation of any rule of conduct specified in this discipline policy.
4. The violation of any state or local law or the violation of any federal law is unacceptable behavior.

Detroit Lakes Middle School Physical Education Information

At DLMS, Health and Physical Education serves the entire student population daily. Our mission is to foster a healthy lifestyle in all students by providing developmentally appropriate Health and Physical Education for every child. The intent is to provide children of all abilities and interests with a foundation of knowledge and movement experiences that will allow them to make healthy choices.

DLMS provides each student with a lock that is to be returned at the end of the year. If a lock is not returned the student will be charged \$8. Our department uses Glencoe Teen Health: Course 3 textbooks for our Health units. Students will need to bring their planner, notebook, homework folder, and writing utensil to Health instruction. For Physical Education, 7th/8th grade students must change out of their school clothes into an appropriate t-shirt or sweatshirt; shorts or sweat pants; and appropriate tennis shoes. Shoes must be tied tightly for safety reasons. Clothes

should be appropriate for active outdoor participation in Minnesota. Tank tops, sleeveless shirts, jean shorts or boxer shorts are not appropriate attire.

Active participation is expected unless a student is sick or injured. Students will not receive their daily participation points when sitting out or absent and will be expected to complete make up work. A note from a parent or guardian will excuse the student from class. If a student is not able to participate for more than three days due to an injury or illness, a physician's note is required. Any excused absence must be made up within the date assigned by the teacher.

To see our complete Health and Physical Education requirements and curriculum visit the DLMS website and click on Physical Education.

Cell Phones and Personal Electronic Communication Devices

The use of all cell phones and other personal non-school issued electronic devices from 8:20 a.m. to 3:28 p.m., is prohibited. Cell phones and other non-school issued electronic devices shall be turned off/silenced and locked in the student's issued locker during the school day. If parents/guardians need to be in contact with their student, they are asked to call the main office. This policy still applies if students are on a school field trip.

Consequences for violating this procedure, at the discretion of the school administrators, are as follows:

1st offense: Device is taken to the office for the student to pick up at the end of the school day.

2nd offense: Device is taken to the principal for the student to pick up at the end of the school day.

3rd offense: Device is taken to the office and must be picked up by the student's parent/guardian.

Progressive disciplinary action will be taken for each violation following the 3rd offense. Any student refusing to turn over a device or becoming disrespectful/defiant with a staff member will result in further disciplinary action.

The faculty, staff, and students of DLMS maintain a reasonable expectation of privacy while at school, on campus, and at school-related activities and events. Explicit permission must be obtained prior to recording others. A student identified as improperly posting to social media or using a device to take or transmit unrequested or unwanted images or recordings may face disciplinary action in accordance with district policy.

Detroit Lakes Middle School will not be responsible for lost, stolen, or damaged cell phones or personal electronic devices.

2024-2025 Middle School Events Calendar

<u>Date</u>	<u>Event</u>
Wednesday, August 28	MS Open House 4:00-6:00
Tuesday, September 3	Opening Day of School
Wednesday, Sept. 11	Middle School Picture Day
Wednesday Oct. 16	Trimester I Progress Report
Wednesday, Oct. 16	Early Dismissal
Thursday, Oct. 17	No School – EM Break
Friday, Oct. 18	No School – EM Break
Thursday, Oct. 24	Parent/Teacher Conferences 4:00-8:00
Monday, October 28	Parent/Teacher Conferences 4:00-7:00
Friday, Nov. 1	Inservice – No School

Wednesday, Nov. 27	Early Dismissal
Wednesday, Nov. 27	Trimester I Ends
Thursday, Nov. 28	No School – Thanksgiving
Friday, Nov. 29	No School – Thanksgiving
Monday, Dec. 23 – Friday Jan, 3	No School – Winter Break
Monday, Jan. 6	Classes Resume
Friday, Jan. 17	Trimester II Progress Report
Monday, Jan. 20	Holiday - No School
Wednesday, Feb. 12	Early Dismissal
Thursday, Feb. 13	Inservice Day – No School
Friday, Feb. 14	No School
Monday, Feb. 17	No School - Presidents Day
Friday, March 7	Trimester II ends
Thursday, March 13	Early Out
Friday, March 14	No School – Spring Break
Thursday, March 20	Parent/Teacher Conferences 4:00 - 8:00
Monday, March 24	Parent/Teacher Conferences, 4:00 - 7:00
Wednesday, March 27	Early Out
Friday, April 11	Trimester III Progress Report
Friday, April 18	No School - Holiday
Thursday, May 22	End Trimester III, Semester II/Last Day of School
Friday, May 23	No School – Teacher Inservice/Checkout

Grade Check Template Trimester I

Class	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12

Grade Check Template Trimester II

Class	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12

Grade Check Template Trimester III

Class	Wk1	Wk2	Wk3	Wk4	Wk5	Wk6	Wk7	Wk8	Wk9	Wk10	Wk11	Wk12

Action Plan(s) for grade improvement:

Trimester I

Trimester II

Trimester III



STUDENT/PARENT HANDBOOK

2024-2025

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CLASS SCHEDULE

PERIOD	TIME
1 (Advisory)	8:15 - 8:45
2	8:45 - 9:35
3	9:35 - 10:25
4	10:25 - 11:15
5	11:15 - 12:05
Lunch	12:05 - 1:00
6	1:00 - 1:50
7	1:50 - 2:40
8	2:40 - 3:30
9	3:30 - 4:20

School District Calendar

- ◇ New Teacher Inservice
- Teacher Inservice/Work Days
- △ Early Dismissal Days
- Holidays
- ⊞ P/T Conf.
- ▭ End of semester/Trimester Beginning/Ending Days



- 167 Student Contact Days
- 10 Teacher Inservice/Conference/Work Days
- 177 Teacher Contract Days

2024-2025

3 Flex Learning Days

July 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19-20-New Teacher Inservice
26-29-Teacher Inservice
28- K-12 Open House

September 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2- Labor Day- No School
3-First Day of School PK-12

October 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

14- HS P/T Conf
14&15--Rossman P/T Conf
16- Early Dismissal
17-18- Fall Break- No School
24& 28-MS P/T Conf.

November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1- Inservice-No School
7&14--Roosevelt P/T Conf
25-HS P/T Conf
27-Early Dismissal/ end of tri
28-29- Holiday- No School

December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23--Winter Break Begins

January 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

1-3- Winter Break- No School
17-end of Semester
20- Teacher Inservice

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

10- HS P/T Conf
12- Early Dismissal
13- Inservice No School
14-17- Holiday No School

March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6-Elementary P/T Conf
7-end of Trimester
11-Elementary P/T Conf
13- Early Dismissal
14-Spring Break No School
20&24-MS P/T Conf.
24- HS P/T Conf

April 2025

S	M	T	W	T	F	S
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18- Holiday No School

May 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

22- Last day of School
23- Graduation
23-Inservice- No School
26- Holiday No School
27-29- Potential Makeup Days

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

District Calendar

Snow Day/Flex-Learning Day Plan

The District uses up to 3 E-Learning Days per year in the event of weather related school cancellations. The logistics of these days are outlined below:






- **Teachers will have learning activities posted by 8:30am on the morning of an E-Learning / Weather Day.**
- **Your student will know how to log into their courses as they regularly use the platforms listed below in most classes at DLALC. The most commonly used methods for posting assignments are:**
 - ◆ Edgenuity
 - ◆ Google Classroom
 - ◆ Email
- **Attendance is taken on these days.**
 - ◆ Please encourage your students to check their email immediately at 8:30am and log into their classes for attendance!
 - ◆ If you cannot log in for some reason please email your teachers and leave a message on the main office attendance line: 844-5687.
- **Teachers will be available during the instructional day to answer questions.**
 - ◆ Available does not mean the teacher will be on video live all day.
 - ◆ Available means they can be reached via email or might host a virtual meeting students can join.
- **E-Learning is NOT Distance Learning.**
 - ◆ If your student does not have access to materials or the internet, they will be allowed to make up any required work once we are back in the classroom.
 - ◆ Most teachers choose to post a learning activity related to where they are at in the curriculum on an E-Learning day.
 - ◆ Remember most classes will not be “live” on the internet on an E-Learning day. Some teachers may choose to do a Google Meets or Zoom to answer questions or get students started, but this is not a requirement!
- **Be sure to stay sky aware!**
 - ◆ If weather could be an issue, be sure to listen for important updates from your teachers about what they will be posting on the E-Learning day.

Friday 2-Hour Late Start Days: Due to our Friday schedule 8:15 a.m. - 10:15 a.m., no onsite classes.

DLALC MISSION

The mission of Detroit Lakes Public Schools is to simply deliver educational excellence. You will often hear “Laker Pride” used around the district. A further illustration of our mission is represented in the graphic below. In addition our building goals are directly tied to this idea of “Laker Pride.” This graphic represents our road map for success not only at the district level, but at the building level as well.

Laker PRIDE

	Purpose <small>our intention, what drives us</small>	Deliver educational excellence.
	Relationships <small>the ways we connect and behave toward each other</small>	Care and communicate positively and respectfully within and across our schools and community. <ul style="list-style-type: none"> • District ↔ parents and community members • District ↔ building • Building ↔ teacher • Building ↔ parents • Teacher ↔ parent • Teacher ↔ students
	Innovation <small>the creation, development and implementation of a new idea or concept to enhance educational opportunities</small>	Embrace creativity and critical thinking. <ul style="list-style-type: none"> • Renew and bring up to date all systems and practices • Utilize growth mindset to hone existing intentions/objectives and explore new ideas • Support diverse ways of thinking and doing • Embed equity continually in every facet of our work
	Development <small>a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components</small>	Foster the academic, social, emotional, and cultural needs of all learners. <ul style="list-style-type: none"> • Implement and sustain PBIS at all levels • Hone our support for social/emotional health • Further learning and implementation of equitable feedback, assessment, grading and reporting • Provide professional development that supports PRIDE
	Equity <small>the quality of being fair (not equal) and impartial</small>	Ensure that our values, policies, and practices are equitable for our students, staff, and community. <ul style="list-style-type: none"> • Clarify and support understanding of equity vs. equality for all • Actively promote equity (institutional, personal, and instructional) • Remove systemic barriers • Accommodate different learning styles • Give students a voice

ALC Programs

The Credit Recovery Program is designed for students who need to do most of their high school work independently. Students are required to meet with an instructor for an hour and then complete necessary units of work. They meet with the teacher again to review work and get the next assignment. A total of 75 hours is equal to a semester credit. This program is flexible and tailored to meet individual learner needs.

Please help communicate the importance of academic interventions with your student. Utilizing this time in our schedule effectively helps students who have questions, need extra support, or are struggling. Remember that our goal is to prepare students for success beyond our walls! Having flexible time in our schedule helps teach students how to prioritize and be responsible for their own learning. Two very important skills required as an adult!

*If you are not caught up in courses or are struggling this is the primary resource to take advantage of!

The Seat-based Program is designed for students who need the structure of a traditional school day, but a different educational experience. Students participate in hands-on activities, community involvement, and a variety of field experiences. A focus of this program is to work on the barriers or obstacles that cause students

to struggle in school. Small groups and social activities are utilized to develop school skills. Strong partnerships with community businesses and agencies are also utilized.

The Recovery School is designed for students who have successfully completed inpatient or outpatient treatment for chemical dependency and are committed to sobriety. Detroit Lakes Recovery School is dedicated to assisting students in recovery to maintain their sobriety, achieve academic success, and experience social and emotional growth.

PROGRAM COMPONENTS

Intervention Based Education

Intervention based education is an approach to education that identifies barriers and challenges that inhibit a learners ability to learn and experience academic growth. These challenges may be academic, mental health, chemical health, social skills, family crisis, disabilities, etc... Staff, students, parents, appropriate community resources, and family support systems will develop intervention plans. These plans are intended to support learners and families, so they can continue to learn and develop. The Response to Intervention, or Rtl, process will be utilized in assessing, monitoring and programming to meet the academic and behavioral needs of our students.

Restorative Measures

Restorative Measures is a practice based on using disciplinary situations as an opportunity to repair the harm done and learn from the experience. This model focuses on learning from mistakes, taking responsibility, and providing some sort of restitution instead of a consequences only approach to discipline.

Community Involvement

Students are required to participate in service learning or work experience community participation class. 1 semester (75 hours) is required outside of their school day.

Enrollment

Students, who wish to attend the Area Learning Center as an alternative to their traditional high school, **need to be referred** to the Student Assistance Team for consideration of educational placement. Students can refer themselves (with parent approval), or by staff, parents, or community agencies.

Students must qualify for enrollment in alternative education services. These qualifications are defined by the Graduation Incentives Criteria.

The Student Assistance Team will consider many educational services and options as they work with parents and students to create positive educational experiences. Alternative education services may or may not be recommended.

Dismissal

Students who are not making adequate progress may be dismissed from the seat-based program. Students, parents, staff, and community interventions will be utilized to problem solve obstacles or barriers and provide support. When student effort and/or resources have been exhausted, students will be referred back to their residential high school, or the Independent Study Program for continued educational programming. A student may be dismissed immediately or after numerous interventions dependent on circumstances and/or parent and student efforts.

ATTENDANCE

DLALC ATTENDANCE PHILOSOPHY

“Every Student, Every Day”

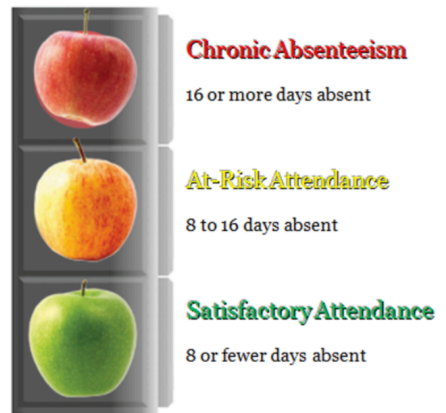
A student’s academic success is directly related to regular, daily attendance. Students who attend school every day receive opportunities for important contact with their teachers, a safe and stable environment, and establish a record of responsibility and dependability for themselves.

Detroit Lakes ALC’s minimum attendance goal for every student is 95% attendance. This means a student should not miss more than four days each semester or eight days during the course of the school year. Students who are absent from school for unauthorized reasons must understand that many of the activities that happen in class are not possible to make up and their grades could suffer because they have missed valuable learning opportunities because of their absences.

Minnesota state law (MN 120A.22; 120A.34) states the parents of every child between the ages of seven and 17 are responsible for ensuring their child receives instruction with the primary purpose of that instruction being that the child acquires the knowledge and skills essential for effective citizenship.

The Detroit Lakes ALC’s attendance procedures are guided by research from the organization Attendance Works. The idea behind this system is that we spend effort proactively teaching the importance of attendance, communicating effectively to parents and families about attendance issues, use attendance data to problem solve attendance issues, and creating high quality relationships with students and families so that coming to school is a priority. Please understand that any absence, even “excused absences” can have an effect on student achievement. The graphic below illustrates the difference between truancy and chronic absenteeism. Our goal is to reduce absences of all types so that our students have the best possible chance for success in their education! You will often hear the phrase: “Every Student, Every Day” when we talk about attendance.

When Do Absences Become a Problem?



Truancy Vs. Chronic Absence

TRUANCY

- Counts only unexcused absences
- Emphasizes compliance with school rules
- Relies on legal & administrative solutions

Vs.

CHRONIC ABSENCE

- Counts all absences: excused, unexcused & suspensions
- Emphasizes academic impact of missed days
- Uses community-based, positive strategies

OTHER REMINDERS ABOUT ATTENDANCE:

- Student academic and personal achievement is the primary purpose of DLALC. To achieve at a high level regular attendance is critical.
- To ensure student safety and accountability, families need to know if their children are absent from school.
- Students who are tardy will be subject to consequences determined by the classroom teacher. Chronic tardies will be referred to the administrator for review.

PARENTAL NOTIFICATION OF STUDENT ABSENCES

A student becomes a “Continuing Truant” when a child who is subject to the compulsory instruction requirements (MN Statute 120A.22) is absent from instruction without valid excuse within a single school year for: (1) three days if the child is in elementary school; or (2) one class period on three separate days if the child is in middle school, junior high school, or high school.

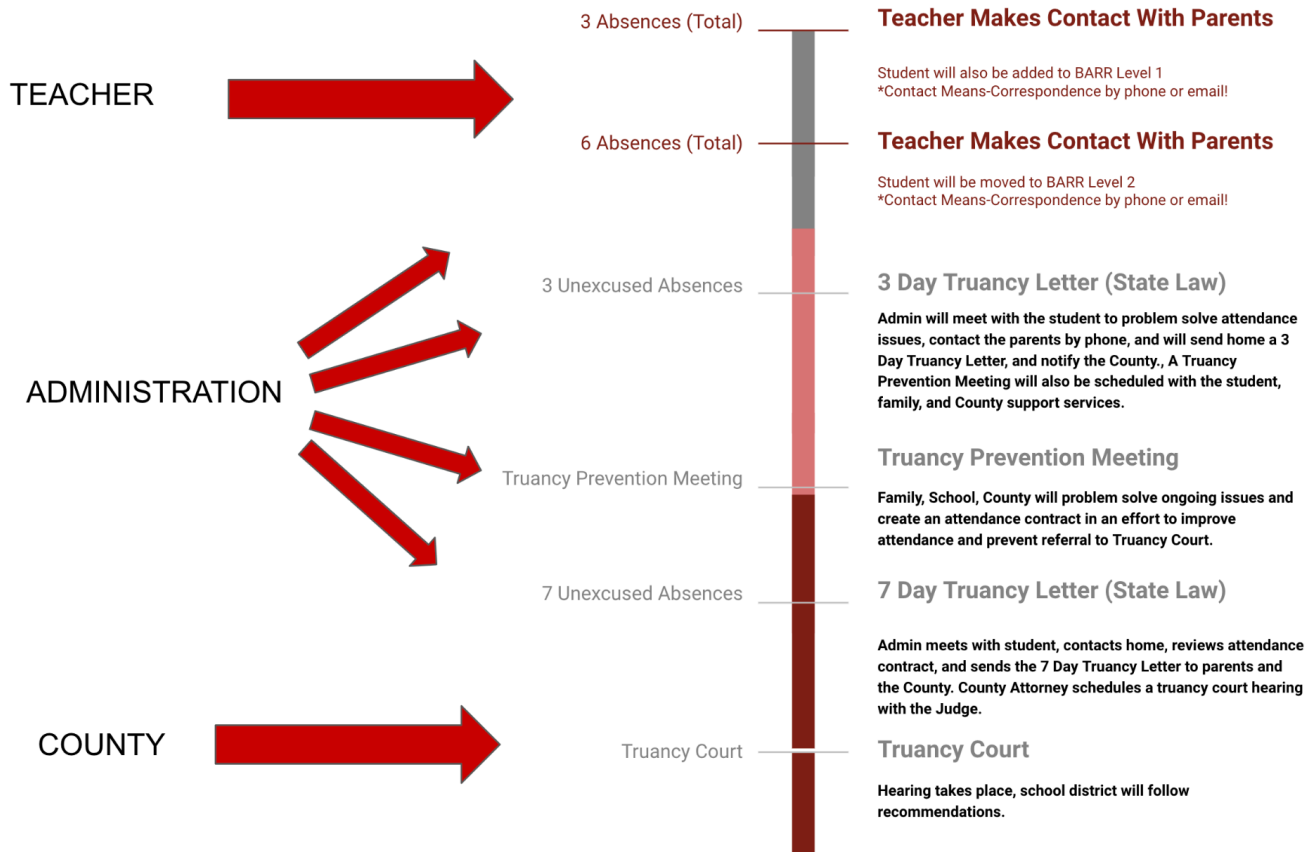
DLALC follows state law concerning the procedure for addressing student absences (MN Statute 260A.01 - 260A.07)

- Upon the 3rd accumulated Non-Exempt absence, the school can notify the student and parents via phone/letter that their child has 3 absences in said class period. They will be invited to set up a meeting with the school. Becker County Social Services will also be notified.
- The purpose of these truancy prevention meetings is to problem solve issues causing poor attendance and create an attendance contract that prevents further absence from school.
- Upon the 7th accumulated Non-Exempt absence, the school can notify the student and parents via phone/letter. A meeting with the School Attendance Review Board will be required.
 - On the seventh unexcused absence the Becker County Social Services and the Becker County Attorney will be notified, requesting a petition of truancy be filed for those students required to be in school by the laws of the State of Minnesota.

*Remember that if students continue to accumulate Non-Exempt absences, especially after the implementation of a truancy improvement plan and referral to Becker County, they can be dropped/failed from a course and lose credit. Students who are dropped or fail a course have to make up credits using the credit recovery options provided in the district.

DLALC ATTENDANCE INTERVENTION PROCEDURES

The graphic below outlines the specific procedures that DLALC follows when attendance concerns arise. All teachers, administrators, counselors, and support staff in our building work together each week to help students find success.



DROP/FAIL FOR ATTENDANCE REASONS

Unexcused and Non-Exempt student absences could result in a student being “Drop/Failed” from a course. Our highest priority is getting students to attend classes so that they can stay on track, earn credits, and graduate! Understand that courses at the High School level cannot simply be “made up” after lengthy time periods of learning loss. Particularly if a student shows a continued pattern of absences or no effort in their courses without any improvement after staff intervention.

- Students who have been non-exempt in a class are eligible to be dropped from the classes they have been skipping. Drop/Failing a class will not happen until they qualify for the 7 Day Truancy Letter and will be built into their Attendance Contract.

ABSENCE CLASSIFICATIONS

Exempt Absences	Non-Exempt Absences
<ul style="list-style-type: none"> • Absences approved by the state of Minnesota (120A.22): <ul style="list-style-type: none"> o child illness verified by medical provider school nurse in writing o medical, dental, orthodontic, or counseling appointments verified by the medical provider in writing; o family emergencies (such as a house fire, critical injury to parent/guardian) o the death or serious illness or funeral of an immediate family member o active duty in any military branch of the 	<ul style="list-style-type: none"> • Medical appointments not verified by medical provider • College visits (beyond the first two per year) • Driver’s training instruction • Emergency family matters not excused by the State of Minnesota • Family trips (beyond the first five days per year) • Others as determined by administration • Leaving campus without following proper check-out procedures in the office • Unverified absences

<p>United States</p> <ul style="list-style-type: none"> o The child has a condition that requires ongoing treatment for a mental health diagnosis o Religious observations approved by parents (must notify DLALC in writing beforehand) ● Absences approved by school administration: <ul style="list-style-type: none"> o Child illness not verified by medical provider or school nurse (Medical verification required after the eighth cumulative non-medically verified absence due to illness) o School supported extra/co-curricular activities o School suspensions o Court dates/appearances o College visits approved by administration (2 days per year; must notify DLALC in writing before the absence) o Transportation problems (1 per year) o Family trips (up to five days per year; includes hunting; must notify DLALC in writing before the absence) o Others as determined by administration 	<ul style="list-style-type: none"> ● Personal appointments or activities ● Babysitting ● Transportation problems (any after 1 exempt) ● Oversleeping, Running Late, studying, volunteering, etc ● Skipping their assigned class period for any other reason ● Others as determined by administration
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*The reasons for not being in school listed under the Non-Exempt categories of Excused and Unexcused are examples and not to be considered a complete list. Any reason given that does not fall under the Exempt category will be considered Non-Exempt at the discretion of administration.

ABSENCE REPORTING PROCEDURES

- Parents are to contact the school prior to, or the day of, all planned absences and provide a reason for the student’s absence.
- Absences which are not reported to the school with the required documentation when the student returns to school will be considered Non-Exempt.
 - o Appointment verification is required for any appointments which take a student out of the school building during the school day.
 - o Students are required to return to school with an appointment card from the clinic that includes the date and time of the appointment and are required to present this information to the office before going to class.
 - o Appointments should be scheduled during a student’s study hall, lunch, or after school.
- The school district may require a signed note from a medical professional for absences due to illness or medical reasons, especially when those absences become excessive.
- A student who is absent due to participation in a school-sponsored activity does not need to be excused by a note or phone call from a parent.
- Students who are 18 years old and are independent as defined by section 152 of the Internal Revenue Code and who have provided documentation of independence may excuse their own absences, but are required to abide by all DLALC attendance rules and regulations. 18 year old students who are claimed as dependents by their parents or guardian are, in accordance with Minnesota Statute

120A.20, governed by the same set of rules and regulations that are applied to all other students.

- If a student arrives at school after classes have started or will be leaving before the school day has ended, they must report to the office to check-in and check-out.

PARTICIPATION IN ACTIVITIES

To ensure that activities are uniform and known to all students, the Board of Education of I.S.D. #22 has adopted the Minnesota State High School League (MSHSL) participation rules and regulations for all activities offered to Detroit Lakes students, regardless of whether they are league activities or school sponsored activities.

A student must attend at least one-half of the school day (4 consecutive periods) in order to be allowed to participate in or attend after-school activities that day. If a student misses all day because of an Exempt absence, they may be allowed to participate upon the determination of an administrator.

A student must be in good standing academically, behaviorally, and in attendance to participate in activities. In addition to meeting the MSHSL eligibility requirements for participation, the administration reserves the right to limit participation by students deemed not to be making adequate progress toward graduation. The administration also reserves the right to limit participation by students with excessive behavioral detention hours.

A student who has been determined to have been truant from school will be ineligible to participate in the next competition, regardless of the date and/or time of the contest.

Instances of excessive absence from school and chronic tardiness will be handled on a case-by-case by school administration and consequences will be determined based on the merit of each case.

It is vital that students and parents communicate absences immediately to the school to ensure accurate attendance and avoid Loss of Privileges.

If there are any circumstances or issues interfering with your ability to attend class, visit with your Advisor ASAP.

STUDENT SUPPORT RESOURCES

COUNSELORS and ADVISORY

The school counselor and advisors play an important role in the development of our high school students. DLALC has one school counselor that provides student support for social and emotional well being, academic planning, college and career readiness. This brings unique experience and expertise to our school to serve our students as a connection to resources, advocates, liaisons between teachers, parents, and administration and most importantly as trusted adults to support our students throughout their high school careers.

STUDENT SUPPORT SERVICES

DLALC also provides student support services to meet the needs of all students. In addition to school counselors, DLALC provides a Native American College and Career Facilitator, Chemical Health Coordinator, and has access to Stellher Mental Health Services. These groups all work together to provide appropriate services for all of our students at DLALC.

Student Support Services	
Nathan Anderson School Counselor nanderson@detlakes.k12.mn.us	Amy Goodwater, LADC Recovery School Counselor agoodwater@detlakes.k12.mn.us
Jenny Mernitz Stellher Human Services jmernitz@detlakes.k12.mn.us	Cara Myers Special Education cmyers@detlakes.k12.mn.us
Melanie Holmquist Native American College and Career Facilitator mholmquist@detlakes.k12.mn.us	

SUICIDE PREVENTION RESOURCES

<u>Becker County & White Earth Crisis Line</u> 218-850-HELP or 877-380-3620 24/7	<u>988 Suicide & Crisis Hotline</u> Dial (988) either call or text to get connected to a counselor 24/7	<u>Crisis Text Line</u> Text "Home" to 741741 to reach a volunteer crisis counselor 24/7
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ACADEMICS

ACADEMIC INTEGRITY (CHEATING / PLAGIARISM)

Having academic integrity means:

- Being intellectually honest
- Possessing personal truthfulness
- Learning for its own sake
- Valuing the creations and opinions of others

You are *acting* with academic integrity when you:

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized.
- Report breaches of academic integrity to a teacher, counselor or administrator

What is cheating? Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means.

WHAT DOES CHEATING LOOK LIKE?

- **Sending answers, copies of assignments, or sharing Google Docs of assignments electronically with friends! (*This has been a common problem since the Pandemic!)**
- Presenting someone else's information/work as your own (with or without their permission) or allowing someone else to use your work as his or her own.
- Taking shortcuts (such as unauthorized use of study aids) to bypass steps of an assignment.
- Using forbidden material, such as cheat sheets, graphing calculators, or cell phones, during an exam.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Being dishonest with your teacher such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam, ie. "My dog ate my homework"!
- Missing class in order to avoid turning in an assignment or taking a test.

WHAT ARE YOUR RESPONSIBILITIES?

- Read and know the *DLPS Academic Integrity Policy* AND observe all rules and consequences established by your teachers.
- Report to the teacher if cheating is taking place and how it is being done.
- Do not copy homework or let someone else copy your homework. Do not use study aids (ie. Sparknotes).
- Only work with others when the teacher has specifically given permission.
- Seek only appropriate help from parents, tutors, or other students; make sure it is pre-approved by the teacher.
- If working with other students is not approved, the assignment must be completed on your own.

- Take responsibility for doing your fair share on a collaborative assignment.
- On papers, do not summarize, paraphrase or quote without proper documentation.
- During tests/quizzes:
 - Keep your paper covered and your eyes on you own paper.
 - Clarify if notes, calculators, etc. can be used on the test.
 - Do not talk during a test except to the teacher.
 - Do not discuss any aspect of the test until the teacher has returned it or given permission to discuss it.

WHAT ARE THE CONSEQUENCES?

Students can face disciplinary consequences for academic dishonesty. These can include everything from losing credit and having to redo the assignment to suspension from school depending on the severity of the cheating. Keep in mind that this can also cause a “Code of Conduct” Violation from MSHSL sports and activities!

All parties concerned—students and parents—are to understand that the teachers and administrators professional judgment will determine whether a violation of the Academic Integrity Policy has occurred.

POLICY 621: GRADING AND REPORTING OF PUPIL ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to establish grading and reporting practices that reflect a student's academic achievement of the course standards.

II. GENERAL STATEMENT OF POLICY

It is the Detroit Lakes Public School District's responsibility to ensure grades represent an accurate measure of each student’s level of achievement pertaining to established local, state or national standards and the essential learning outcomes related to those standards.

For this reason, the District shall establish a clear and accurate system of grading student achievement and shall provide students, parents, teachers, and the community with reports that accurately reflect this information.

The Detroit Lakes Public Schools supports a system of guiding principles for clear and accurate grading and reporting policies and procedures. To achieve these goals, the grading and reporting system must reflect academic achievement; contain meaningful feedback; be honest, fair, transparent, credible, useful and user friendly; be criterion referenced; align with school board approved Detroit Lakes Public Schools curriculum; reflect consistency within and among courses, grade levels, departments, and/or schools; communicate in a clear and timely manner information to parties; reflect high expectations of all students across all courses and programs; and be developmentally appropriate for all students.

GRADING PARAMETERS

- A. The primary purpose of grading is to determine the level of achievement of students related to essential learning expectations.
- B. Additional purposes for grading include:
 1. providing information to the students, their families, employers, and post-secondary institutions.
 2. providing information that students can use for self-evaluation.
 3. providing information that teachers can use to modify planning and instruction.
 4. evaluating the effectiveness of instructional programs.

A complete copy of Policy 621 is available at any school, the district administration center, or the school website located at www.dlschools.net or <http://dlschools.net/page/2706>.

GRADING OF COURSES

DLALC Uniform Grading Scale: Unless the course has been granted an exception or is under specified grading parameters because it is a concurrent enrollment course, final grades are determined by at least **85%** of the final grade coming from Summative Assessments and at most **15%** coming from Formative Assessments for all courses.

- **Summative Assessments** are work conducted when a student has had adequate instruction and practice to be responsible for the material. It is designed to provide information to be used in making judgment about a student's achievement at the end of a sequence of instruction, e.g. final drafts/attempts, tests, exams, assignments, projects, performances.
- **Formative Assessments** are work conducted when a student is still learning the material. It is an assessment that is designed to provide direction for both students and teachers. For the students, the adjustment may mean reviewing, additional practice, or confirmation that they are ready to move forward. For the teachers, it may mean changing instructional strategies, providing additional practice, or being ready to move forward. (e.g. teacher observation, quizzes, homework, rough drafts, peer editing, or notebook checks).

All teachers at DLALC will use the following grading scale to determine final grades for all of their courses.

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	Below 60%

LETTER GRADE DESCRIPTIONS

For “Regular” courses (non-weighted courses):

<u>Grade</u>	<u>Grade Pts</u>	<u>Description</u>
A	4	Superior or excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.
B	3	Above Average or very good work. Student performance demonstrates above-average comprehension of the course materials and meets or exceeds course expectations on all tasks as defined in the course syllabus.
C	2	Average work or competence. Student performance demonstrates incomplete understanding of course materials, but still meets basic course expectations.
D	1	Below average or unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.
F	0	Failure. Student performance is significantly below teacher expectations and quality of work is of very poor quality and/or completeness.

REASSESSMENTS

The purpose of reassessment is to ensure that students have competency in the learning outcomes identified as essential. It is not designed for students to just earn enough points to get an “A” in the course or to “Pass” courses. Students will be allowed to take a reassessment on content if they complete the necessary steps outlined in the reassessment plan by the instructor of the course. Each instructor has a communicated reassessment plan that must be completed prior to any student getting a “retake” on a summative assessment. Remember that the ultimate goal of reassessment is to demonstrate learning and mastery, not just earn points. Additionally, all reassessments will follow the procedure outline below:

- A teacher may require students to complete all formative assessments tied to the summative assessment that is being retaken.
- A teacher may require students to complete all the steps in the “reassessment plan” that they have communicated at the beginning of the course. This includes a relearning plan detailing what students will need to do in order to earn a reassessment.
- No “blind reassessments;” students do not automatically get to just retake any assessment without demonstrating relearning. Remember that the goal is competency in learning, not earning points!
- The reassessment grade will never be lower than the original grade.
- The teacher may assign a reasonable timeline for reassessment. Typically this timeline is 2 weeks (10 days) from the time that feedback was provided on the original assessment.
 - ◆ Students have ten days from the date they receive feedback on the original assessment to meet with their teacher, complete their relearning, and schedule their reassessment.

DEADLINES

A common misconception in today’s grading practices is that “there are no deadlines” for students. This is not accurate. Showing up reliably and on time everyday is perhaps one of the most important skills of all! At the same time we also understand and value that not all students learn at exactly the same pace. Below is an outline of some common deadlines that are given.

- Students will be allowed a reasonable amount of time to complete a “reassessment” or “retake” on a summative assessment.
 - ◆ Typically this is 10 school days from when feedback was given on the original assessment.
- Teachers may have a more strict deadline for Formative Assessments (practice).

GRADUATION REQUIREMENTS

In accordance with Board Policy #613, the graduation requirements for DLALC are reflected in the table below. The graduation requirements are based on MN State Statute and local requirements determined by the Board of Education. The table below reflects the MN and local graduation requirements in addition to the elective credits that students have the opportunity to take over the course of their academic career.

Students are required to earn 43 credits to graduate.

Graduation Requirements	Class of 2024
Health	1
English	8
Mathematics	6
Physical Education	3

Science	6
Social Studies	7
Fine Arts	2
Financial Literacy	1
Total required MDE+Local credits	34
General Elective Credits	9
Total Credits Required	43

GRADUATION CEREMONY PARTICIPATION

Participation in the Graduation Ceremony is a privilege extended to students who have met all state and school district graduation requirements and are in good standing with the school.

Examples of not being in good standing include, but are not limited to:

- Not accumulating enough credits
- Being under suspension or expulsion
- Committing school pranks that cause disruption, endanger other students, or damage school property.

All required coursework must be completed and turned in to the classroom teacher. Students at risk of not participating in the ceremony and their parents are informed of their status on a regular basis throughout the school year.

STUDENT ACTIVITIES

FALL	WINTER	SPRING	FULL YEAR
Boys Soccer - 8AA (Justin Wegleitner)	Alpine Skiing - 5A (Matt Brunkow)	Adaptive Bowling - 1A (Scott Piepkorn, Ethan Walz))	Business Prof of America (Braeden Hogie)
Boys Cross Country - 8AA (Bill Kvebak)	Boys Basketball - 8AAA (Brett Maass)	Band Contest - 8AA (Tim Siewert)	DeLakonian (Yearbook) (Amy Knopf)
Girls Cross Country - 8AA (Ryan Zunich)	Boys Hockey - 8A (Ben Noah)	Boys Baseball - 8AAA (TBD)	FFA (Alyssa Mitchell)
Fall Musical (Nathan Thelen)	Boys Swimming - 5A (Will Blasczyk)	Boys Golf - 8AAA (Vern Schnathorst)	Interact (Nathan Ochsner)
Football - 8AAAA (Reed Hefta)	Boys Wrestling - 8AA (Taylor Nien)	Boys Tennis - 8AA (Zach Biggar)	Jazz Band - 8AA (Tim Siewert)
Girls Tennis - 8AA (Greg Unruh)	Cross Country Skiing - 8A (Dan Josephson)	Boys Track - 8AA (TBD)	Key Club (Amy Lakin)
Girls Soccer - 8AA (Ben Astuen)	Dance Team - 4AA (Britton Ramsey)	Choir Contest - 8AA (Nathan Thelen)	Laker Singers - 8AA (Nathan Thelen)
Girls Swimming - 8A (Sam Salathe)	Girls Basketball - 8AAA (Rachel Johnson)	Girls Golf - 8AAA (Dustin Martin)	Knowledge Bowl (Jennifer Burnside)

Girls Volleyball - 8AAA (Rachel Solum)	Girls Gymnastics - 8A (Leeza Lindegaard)	Girls Softball - 8AAA (TBD)	National Honor Society (Jennifer Burnside)
Cheerleading - 1A (Carly Manjorin)	Girls Hockey - 8A (Scott Piepkorn)	Girls Track - 8AA (Maggy Doll)	Native American Student Council (Melanie Holmquist)
	One-Act Play (Nikki Caulfield)	Prom Committee (Samantha Link)	Pep Band (Tim Siewert)
	QWERTY Robotics - 1A (Logan Stewart)	Spring Play - 8AA (Nikki Caulfield)	Philanthropy and Youth (Sara Pender)
	Speech - 8AA (Jennifer Burnside)	Trap Shooting - 1A (Cory Haverkamp)	Student Council (Mary Haus)
			Target (TBD)

USER FEE SCHEDULE FOR ACTIVITIES

Grades 10-12 \$125.00 for each activity
 Grade 9.... . \$85.00 for each activity
 Grades 7-8 \$65.00 for each activity

Maximum per family \$450.00 per year
 Free/Reduced Lunch.....\$20.00 for each activity

*User fees may vary - Some activities have a facility fee that does not apply to family max.

*****You must register and pay online for each activity you participate in!***

GROUPS EXEMPT FROM FEES: Student organizations, Yearbook, Honor Society, Foreign Exchange Students, Student Support Personnel (Student Managers), and Student Council.

To ensure that activities are uniform and known to all students, the Board of Education of ISD #22 has adopted the Minnesota State High School League (MSHSL) participation rules and regulations for all activities offered to Detroit Lakes students, regardless of whether they are league activities or school sponsored activities.

ACTIVITY SEASON PASS

\$45 Adults

\$5 Students

Purchase season passes and event tickets online at www.dllakers.com. Passes DO NOT apply to MSHSL playoffs or tournaments.

HOW CAN STUDENTS REGISTER FOR ACTIVITIES?

All registration can be found at www.dllakers.com by or by clicking on this link:
<https://dlschools-ar.schooltoday.com/>

If you have questions or problems with registration please contact Abby Pettit at apettit@detlakes.k12.mn.us

ELIGIBILITY AND SCHOOL ACTIVITIES POLICY

The Detroit Lakes Public Schools adopts, and follows the Minnesota State High School League (MSHSL) rules for all extracurricular activities. In addition to the MSHSL rules, the district has established policies that pertain to student eligibility in activities. These rules and procedures will be shared with coaches/advisors, athletes and parents prior to the start of an activity.

The entire policy is available upon request from any school office, the district administration office, or on the school website located at www.dlschools.net.

BEHAVIOR & DISCIPLINE

POLICY 506: K-12 DISCIPLINE AND VIOLENCE PREVENTION POLICY

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

STUDENT RIGHTS

All students have the right to an education and the right to learn.

STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

CODE OF STUDENT CONDUCT

- The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; 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 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 unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
- Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
- The use of profanity or obscene language, or the possession of obscene materials;
- Gambling, including, but not limited to, playing a game of chance for stakes;
- Violation of the school district's Hazing Prohibition Policy;
- Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
- Opposition to authority using physical force or violence;
- Using, possessing, or distributing tobacco or tobacco paraphernalia;
- Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
- Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
- Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
- Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
- Violation of the school district Weapons Policy;
- Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
- Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
- Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
- Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;

- Violation of any local, state or federal law as appropriate;
- Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
- Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
- Violation of school bus or transportation rules or the school bus safety policy;
- Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
- Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
- Possession or distribution of slanderous, libelous or pornographic materials;
- Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
- Criminal activity;
- Falsification of any records, documents, notes or signatures;
- Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
- Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
- Impertinent or disrespectful language toward teachers or other school district personnel;
- Sexual and/or racial abuse and/or harassment;
- Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
- Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
- Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
- Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
- Violation of school rules, regulations, policies, or procedures;
- Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or

welfare of students or employees.

DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

- **Examples of privileges afforded to students that may be lost due to misbehavior include: Open Lunch, Open Hour, parking in the school lot, attending school activities as a spectator, attending school dances and Prom, being part of the Homecoming or Snoball coronation, participation in the Graduation ceremony, participating in athletic competitions, among others.**

REMOVAL OF STUDENTS FROM CLASS OR ACTIVITY PERIODS

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity for a period of time not to exceed five (5) days, pursuant to this discipline policy.

GROUND FOR REMOVAL FROM CLASS SHALL INCLUDE ANY OF THE FOLLOWING:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class

REASONABLE FORCE STANDARD

A teacher, school principal, school bus driver, or other agent of the district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. (Minn. Stat. § 121A.582 Student discipline; reasonable force)

POLICY 413: HARASSMENT AND VIOLENCE POLICY

Everyone in the Detroit Lakes Public School has a right to feel respected and safe. Consequently, it is

important for everyone to know about the district policy to prohibit sexual, racial, or religious harassment or violence.

A harasser may be a student or an adult. Harassment may include, but is not limited to any of the following when related to race, religion, sex or gender:

- a. Name calling, jokes or rumors;
- b. Pulling on clothes;
- c. Graffiti;
- d. Notes or cartoons;
- e. Unwelcome touching of a person or clothing;
- f. Offensive or graphic posters, book covers; or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, principal, assistant principal or the District Human Rights Officer.

You may also make a written report using your own paper or the district report form available in the principal's office, School District office, or the office of the Human Rights Officer. It should be given to the teacher, counselor, social worker, principal, assistant principal, or the District Human Rights Officer. Your right to privacy will be respected as much as possible.

We will take all reports of sexual, racial, or religious harassment or violence seriously and will take timely and appropriate action based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report.

A complete copy of Policy 413 is available at any school, the district administration center, or the school website located at www.dlschools.net.

POLICY 417: CHEMICAL USE/ABUSE POLICY/PROCEDURES

Statement of Philosophy: The Board of Education of Independent School District #22 endorses a chemical policy and set of procedures predicated upon the following beliefs:

1. A positive relationship exists between successful school experiences and sound physical, mental, social and emotional health.
2. It is the responsibility of the staff and administration of School District #22 to maintain an atmosphere that will promote quality learning and to provide an effective response system to conditions which threaten that atmosphere.
3. The misuse of any mood-altering chemical constitutes a hazard to the learning environment and the positive development of all students.
4. Chemical dependency is a treatable illness; early identification and intervention is conducive to successful treatment.
5. The harmfully involved and chemically dependent cannot always help themselves by themselves. Opportunity for assistance shall be provided to students and their families in obtaining appropriate services.
6. If treatment becomes necessary outside the school setting, every effort must be exerted to effect a successful continuation in/or re-entry into the school system.

A complete copy of Policy 417 is available at any school, the district administration center, or the school website

located at www.dlschools.net.

ALCOHOL SCREENING FOR AFTER SCHOOL EVENTS

Detroit Lakes Public Schools may choose to administer alcohol screening tests to students who choose to attend after-school events such as dances, Prom, athletic contests, etc. Students who are detected to have alcohol in their system will be referred to an on-duty officer from the Detroit Lakes Police Department. Our School Resource Officer is always involved in these screenings.

POLICY 526: HAZING POLICY

At Detroit Lakes Public Schools, hazing means committing an act against a person or coercing a person into committing an act that creates a risk of physical or emotional harm to a person (with or without the person's consent) in order for the person to be initiated into an organization or for any other purpose. Hazing activities of any type, including displays of clothing or other articles that promote hazing activities, are inconsistent with the educational goals of the school district and are prohibited at all times. The district's hazing policy applies to behavior that occurs on or off school property and during and after school hours and applies to any student organization even if the group is not an official school organization.

A complete copy of Policy 526 is available at any school, the district administration center, or the school website located at www.dlschools.net

POLICY 514: BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and/or teachers' ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber-bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone,

or tolerate bullying.

- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A student who engages in an act of bullying, reprisal, retaliation, or knowingly making a false report of bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policies and procedures, including the school district's discipline policy (See Policy 506). A teacher, administrator, volunteer, contractor, or other employee of the school district who permits, condones, or tolerates bullying or engages in an act of reprisal, retaliation, or knowingly making a false reporting of bullying shall be subject to disciplinary action. The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred

Consequences for students who commit acts of bullying or other prohibited conduct may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or knowingly make a false report of bullying may result in disciplinary action up to and including termination or discharge.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is 514-3 objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" 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. 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.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any student who believes he or she has been the target or victim of bullying or should report the alleged acts as soon as possible but in no event longer than one school day to an appropriate school district official designated by this policy. Any teacher, administrator, volunteer, contractor, or other employee of the school district with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed

directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker as soon as possible but in no event longer than one school day. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three school days receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of the investigation that determines that bullying or other prohibited conduct has occurred, 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 conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F of this policy. 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; the

student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable 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 or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engage in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II. F of this policy.

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to the school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to as soon as possible but in no event longer than one school day and effectively intervene to stop prohibited conduct.
 - 2. The complex dynamics affecting a perpetrator, target, and witness to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the

4. target or victim of bullying or other prohibited conduct in school;
 5. The incidence and nature of cyberbullying; and
 6. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school's primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all

or applicable parts of its protection and privacy of pupil records policy (See Policy 515) in the student handbook.

NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

DRESS CODE

At Detroit Lakes Public Schools we believe students' standard of dress and appearance should be a positive reflection of themselves and compatible with an effective learning environment. We expect Lakers to be recognized for their academic excellence and personal qualities such as character, leadership, and respect. Dress and appearance should promote respect, responsibility, and safety.

The purpose of the DLALC dress code is:

- 1. To ensure the health, safety, and well-being of students and staff,
- 2. To further the school's mission by promoting a positive learning environment,
- 3. To ensure that clothing/personal items do not distract others from achieving their academic goals,
- 4. To discourage the endorsement of alcohol, tobacco, drugs, and disruptive behavior, and
- 5. To respect the personal beliefs and religious rights and freedoms of students and staff.

Acceptable clothing will follow these general guidelines:

- 1. Is suitable for the weather.
- 2. Does not create a health or safety hazard.
- 3. In line with the demands of the activity being performed (e.g. physical education, machine and wood shops, science laboratories). Students will be advised of any special clothing requirements prior to their participation in a class or activity.

Unacceptable clothing:

1. Creates a potential danger to students' health and safety
2. Creates disorder/distraction in the learning environment
3. Causes others to be intimidated by fear or violence
4. Apparel promoting illegal activity by minors (For example, drugs or alcohol)
5. Is offensive or discriminatory in nature (lewd, sexual in nature, or promotes chemical use)

Parents/guardians and students are requested to take the proper steps to ensure that their student's attire meets all of the standards of the school's dress code.

The following guidelines apply not only to the school day, as well as to all regular school activities (games, dances, etc.) regardless of the location of the activity. The school day is defined as beginning when a student arrives on campus until school is dismissed at 3:30 PM.

Specific Clothing Guidelines:

1. Clothing must cover all undergarments at all times.
2. Students must wear some type of footwear at all times.
3. No sunglasses allowed.
4. No immodest clothing allowed.
 - a. Students' tops must have straps of at least 2 inches in width (a person's middle three fingers are approximately 2 inches wide)
 - i. Students shall not wear spaghetti strap tops, tube tops, halter tops, backless garments, "muscle" tops, strapless garments, see-through garments, etc., excessively tight clothing, or clothing that exposes the midriff or cleavage.
 - b. Students' shorts, skirts, and dresses will reach at least to their mid-thigh in length (when standing straight, a person's fingers will usually reach their mid-thigh)
 - i. Students are encouraged to wear leggings or tights under shorts, skirts, and dresses that may be in violation of the length requirement. Leggings shall not be "fishnet" or "sheer."
 - ii. Students wearing clothing with large holes above the length requirement must provide coverage beneath so skin is not visible.
5. Clothing shall not:
 - b. Damage school property.
 - c. Promote products or activities that are illegal for minors.
 - d. Evidence gang membership or affiliation
 - e. Bear a message that is lewd, vulgar, or obscene.
 - f. Contain objectionable symbols, signs, words, objects, or pictures.
 - g. Communicate a message that is racist, sexist, or otherwise derogatory.
 - h. Approve, advance or provoke any form of harassment and/or violence against any individual or group of people.

School administration reserves the right to make determinations relating to appropriate dress and attire in the event that questions arise relating to the details above. Minimally, students who are in violation of the dress code will be asked to remove offending items. Students whose clothing is particularly offensive or who continue to violate this policy or who willingly fail to comply with directives to remove offending items will face disciplinary action for insubordination.

SOCIAL MEDIA PROCEDURES

Schools are authorized to discipline students for off campus behavior as long as there is some connection (a “nexus”) between the behavior and the school and the behavior materially disrupts the school in some manner. Social media can be one of these “nexus” to school and often is the place where harassment, bullying, hazing, and even cheating on academics take place in today’s world. Understand that the primary responsibility for monitoring student use of social media lies with the parent. DLALC will respond in accordance with the discipline policies established by our School Board and by the State of MN when students are harassed, bullied, otherwise mistreated, or participate in academic dishonesty using social media or other online means. One of the best tools we have to combat these online forms of bullying is to promote healthy use of social media with our children. Below is a social media emergency plan that we employ when issues arise on social media. Please help us by monitoring your student’s use of social media accounts, and by reporting issues that you see to administration.

Social Media Emergency Plan - has a list of linked information on how to report things on different programs.

- Parents can lock down their kids’ accounts on different programs.
- Investigation Plan: determine High, Medium, and Low Risk issues:
 - Step 1: Determine nature of the threat
 - Step 2: Investigate and Remove
 - Step 3: Communicate with families
 - Step 4: Safety Plan
 - Step 5: After Action

POLICY 527: STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

PURPOSE:

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety and welfare of students and school personnel.

GENERAL STATEMENT OF POLICY:

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student’s educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

DEFINITIONS:

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
- D. “School district location” means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS:

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on campus during the school day only during the student’s designated lunch period or if there is an emergency and permission has been granted to the student by the building principal or assistant principal to use a motor vehicle during the school day.

STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS:

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in other designated areas, [e.g. parking lots designated for use only by staff or by the general public].

PATROLS, INSPECTIONS AND SEARCHES:

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

B. Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

C. Search of Interior of Student Motor Vehicle

The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

D. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures

It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches and/or seizures as provided by this policy.

E. Seizure of Contraband

If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.

F. Dissemination of Policy

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

DIRECTIVES AND GUIDELINES:

The superintendent is granted authority to develop and present for school board review and approval reasonable

directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIOLATIONS:

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

HEALTH, SECURITY, AND SAFETY

YOU FEEL SICK OR INJURE YOURSELF DURING SCHOOL?

- Ask your teacher for a pass to the office. You will receive permission to use the telephone in the Main Office to contact your parents. The office must speak to your parent and issue you a pass to leave the building. Be sure to follow proper sign-out procedures to avoid an unexcused absence.

MEDICATION ADMINISTRATION

In the event that it is necessary for you to take prescription medication during school hours, it is necessary to have a statement signed by your physician and parent, with medication named, directions for administration and an authorization for school personnel to administer the medicine. The form is available in the Main Office and should be returned to the school along with the medication in an originally labeled bottle from the pharmacy that issued the medication. Prescription medication must be kept in the main

office and will be distributed under the supervision of a health assistant or certified staff.

EMERGENCY PROCEDURES

EVACUATION AND LOCKDOWN DRILLS

The state of Minnesota requires all schools in the state to conduct eleven emergency drills during the course of a school year. Schools must conduct five fire drills, five lockdown drills in accordance with district emergency procedures, and one tornado drill.

- **CODE YELLOW** is a lockdown alert that keeps students secured in rooms and suspends regular school functions, but still allows teachers to carry on with instruction in most situations. A Code Yellow may be used for a variety of situations and there is no reason to panic. Students not already in classrooms should report to their homeroom or the nearest classroom.
- **CODE RED** is a lockdown emergency where all students and staff must implement their emergency procedures training. A Code Red is an unstable situation that will stop all school functions and will involve law enforcement officers. Students and staff have full options on how to handle the situation including evacuation or lockdown. A Code Red means that you must get to the nearest safe place right away. If you are outside of a classroom, get to a classroom immediately or hide somewhere safe. If you are outside of the building you should go to the school evacuation point when the situation has ended.
- Students and staff are trained on these procedures each year and practice drills as required by the State of MN.
- MState provides audio alerts for emergency procedures broadcast throughout the MState campus.

SCHOOL PROPERTY AND SEARCHES

We conduct regular and random searches of everything on school property including the parking lot, lockers, and classrooms. The school district contracts with a detection business who assists in our searches.

SCHOOL LIAISON OFFICER

DLPS has a Detroit Lakes police officer assigned to work in our schools during the school year. Our students have benefited from the relationships they have with the officers who have worked in our schools. If you need to visit with our school resource officer, stop by the main office.

The school Liaison Officer's responsibilities include:

- Taking reports and conducting investigations of alleged criminal conduct which occur on school property or buses.
- Present to students, parents, teachers, and administrators information that relates to school safety.
- Attend school activities as appropriate.
- Be visible in the school climate and build positive relationships with students and staff.

STUDENT CONDUCT AND “The Big Five”

We expect our students to **Attend, Respect, Restore, Work, Grow**

BUS TRANSPORTATION AND SAFETY

Transportation for students is provided by district buses, Olander Bus Company (847-7533), and Schultz Bus Company (847-9266). Rules for conduct on school buses are listed in detail in the Activity Calendar and school board policy. Building Administrators are responsible for dealing with discipline problems on the school bus. Failure to abide by rules of conduct will result in disciplinary action. The maintenance of the discipline policy as established by the School Board, will be carried out by the bus driver. For security reasons, the district may utilize surveillance equipment at school and on the bus.

Buses play vital roles in the life of a school and understanding bus safety is important for all students, parents, and staff. Many of our high school students ride buses to and from school, but even those who get to school in other ways will ride a school bus for various school-related activities.

Students receive training about bus safety from their teachers and Bus Drivers when they are in elementary and middle school, but, because many students do not ride the bus every day, many miss the annual bus safety training when they get to high school.

The following points are emphasized:

- **Always** return to the curb if a bus driver honks his horn.
- **Always** stay seated and use your inside voice when on the bus. “Back to back and seat to seat.”
- **Never** go into the “danger zone” (the area 10 feet around the bus) unless the bus driver tells you it is OK to get on the bus.
- **Always** listen to the bus driver’s instructions as they are helping keep you safe.

GENERAL INFORMATION

BACKPACKS

For school security, student health, and corridor congestion reasons, students are asked to limit the contents that are carried in their backpacks during the school day. Teachers will determine appropriate use and storage of backpacks in their settings during class time.

CHILD ABUSE/NEGLECT POLICY/PROCEDURES

1. It is the policy of Independent School District #22 to protect children whose health or welfare may be jeopardized through physical, emotional or sexual abuse and conditions of neglect.
2. It is the policy of Independent School District #22 to comply with the law requiring the reporting of suspected physical, emotional or sexual abuse and conditions of neglect involving children.
3. The reporting of maltreatment of minors shall be strictly in accordance with provisions of Minnesota Statute, Chapter 625.556.

For further interpretation or assistance contact the District Social Worker.

A complete copy of Policy 414 is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>

DIRECTORY INFORMATION

In accordance with FERPA, School Board Policy #515 and Minnesota State Statute DLALC protects the privacy of pupil records using the following standards.

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information includes, but is not limited to: the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student’s parent(s). Directory information does not include:

1. A student’s social security number;
2. A student’s identification number (ID), or user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
3. A student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
4. personally identifiable data which references religion, race, color, social position, or nationality; or
5. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

A complete copy of Policy #515 is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>

POLICY 505: DISTRIBUTION OF NON SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in Policy 505, and in a reasonable manner, nonschool-sponsored material. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
4. advertises or promotes any product or service not permitted to minors by law; advocates violence or other illegal conduct;
5. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religious or ethnic origin);
6. presents a clear and present likelihood that, either because of its content or the manner of

distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

Any student or employee wishing to distribute non-school sponsored material must first submit (as defined in Policy 505) for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:

1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
2. Date(s) and time(s) of day intended for distribution.
3. Location where material will be distributed;
4. If intended for students, the grade(s) of students to whom the display or distribution is intended.

A complete copy of Policy 505 is available at any school, the district administration center, or the school website located at www.dlschools.net.

FEES

School Board Policy #542 - CLASSROOM SUPPLIES AND MATERIALS FEE

No student will be charged a fee for books or supplies necessary to complete the basic educational requirements for graduation. In classes (such as shop, ag, home economics, art, etc.) where projects are completed using materials (wood, metal, cloth, ceramics, paints, etc.) purchased by the school district, the project completed remains the property of the school district unless the student wishes to purchase the item for the actual cost of materials. In any class where a student elects to build or make an item above and beyond minimum course requirements, the student will pay for all materials used and retain ownership of such project.

FOOD AND BEVERAGES IN SCHOOL

Students are permitted to have food and beverages and are permitted to carry water with them during the school day unless specifically prohibited by the classroom teacher. Students are expected to assist in keeping our building clean and should dispose of garbage appropriately and report any spills immediately to the office or a classroom teacher. During lunch periods, students are expected to eat in the cafeteria, in the Commons or in other areas as determined by school administration.

GYMNASIUMS, WEIGHT ROOM, AND INSTRUCTIONAL SPACES

The ALC gymnasium, weight rooms, and all instructional workspaces are not available for unsupervised activities unless approval has been given by staff and/or administration.

Community Education activities will be under the supervision of the District #22 Community Education Director.

LUNCH ACCOUNTS

Money for your lunch account must be deposited in the Main Office in order to be credited to your family lunch account. Students are not permitted to have a negative balance in their account. It is the responsibility of the student and parent/guardian to ensure that adequate funds are in the student's lunch account.

If you are eligible for free or reduced priced meals, you must fill out the application each school year and return it to the Main Office. Forms are available in the main office of each school in the district as well as

at the district administrative center.

Seniors with money left in their lunch account at the end of their senior year will leave the balance for their younger sibling at the high school or will be reimbursed by check made payable to the parent/guardian from the administration center.

The Main Office accepts cash and checks for deposit only. Change will not be given back from checks or cash presented to pay into a lunch account.

MATERIALS ISSUED TO STUDENTS

Students are responsible for all materials and textbooks issued to them as part of a class. Materials and textbooks will be collected at the end of each term. Materials and textbooks not turned in at this time will result in the cost of the item being assessed to the student.

MESSAGES

Telephone messages left by parents for students will be announced during the school day as time permits. The Main Office is not responsible for unclaimed messages or deliveries. Students will not be called out of class to receive phone messages unless an emergency situation exists and has been discussed with an administrator. Due to the number of students at DLALC, we ask that the number of individual student messages be kept to a minimum.

MILITARY RECRUITERS

In accordance with the “No Child Left Behind Act of 2001”, school districts are required to provide the name, address, and telephone listing of secondary students to military recruiters upon request unless the parent or eligible student has requested the information not be released to military recruiters without prior consent. In such a case, the school district will seek to obtain the parent’s or eligible student’s written consent before releasing the data and, if there is refusal to give such consent, not provide the data.

MOBILE PHONES AND PERSONAL ELECTRONIC DEVICES (PEDS)

Personal electronic devices include all electronic communication and devices that can be used by a student that includes cell phones, players, calculators, electronic games, video players, computers, assistants, and wrist units. PED’s are only permitted for use during lunch or by specific permission from the classroom teacher for an educational reason.



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Electronic device procedures at DLALC for 2024-2025

→ *Cellphones are to be on silent and placed in the classroom phone caddy during academic class periods.*

- ◆ All Students will place their devices in a phone caddy at the START of Advisory (8:15) and will not have access to their devices until the beginning of lunch. (12:05)
 - Cell phones are not needed to carry out any academic work that our instructors have students complete.
 - As a 1:1 technology school, every student has access to a Chromebook each year that is capable of fulfilling all technology requests that are needed for academics.

- ◆ If a student is late or tardy to school, the phone will then be placed in the office.
- ◆ After lunch, the phone will then be placed in the student's 6th hour teacher's caddy at the beginning of the period (1:00) and will be able to be picked up at the end of the school day (3:30).

→ *Earbuds and AirPods are not allowed in the classroom.*

→ *When a student requests to use the restroom, their phone will remain in the classroom phone caddy.*

→ *No Phones Are Allowed During Advisory or 9th hour as these periods are treated just like any other classroom where attendance is taken.*

→ *Important reminder: No unsolicited pictures should be taken of other students without consent at any time! Unsolicited pictures that are taken or sent to other students are a form of bullying or harassment and will not be tolerated.*

→ *Phones can be used during lunch and in a course where the teacher specifically instructs students to use them for academic purposes only.*

Consequences for inappropriate use

→ First Violation

- ◆ The device will be confiscated by the teacher and brought to the office.
- ◆ The student can pick up their device at the end of the day.
- ◆ The teacher will communicate home about the issue.

→ Second Violation

- ◆ The device will be confiscated by the teacher and brought to the office.
- ◆ The student will meet with an administrator and call home.
- ◆ The device will be held in the office for 5 days during school hours.

→ Third Violation

- ◆ The device will be confiscated by the teacher and brought to the office.
- ◆ A parent meeting will be held to discuss solutions to the problem.
- ◆ The device will be held in the office for 10 days during school hours.

**At any time if a student refuses to give an adult their device when asked, they will be brought to ISS in the main office and a parent meeting will be required.*

Students receive information regarding expectations for cell phone and electronics usage throughout the year. Consider these messages your "warning." Students violating this policy can be asked to turn the nuisance item over to the teacher and may retrieve it at the end of the school day from the office. Subsequent violations by the student will result in increased consequences as determined by school administration.

OFF CAMPUS BEHAVIOR

Schools are authorized to discipline students for off campus behavior as long as there is some connection between the behavior and the school and the behavior materially disrupts the school in some manner. Consequences for actions that occur off campus, but materially disrupt the school include, but are not limited

to:

Out-of-school- suspension (OSS), loss of extra-curricular eligibility as defined by Minnesota State High School League bylaws, and social suspensions (revoking of privilege to attend extra-curricular or other school-sponsored activities).“Off Campus” is defined as locations not part of the school district. Parking lots on school property and property belonging to facilities used for school-sponsored activities are considered to be on campus.

PARKING

Driving to and from school is a privilege, not a right. Students must comply with all laws related to the operation of a motor vehicle in the State of Minnesota. Speeding, exhibition driving, etc. will result in automatic suspension of DLALC driving privileges.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is recited by students and staff at least one time per week according to the Minnesota Statute 121A.11. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect the rights of others to make the choice to say or not to say the Pledge of Allegiance. Any disruption during this time may result in disciplinary action.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

Any student interested in PSEO or Concurrent Enrollment Courses (CE) must make an appointment with their school counselor and parents to discuss eligibility and graduation requirements. Students who fail classes at the ALC or Post-Secondary institution while enrolled in a PSEO program may lose their PSEO status and will be at risk of not graduating. More information about PSEO can be found on our school website by clicking on this link: <https://hs.dlschools.net/students/registration-information>

POSTERS

1. Posters or signs shall not be placed in the building without permission from a building administrator. The administrator will initial all approved posters.
2. Approved and initialed posters may be placed in the following designated areas:
 - On designated bulletin boards in the halls;
 - In the commons area;
 - In individual rooms and in the display cases if the student has permission from the teacher.
3. Posters shall be neat in appearance and appropriate in subject matter, grammar, spelling, etc.
4. Posters allowed to be displayed in Detroit Lakes ALC are:
 - those having to do with Detroit Lakes ALC events, or
 - other school sponsored activities.
5. Posters shall be removed by the organization the day after the event or function they advertised.

PROGRESS REPORTS AND REPORT CARDS

Progress reports and report cards can always be obtained electronically, at any time, by logging into your Skyward family or student access account. Parents can access their students' grades via the Skyward Parent Portal.

RECORDS

The school has student grades, attendance, and standardized test scores on file. If a student has attended several different schools, these records are now on file in Detroit Lakes.

A student or their parents may:

- review the contents of these records by making an appointment to do so with the Principal or a school counselor.
- have copies made of anything in the school records, but you are not permitted to take the original record out of the Counseling Center or the Main Office.
- place any statement or items in your record that you wish to, if it pertains to your schoolwork.
- request that items be removed from your file. In the event that you or your parent or guardian makes such a request,
 - the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately to the School Board.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not, and cannot by law, without first receiving written consent from you and your parent or guardian:

- send a transcript of your school record to a college.
- send a transcript to a vocational school or university.
- give information from your record to a prospective employer.

Written consent can be given by using a form available in the Main Office of the principal or school counselor, or by writing a letter to the Main Office requesting the transfer of such records.

Students who are 18 years of age or older need not seek consent of their parents or guardian to exercise their rights of access or control of transfer of their records.

All students' records will be treated in accordance with the provisions of Public Laws 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota. These laws and the resulting procedures described on these pages also apply to the records of all graduates of this school.

RELEASE OF DIRECTORY INFORMATION

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Directory information includes, but is not limited to: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended. It also includes the name, address and telephone number of the student's parent(s). Directory information does not include personally identifiable data that

references religion, race, color, social position or nationality.

A parent or eligible student who does not wish to have any or all of the directory information disclosed must provide written notice to the responsible administrator that shall include the following:

- Name of the student and/or parent, as appropriate;
- Home address;
- School presently attended by student;
- Parent's legal relationship to student, if applicable; and
- Specific categories of directory information to be made not public with the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

A complete copy of Policy 515 is available at any school, the district administration center, or the school website located at www.dlschools.net

SCHOOL-TO-WORK (STW)

The DLALC School-to-Work program connects the community and the classroom by providing meaningful and relevant learning experiences for all learners regardless of age. The three main goals of School-To-Work are:

1. Career Exploration
2. Application of Knowledge and Skills
3. A seamless transition from K-12 into post-secondary education or the workplace.

School-To-Work is a partnership between our schools, community organizations, employers, and post-secondary institutions. They work together to provide learning experiences that develop broad transferable skills which help students learn how school and careers fit together. Students learn academic knowledge, technical proficiency, task management skills, critical thinking skills, communication skills, team work, and problem solving skills

School-To-Work has three components. They are as follows:

- **School-Based Learning:** Students learn math, science, English/Language Arts, social studies, technology and other knowledge, skills and standards in the context of the world of work.
- **Work-Based Learning:** Students gain practical experience and training through learning activities provided by community businesses and agencies. Examples are field trips, guest speakers, job shadowing, internships, mentorships, and youth apprenticeships.
- **Connecting Activities:** Links between employers, schools, teachers, and students are formed to match young people with employers, mentors, and other learning experiences.

SECTION 504

REHABILITATION ACT OF 1973 (ANNUAL NOTICE AND INFORMATION REGARDING SECTION 504 ACT)

Section 504 is an Act which prohibits discrimination against persons with disability in any program or activity that receives or benefits from Federal Financial assistance. The Act defines a person with a disability as anyone who:

1. has a physical or mental impairment which substantially limits one or more major life activities including activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working; or
2. has a record of such an impairment; or

3. is regarded as having such an impairment. (34 Code of Federal Regulations Part 104.3). In order to fulfill its obligations under Section 504, the Detroit Lakes School District #22 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability will be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504, provide access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to:

1. inspect and review his/her child's educational records;
2. make copies of these records;
3. receive a list of all individuals having access to those records;
4. ask for an explanation of any item in the records;
5. ask for amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
6. a hearing on the issue if the school refuses to make the amendment.

Please contact the office at 844-5687 if you have questions.

POLICY 520: STUDENT SURVEYS PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. Student surveys may be conducted as determined necessary by the school district.

STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student returning a survey will be maintained.
- B. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate in such survey. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

A complete copy of Policy 520 is available at any school, the district administration center, or the school website located at www.dlschools.net.

SURVEILLANCE EQUIPMENT

To help ensure the safety of students and staff, Detroit Lakes ALC uses video cameras for surveillance on school property including, but not limited to, hallways, the commons, the cafeteria, the gymnasium, and parking areas. Video cameras are not to be used for classroom surveillance unless the principal of the school and the teacher of the classroom consent to the surveillance.

Video cameras are not used at a time or location that would violate a student's reasonable expectation of privacy including, but not limited to, a locker room, lavatory, or another area where a student may disrobe.

TESTING

Minnesota's statewide assessments measure that curriculum and instruction in our schools are aligned to the academic standards, ensuring all students are being provided an equitable education. A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education is aligned to the academic standards.

In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for school support and recognition.

Students who receive a college-ready score on the high school MCA are not required to take a remedial, non credit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.

Educators and policy makers use information from assessments to make decisions about resources and support provided.

School performance results that are publicly released and used by families and communities are negatively impacted if students do not participate in assessments. 27 / The Minnesota Comprehensive Assessments are given annually to students in grade 10 (reading), grade 11 (mathematics), and biology (science). A complete testing calendar will be available each year on the [assessment page](#) of the District website. Including information about the opting out procedures.

TITLE IX POLICY

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of sex in its educational program, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Title IX Coordinator at 702 Lake Avenue, Detroit Lakes (847-9271) or to the Director of the Office for Civil Rights, Department of Health and Welfare, Washington, D.C.

NICOTINE & TOBACCO

In accordance with State Law: No person shall at any time smoke, chew, or otherwise ingest tobacco, or carry or use an activated electronic delivery device as defined in section 609.685, subdivision 1, in a public school, as defined in section 120A.05, subdivisions 9, 11, and 13, This shall include school buildings, grounds and

school owned vehicles. Possession of tobacco products by K-12 students on school property is prohibited.

Tobacco products are defined as “tobacco,” “tobacco-related devices,” and “electronic delivery devices” in Minnesota Statute 609.685.

WATER QUALITY

The Detroit Lakes School District will follow the recommendations of the Minnesota Department of Health’s “Lead Contamination Control in School Drinking Water Guidance Manual.” The Detroit Lakes School District completed lead in water testing of all potable water sources during the 2021-2022 school years. The Detroit Lakes School District followed Minnesota Department of Health’s protocol in the reduction of any water sources found to be above action levels of lead. There are no known sources of water above the recommended action level for lead. Testing will be completed every 5 years. The results of testing are available upon request.

TECHNOLOGY USE

Any cell phone or other recording device used to record any illegal activity will be confiscated by the SRO as evidence.

The Detroit Lakes Public School District has established School Board Policy 524 “Access to and Use of the District Technology System (Networked Information Resources)” to detail district expectations and guidelines regarding the use of these resources. The information below is a summary of Policy 524. The full policy is available on the DLPS website at <https://meetings.boardbook.org/Public/Organization/2364>

The school district is providing students with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user’s private personal account on another system may not be acceptable on this limited-purpose network.

Electronic mail as well as telephone communication, voicemail, and data stored, received or sent via DLPS phone equipment, computers and related computer equipment are the sole property of the school district. Users of these systems should assume no privacy with respect to these systems.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

UNACCEPTABLE USES

The following uses {not limited to those listed} of the school district system and Internet resources or accounts

pertain to student users and are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education or professional setting, or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
6. Unless directed and for official school district use, users will not use the school district system to post private information about another person's personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Instagram", "Twitter" and "Facebook."
7. Users must keep all account information and passwords for software (which is not housed or managed on the district network) on file and/or communicate the location of this information to the employee's building administrator or supervisor. It is not necessary to keep account information and passwords on file for Skyward or the district network login information. Users may not share account information or passwords with others users. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer,

and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.

A student engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations are, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, or exclusion.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the superintendent.

FILTER

With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are 1) obscene; 2) child pornography; or 3) harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes. Violations of the above activities will result in disciplinary action, based upon the current discipline policy.

VIOLATION GUIDELINES

- 1st offense: Up to 30 days loss of computer privileges district wide and/or disciplinary action.
- 2nd offense: 60 days loss of computer privileges district wide, plus disciplinary action.
- 3rd offense: One calendar year loss of computer privileges district wide, plus disciplinary action.
- Depending upon the severity of the violation, additional actions may result.

The School District will educate students about appropriate online behavior including interacting with other

individuals on Social Networking Websites and in chat rooms and cyber bullying awareness and response.

CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

LIMITED EXPECTATION OF PRIVACY

- a) By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files, including email, on the school district system.
- b) Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- c) An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- d) Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- e) The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

Detroit Lakes Public Schools cannot realistically censor access to all inappropriate materials. Use of the internet is at the user's own risk. The district will make every effort to monitor or control information accessible through the internet, but the district does not accept responsibility for any content found on the internet.

PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

As with other curricular issues, parents have the option to request alternative educational activities not requiring Internet access. If a parent desires this option, requests should be made to the classroom teacher, a school counselor, or a school administrator.

By enrolling in Detroit Lakes Public Schools, parents and students agree to follow the policies and procedures implemented by the School Board and each school, including the policies regarding technology.

FREQUENTLY ASKED QUESTIONS

CAN I BRING A VISITOR/GUEST TO SCHOOL?

- All non-DLALC students are considered visitors during the school day. Visitors to DLALC are expected to report immediately to the Main Office to register and state their business. Students are not permitted to bring visitors or guests to school for any part of any school day. Foreign exchange students visiting the area may attend if their visit is pre-approved by a building administrator.

WHAT IF THE WEATHER IS BAD AND MAY AFFECT SCHOOL?

- Listen to radio stations KDLM (AM 1340) and KRCQ (FM 102.3). The district will also use its “Instant Alert” system to notify parents and students about weather delays.

HOW DO I REPORT MY CHILD’S ABSENCE?

- Call 218-844-5687 and let the Main Office know the reason for the absence. Give any applicable appointment cards from medical providers to the office to ensure the absence is recorded as Exempt.

HOW CAN I EASILY VIEW MY CHILD’S ATTENDANCE DATA?

- Students and parents may view all attendance data using their Skyward account.
- Parents are encouraged to set up Skyward’s automatic messaging system so they are sent reports of their child’s attendance and grades on a regular basis.

WHAT DO I DO IF MY SCHOOL ACTIVITY DOESN’T RETURN HOME UNTIL LATE?

- Come to school on time the next day. All students are expected to attend school on time every day that school is in session. Absences that do not meet the definition of “excused” by the State of Minnesota are Non-Exempt (unexcused).

HOW DO I REPORT MY CHILD WILL BE ABSENT FROM SCHOOL DUE TO A FAMILY TRIP OR A HUNTING TRIP?

- Call to notify the office before the trip.

HOW DO I REPORT MY CHILD’S ABSENCE DUE TO AN APPOINTMENT?

- Acquire an appointment card from the clinic and turn it into the office.

WHAT DOES MY CHILD DO ABOUT HOMEWORK MISSED DURING ABSENCES?

- Students who are absent for any reason are responsible for all work they have missed. Students are to communicate with their teacher and make arrangements to complete the work.
- All class work is subject to in-class deadlines unless other arrangements are made with the teacher in advance or the student was absent for any reason.
- Students who miss class because of school-sponsored activities are held to the assigned in-class deadlines.

WHAT ABOUT TARDINESS?

- Tardiness will be handled by each individual teacher:
- Tardies in excess of 10 minutes will be considered unexcused absences.

WHAT DO I DO IF I COME LATE OR LEAVE EARLY FROM SCHOOL?

- Always stop in the office to check in when arriving late.
- Always stop in the office to check-out before leaving the building when you have a scheduled class.
- Regularly check your attendance on Skyward and work with your teachers to ensure it is accurate.
- Provide documentation for all absences (from medical providers).

WHAT SHOULD I DO IF MY STUDENT INFORMATION CHANGES?

- Report this information to the Main Office. Updated contact information is very important!

WHAT IF I AM WITHDRAWING FROM SCHOOL?

- Check with the Main Office

WHAT IF SOMETHING IS STOLEN?

- Report it immediately to the Main Office.
- DLALC investigates thefts to the best of our ability however, does not replace items we cannot recover.
- Students are encouraged to not bring anything of value to school.

HOW DO I PARTICIPATE IN A SPORT OR ACTIVITY?

- Pay attention to the announcements for meeting dates. Pick up paperwork necessary from the Main Office, complete forms with your parents, and return paperwork and user fee to the Main Office.

WHAT IF I AM SICK AND NEED ASSIGNMENTS?

- Communicate directly with your teachers using your school email accounts or other arrangements they have made with their students.
- Ask your classmates for assistance in getting the correct assignment information if the teacher doesn't respond.
- If the options above are not effective, contact your counselor or the Main Office to request assignments to be picked up.

WHAT IF I HAVE A DOCTOR/DENTAL/MEDICAL APPOINTMENT?

- Your parent/guardian needs to contact the Main Office.
- Request a not

MANDATORY ANNUAL PARENT NOTIFICATIONS

Postsecondary Enrollment Opportunities

- By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11. [Minn. Stat. 124D.09, subd. 7](#)

Procedural Safeguards for Students with a Disability

- School districts must give parents of a child with a disability a copy of its procedural safeguards one time per year; and also
- (1) upon initial referral or parent request for evaluation; (2) upon receipt of the first state complaint/first due process complaint in a school year; (3) in accordance with discipline procedures; and (4) upon parental request. A current copy of the procedural safeguards notice may also be posted on the school district's website. [34 C.F.R. 300.504](#)

Right to Elect Against Saying the Pledge of Allegiance

- School districts that have a student handbook or school policy guide must include a statement that 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. [Minn. Stat. 121A.11](#)

Pesticide Application

- A school that plans to apply a pesticide that is a toxicity category I, II, or III pesticide product, as classified by the EPA, or a restricted use pesticide, as designated under the Federal Insecticide, Fungicide, and Rodenticide Act, on school property, must provide a notice to parents and employees that it applies such pesticides. In addition, districts required to give notice shall include in an official school handbook or official school policy guide a section informing parents that an estimated schedule of applications of pesticides is available for review or copying at the school offices, and that a parent may receive prior notice of each application if specifically requested. [Minn. Stat. 121A.30](#)

Specific Federal Nondiscrimination Notices

- **Title IV of the Civil Rights Act** - Requires school districts to inform students of protections against discrimination based on race, color, or national origin. [34 C.F.R. 100.3](#)
- **Boy Scouts of America Equal Access Act** – Requires school districts to notify students, parents, and others that they provide equal access to public school facilities to the Boy Scouts of America and other designated youth groups. The notice must make the information available in a manner necessary to inform people of the protections under the Act. [20 U.S.C. 7905](#)
- **Title IX of the Education Amendments** – Requires schools districts to inform students and others that they do not discriminate based on sex within any educational programs or activities that they operate. [34 C.F.R. 100.6\(d\)](#)
- **Section 504 of the Rehabilitation Act** – Requires school districts to notify students and others of protections against discrimination based on disability. The notice shall state that the district does not discriminate on the basis of disability in violation of section 504; it shall identify the responsible employee; continuing notification may be by posting notices or placing notices in district publications and distributing written communications. [29U.S.C. 794](#); [34 C.F.R. 104.4](#); [34 C.F.R. 104.8](#)

- **Title II of Americans with Disabilities Act** – Requires school districts to inform applicants, participants, and other interested persons of protections against discrimination based on disability under the Americans with Disabilities Act. The notice shall designate the responsible authority (name, office address, and telephone number) and grievance procedures shall be published. [28 C.F.R. 35.106](#) and [35.107](#)
- **Age Discrimination Act** – Requires school districts to notify students and others of protections against discrimination based on age. The notice shall designate the responsible authority (name, office address, and telephone number) and grievance procedures shall be published [34 C.F.R. 110.25](#)

Student Protections

- **Bullying Prohibition Policy** - School boards shall adopt a Bullying Prohibition Policy that conforms with Minnesota Statutes sections 121A.41 to 121A.56. The policy shall be conspicuously posted in the administrative offices of the school and school district in summary form; given to each school employee and independent contractor (if the contractor regularly interacts with students); included in the student handbook; and be available to all parents and other school community members in an electronic format in the languages appearing on the district or school website. [Minn. Stat. 121A.031](#).
- A district or school must include in student discipline policy that the district distributes or otherwise transmits to students and their parents annually at the beginning of each school year notice about rights and responsibilities of students and parents under the Safe and Supportive Minnesota Schools Act. [Minn. Stat. 121A.0311](#)
- **Malicious and Sadistic Conduct** - School districts and charter schools must adopt a written policy to address malicious and sadistic conduct and sexual exploitation. The policy must be conspicuously posted throughout each school building, distributed to each district or school employee and independent contractor at the time of hiring or contractions, and included in each school’s student handbook. [Minn. Stat. 121A.0312](#)
- **NOTE:** MDE agreed that schools could update their existing Bullying Prohibition Policy to include this new law (rather than create a separate policy on malicious and sadistic conduct). Please note that the Bullying Prohibition Policy can be posted “in summary form.” This phrase does not appear in the Malicious and Sadistic Conduct statute. Schools could choose to post the entire Malicious and Sadistic Conduct provisions and continue to post a summary of the Bullying Prohibition Policy (rather than post the entire Bullying Prohibition Policy).
- **Hazing Policy** - School boards shall adopt a written policy governing student or staff hazing that conforms with [Minn. Stat. 121A.69](#) and the [Pupil Fair Dismissal Act](#). The policy must appear in the student handbook.
- **Sexual, Religious, and Racial Harassment and Violence Policy** - School boards must adopt a written policy regarding harassment and violence based on sex, religion, and race that conforms with [Minn. Stat. Ch 363A](#). The policy must be included in each school’s student handbook on school policies; conspicuously posted throughout each school building; and given to each district employee and independent contract. [Minn. Stat. 121A.03](#)

Testing Assessments

- **State Assessment Information** - School districts and schools must provide information on each assessment required by the state and the school district. The information must include: (1) subject matter assessed; (2) purpose of the assessment; (3) source of the requirement and if information is

available; (4) length of time expected and schedule for the assessments; and (5) time and format for disseminating results. 20 U.S.C. § 6311; [Minn. Stat. 120B.31, subd. 4\(a\)](#); [20 U.S.C. 6312\(e\)](#)

ACTIVITIES HANDBOOK



*DETROIT LAKES
PUBLIC SCHOOLS*

Updated 7/26/24

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FORWARD

The purpose of this handbook is to provide the public with insights into the Detroit Lakes Public School athletic and non-athletic programs. We are proud of the variety of opportunities available to our students and applaud the continued public support of our students.

PHILOSOPHY OF ACTIVITIES IN THE DETROIT LAKES PUBLIC SCHOOLS

The philosophy of education based athletics is that in addition to the core academic subjects learned in the classroom, students experience additional educational opportunities through their participation in sports, fine arts and other extracurricular activities offered at DLHS. Beyond the specific skills of a sport or activity, these individuals have the opportunity to learn important principles that can guide them the rest of their lives. While the goals of our programs are competitive in nature the purpose of our programs is to develop young adults that will be successful in the game of life. Our staff will work to provide our participants opportunities to develop skills that will allow them to become successful community members, employees, employers, spouses, parents, etc.

Laker activities strive to develop young adults who are respectful, responsible, committed teammates. “CHAMPIONS IN LIFE”

FEDERAL AND SCHOOL DISTRICT POLICIES

POLICY 413 – HARASSMENT AND VIOLENCE *(The complete policy can be found at www.dlschools.net)*

It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of school district policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.

It shall be a violation of school district policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The school district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

POLICY 526 - HAZING PROHIBITION *(The complete policy can be found at www.dlschools.net)*

“Hazing” means committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

The purpose of the district’s hazing policy is to maintain a safe learning environment for students and staff. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

- No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- This policy applies to behavior that occurs on or off school property and during and after school hours.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, paddling, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the student’s mental or physical health or safety.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, which adversely affects the mental health, or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of

this definition.

****Any person who believes he or she has been the victim of hazing, or any person with knowledge or belief of conduct which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignment.**

Upon receipt of a complaint or report of hazing, 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 hazing.

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 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 will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

DETROIT LAKES PUBLIC SCHOOLS STUDENT ELIGIBILITY

INTRODUCTION

The co-curricular programs in the Detroit Lakes Public Schools exist for the development of skills, attitudes, and self-esteem of students, and are intended to enhance the physical, social, emotional, artistic and intellectual growth of our young people.

Parents are encouraged to be positive and supportive in their relationships with advisors and coaches. It is the prerogative of the advisor/coach to manage the activity in such a manner that sound human relationships are encouraged and the regulations of the Minnesota State High School League are met. A team effort by parents, school officials, and the participants is needed.

Our co-curricular programs are voluntary and are a privilege to participate in rather than a right. Therefore, when a student and parent sign their names to eligibility forms, it means that they are voluntarily accepting the activities as part of the co-curricular endeavors while attending Detroit Lakes Public Schools.

The basic purpose of this code is to provide assurance that our students and their parents are informed of

the standards of behavior, conduct and appearance that are appropriate for the young people who represent our schools and the community of Detroit Lakes in the various areas of co-curricular activities.

SCHOLASTIC ELIGIBILITY

Minnesota State High School League bylaws state that; in order to maintain eligibility a student must be fully enrolled and making satisfactory progress toward graduation. In addition, students must meet Detroit Lakes High School expectations for credits, grades and attendance as defined below.

Credits

At Detroit Lakes High School, a student must be enrolled in at least six credit-bearing courses (7 as freshman) each term to be considered a full-time enrolled student and, therefore, eligible to participate in activities. A high school student is progressing satisfactorily toward graduation and is therefore eligible for MSHSL activities if the student has accumulated the credits according to the chart below, prior to the beginning of the designated semester. For example, a 10th grade student should have successfully completed six semester credits after completing first semester; therefore, six credits are needed to be eligible for activities that take place during the second semester.

Grade	Term	Semester Credits	Semester Credits Class 2022 and beyond
9	Semester One	6	7
9	Semester Two	12	14
10	Semester One	18	20
10	Semester Two	24	26
11	Semester One	30	32
11	Semester Two	36	38
12	Semester One	42	44
12	Semester Two	48	50

A high school student who is two or more credits behind at the beginning of an activity season is immediately ineligible. However, a student who is two to five credits behind may be declared eligible under the following conditions:

1. All classes in the previous semester were successfully completed; and/or
2. A contract, verified by the student's counselor, must be in place to ensure that the student is making up deficient credits in order to get back on track.

Grades

Detroit Lakes High School students must be successfully passing at least six credit-bearing courses (7 as freshman) each semester. Students will be declared ineligible for participation under the following conditions regardless of their standing in relation to credits:

1. Progress Reports

At school-designated marking periods, if a student is failing more than one course, he/she will be declared ineligible until satisfactory progress is verified in the courses failed.

2. End of Semesters

If a student fails more than one course in the most recently completed semester, the student will be declared ineligible for a period of two weeks. Following the two-week ineligibility period, a review of the student's current grades will be conducted. If the student is passing all courses at that time, their eligibility will be immediately reinstated. If they are failing any course at that time, they will remain ineligible until such time that all deficiencies have been corrected and verified by the classroom teacher(s).

Middle school students involved in activities, either at the high school or middle school, must be passing all classes at the end of each trimester grading period to maintain eligibility.

Attendance

In order to participate in an athletic practice or contest during a school day or during the evening of a school day, the student must have been in attendance for at least one-half of the school day (4 consecutive class periods). Exceptions to this policy will include absences in which prior permission to miss school has been approved by an administrator as well as absences due to a doctor's appointment (student must present documentation from the clinic or hospital), and/or emergencies if approved by a school principal or the activities director.

A student who has been determined to have been truant from school will be ineligible to participate in the next competition, regardless of the date and/or time of the contest.

Instances of excessive absence from school and chronic tardiness will be handled on a case-by-case basis by school administration and consequences will be determined based on the merits of each case.

Suspension or Expulsion

Any participant who receives an out-of-school suspension or expulsion shall be ineligible for participation, including practices, during the period of suspension or expulsion. Participants shall be eligible to participate when they are readmitted to school.

Academic Integrity

A student who has been determined to have violated the academic integrity policy outlined in the DLHS Student Handbook may be levied consequences under the MSHSL Code of Responsibilities. Instances of academic integrity will be handled on a case-by-case basis by school administration and consequences will be determined based on the merits of each case.

MOOD ALTERING CHEMICALS ELIGIBILITY

Mood Altering Chemicals

*Reference MSHSL bylaw 205

Twelve months of the year; a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, Have in possession tobacco; (3) use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia; (4) use or consume, have in their possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.

“tobacco products” means: any product containing, made, or derived from tobacco that is intended

for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product; (5) use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substance or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

1. The Bylaw applies continuously from the first signing of the student Eligibility Brochure.
2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student’s own use by his/her doctor.

The school principal, assistant principal or activities director shall have the authority to suspend a student from participation in an activity if reasonable suspicion exists for any of the previous behaviors

Mere Presence

Being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so. When a student recognizes this situation, he/she is expected to leave immediately.

An intention to leave is not a defense. Nor is being the “designated driver.” Stay and risk loss of eligibility for extracurricular activities.

Consequences for Chemical Eligibility and Mere Presence Violations

The following chart details the consequences that will be applied in the majority of situations in which the school has reasonable suspicion that a MSHSL violation has occurred. Any student who declares and defends his/her innocence of an MSHSL violation will be declared ineligible during the term of the investigation and any subsequent hearing. A coach or advisor may, with the approval of the high school principal and the Activity Director, increase the length of suspensions beyond those listed in the chart below as a general team rule.

<u>Consequences (MP or CE)</u>	<u>Length of Suspension</u>
1 st Violation	2 weeks, 2 contests, or 14 calendar days, whichever is greater
2 nd Violation	3 weeks, 6 contests, or 21 calendar days, whichever is greater
3 rd Violation	4 weeks, 12 contests, or 28 calendar days, whichever is greater

MP = Mere Presence, CE = Chemical Eligibility

- * Note: Mere Presence and Chemical Eligibility violations are treated the same. For example, if a student is determined to have violated the MP standard one week and then the next week violates the CE standard at a different event, the student would not serve 2 weeks for a first Mere Presence violation and then a 2-week consequence for a first Chemical Eligibility violation. The CE consequence in this example would lead to the 2nd violation consequence.

General Guidelines for Consequences:

1. Consequences for violations are cumulative from the time a student signs their first eligibility statement for participation in activities.
2. Suspension periods will cover consecutive weeks whenever a violation occurs during the school year.
3. Violations occurring out of season or during the summer are enforced at the start of the

- next season of participation for the student during the following year.
4. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
 5. A student who is under penalty for a violation of a MSHSL bylaw may not join a second sport in the same season in order to fulfill a penalty.
 6. Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted; however, the student is eligible to participate in such events as determined by the school.
 7. A student who participates in both athletics and fine arts (separate classifications in the MSHSL) shall serve the penalty prescribed for that violation in both activities in which the student participates.
 8. Any student who has a violation that occurs during the season or prior to the awards presentation of that activity will not receive any recognition/awards for that activity.
 9. Any participant who has a violation will not be eligible for a position of status (leadership role) for a period of twelve calendar months from the date of the violation.

Student Code of Responsibility:

As a student participating in my school's interscholastic activities, I understand and accept and understand the following responsibilities:

- 1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.*
- 2. I will be fully responsible for my own actions and the consequences of my actions.*
- 3. I will respect the property of others.*
- 4. I will respect and obey the rules of my school and the laws of my community, state and country*
- 5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.*

A student ejected from a contest shall be ineligible for the next regularly scheduled game or meet at that level of competition and all other games or meets in the interim at any level of competition, for the first ejection. All subsequent ejections shall result in ineligibility for four (4) regularly scheduled games or meets.

This is not an all-inclusive list of prohibited behaviors. The school reserves the right to discipline a student for violation of the student code of conduct which includes but is not limited to the above referenced behaviors.

A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

INVESTIGATION PROCEDURES

MSHSL Bylaw 305-Master Eligibility List and Bylaw 306-Responsibility for Student Eligibility indicate that it is the responsibility of the school administrator to determine the eligibility of all students who participate in MSHSL-sponsored programs offered by their schools. When a student's

eligibility is in jeopardy due to an alleged violation of the MSHSL bylaws and policies, the school will conduct an investigation. The investigation will begin on the day the school is first notified of the alleged violation and it shall conclude within 10 calendar days. At the conclusion of the investigation the school must make a determination of the eligibility status of the student. It shall be the responsibility of the member school to notify the student, parent or guardian in writing, of the eligibility determination. The written notification must also include a copy of the Fair Hearing Procedure and the Acknowledgement of Rights.

FAIR HEARING PROCEDURES

1. A student, parent or guardian may contest a school's eligibility decision by requesting a hearing through the Fair Hearing Procedure. The parent, student or guardian's request must be personally delivered or postmarked within (10) school business days of the receipt of the written eligibility decision. Within (10) days of the receipt of the written request, the school must convene a hearing panel of three to five members. The findings of the hearing will be personally delivered or mailed to the student, parent or guardian as well as the MSHSL Executive Director within four days of the conclusion of the hearing. From the time the school receives the hearing request, the student becomes ineligible until the executive director makes his final decision, which will be made within (10) school business days of his receipt of the letter including the findings of the hearing.
2. These Fair Hearing Procedures apply to all eligibility situations where a student, parent or guardian contests the school's eligibility decision EXCEPT in the situations identified below.
 - a. The student admits to the violation.
 - b. The student neither admits to or denies the violation but accepts and serves the penalty.
 - c. The sole issue in question is the determination by the school to impose a penalty greater than the minimum League suspension for the violation.
 - d. The principal's decision regarding the school's eligibility requirements for the student, including student code of responsibilities.

MINNESOTA STATE HIGH SCHOOL LEAGUE ELIGIBILITY

The Detroit Lakes Public Schools is a voluntary member of the Minnesota State High School League. This association has developed guidelines and rules, with those listed here representing a summary of the regulations dealing with student eligibility. Most of the rules are found in the MSHSL Official Handbook, a copy of which is available in the high school office and available online at www.mshsl.org.

Your role in following the rules will ensure eligibility to participate in interscholastic activities. Not following the rules could lead to ineligibility and/or forfeiture of contests.

MSHSL General Eligibility

- **Age:**
A student who turns 20 during the 11th or 12th semester since first entering the 7th grade shall be allowed to participate through the completion of the 12th semester. A student who participates in the Adapted Athletics Program shall be under 22 years of age. A student under age 22 who has started a sport season will be permitted to complete that season.

- **Attendance**: Students must be attending school and classes regularly. Students who have been dropped because of irregular attendance, extended absence, or suspension from school are not eligible to participate in League-sponsored activities.
- **Credit Requirements**: Students must be full time students according to the Minnesota Department of Education criteria. Students must be on track to meet the school's graduation requirements in six years (12 consecutive semesters) beginning with the first day of attendance in 7th grade.
- **Enrollment**:
 1. Only students who are fully enrolled in a school are eligible to be placed on that school's eligibility roster and participate in League programs offered by the school the student attends.
 2. Students enrolled in schools established for a special need serving one entire school district, may engage in activities in the secondary school which provides service in the attendance area of the student's residence if:
 - a. the district wide school does not provide the activity; and
 - b. the student meets all other eligibility requirements; and,
 - c. the district wide school's senior high school student enrollment is fewer than 200 students.
 3. **Home School Students**: Minnesota Statutes allow home-schooled students to be eligible to participate in League-sponsored activities for the public school in their resident school district attendance area.
 4. **Charter School Students**: Charter school students are not eligible to participate in League-sponsored activities for the public school in their resident district because they do not meet the Minnesota Department of Education requirements for being enrolled in the local public school. For Participation opportunities, the charter school would have to join the League and offer the program or enter into a cooperative agreement with another League member school.
- **Grade Level Eligibility**: Participation in League-sponsored programs is limited to students in grades 7 through 12. Students in grade 7, 8, and 9 may participate only if they are enrolled in a continuation school for that high school.

Definitions:

1. *A **Continuation School** is one that is under the same administrative head and governing board.*
2. *A student in grades 7, 8, or 9, who attends a school under a separate administrative head and governing board; which does not have a continuation high school; and where no other opportunity for participation on a high school team exists; is eligible to participate for a public high school team provided the public high school and the non-continuation school have established a joint agreement for participation in League Activities. The participation agreement for each activity or athletic program can be formed with:*
 - a. *The public school in the public high school attendance area as determined by the district school board where the non-continuation school is geographically located. If the public high school declines the request for the participation agreement, the non-continuation school may form a participation agreement with any other public school; or any non-public high school.*

Elementary students in grades K-6 are not eligible for any participation in League activities. In

addition, in Detroit Lakes, students in grades K-6 are not eligible for participation in Detroit Lakes Middle School activities intended for 7th and 8th grade students.

- Graduates of Secondary Schools: Students who have graduated from a secondary school, or who have completed the terminal or final grade of a secondary school, or who have earned a GED are not eligible for participation in any League activity. A student who graduates while a member of a team with a season in progress may complete the season if three or fewer weeks of the regular season, exclusive of League tournament play, remain.
- Physical Examination: Students must have a record of a physical examination performed by a physician within the previous three years on file with the school prior to the student's participation. It is the recommendation of the League Sports Medicine Advisory Committee that the League Sports Qualifying Physical Examination (SQPE) form be used for the physical examination.
 1. Health questionnaire: Each year a League health questionnaire must be completed by the student, parent(s) or guardian(s) and kept on file in the school. The questionnaire could indicate the need for a physical examination prior to the student's participation.
 2. After major surgery or serious illness or injury, the attending physician must certify in writing the student's readiness to return to competition.
 3. SQPE Three Year Expiration: If the three-year anniversary date of the examination occurs during the school year the SQPE will remain valid through the conclusion of the school year or spring athletic season.
 4. Not required for participation in Fine Arts Activities.
- Scholastic Eligibility (Please refer to pages for 5 and 6 for specific Detroit Lakes requirements):
 1. Students must be making satisfactory progress towards the school's requirements for graduation. The school where the student is fully enrolled and regularly attends shall determine satisfactory progress.
 2. Students in special classes must be making satisfactory progress toward the student's Individual Education Plan.
 3. Exceptions to Scholastic Eligibility:
 - If the school principal and personnel from an agency such as a residential treatment center, mental health clinic, county welfare department or family service agency diagnose the psychological needs of a student and jointly determine that effective treatment for the student includes the option of participation in League activities. The determination does not supersede any transfer or good standing eligibility suspensions
 - If a student is transferred from one school to another upon the recommendation of a professional social service agency and is agreed upon by the principals of the schools involved. The League must be informed of this exception in a joint statement signed by the school principal and the director of the agency involved. Such documentation must be sent to the League office 10 days before participation in a League-sponsored activity.
- Seasons of Participation:
 1. Students may not participate in more than one interscholastic season in a given sport in each school year or more than six seasons in any sport while enrolled in grades 7 to 12.
 2. Participation, no matter how limited, will count as one season of participation.
- Semesters Enrolled: Each student is eligible for participation in League-sponsored athletic

activities for four consecutive school years beginning with their initial entrance into ninth grade. This school year limitation applies regardless of whether the student participates in athletic activities.

- Students in grades 7 and 8 may participate in League sponsored athletics according to Bylaw 105.1.
- Participation begins once a 7th or 8th grader practices or competes in League sponsored athletics.
- Students are permitted one school year of participation in 7th grade and one school year of participation in 8th grade for League sponsored athletics.

This semester limitation does not apply to participation in fine arts or presenting partner activities.

Application for Additional Semester(s)

- A. A student who experiences a substantial disruption to the student's education that is beyond their control may apply for additional semester(s) of eligibility.
 - B. The application may be submitted by the student's parent(s)/guardian(s), the member school, or both.
 - a. The application may be submitted when a student has experienced a substantial disruption to their education that is outside of the student's control and it is apparent that the student will exhaust their semesters of eligibility before graduation.
 - C. Additional semesters will not be granted where the student's educational experience as a whole has not been substantially disrupted.
 - D. A student who has exhausted their semester eligibility is not allowed to participate in MSHSL athletic activities at any level in any capacity, including competition, practices, scrimmages, jamborees, etc.
 - E. This bylaw is in addition to, and is not intended to supersede, any other bylaw.
 - a. A student who is a Minnesota resident and who has participated in a CSIET approved foreign exchange program in another country during one of their four academic school years (grades 9-12) may appeal to the Board of Directors for additional semesters of eligibility.
- Transfer and Residence: The rules and procedures regarding transfer and residence are very lengthy and detailed. A copy of bylaw 111.00 is available in the office of Detroit Lakes High School or can be found in the MSHSL Official Handbook at www.mshsl.org.
 - Foreign Exchange Students: The rules and procedures for foreign exchange students are very lengthy and detailed. A copy bylaw 111.00 is available in the office of Detroit Lakes High School or can be found in the MSHSL Official Handbook at www.mshsl.org.

NCAA INITIAL ELIGIBILITY

Many college athletic programs are regulated by the National Collegiate Athletic Association

(NCAA), an organization founded in 1906 that has outlined rules on eligibility, recruiting, and financial aid. The NCAA consists of three membership divisions: Divisions 1, 2, & 3. Institutions are members of one or another of divisions, based upon the size and scope of their athletic programs and whether they provide athletic scholarships or not.

If a student is planning to enroll in college as a freshman and wishes to participate in either Division 1 or 2 athletics, he/she must be certified by the NCAA Initial Eligibility Clearinghouse. The Clearinghouse was established as a separate organization by the NCAA members in 1993. Their purpose is to provide consistent interpretations of the NCAA eligibility requirements for all prospective student athletes.

The Student Athlete's Responsibility While in High School

Complete the following forms:

1. Student release form
2. Complete SAT or ACT Exam
3. See school counselor for the Clearinghouse registration
4. Have a school transcript sent to the Clearinghouse

These actions should be taken by the end of the student's junior year to ensure adequate time for processing. For more information you can visit the NCAA Clearinghouse website at www.ncaaclearinghouse.net.

PARENT AND PARTICIPANT INFORMATION

SPORTSMANSHIP (information from "Sportsmanship: A Parents Guide" from the MSHSL)

The Role of the Parent

Much of the joy of being a high school sports parent comes from watching your children compete in athletic events. There are very few kids who are not bolstered by looking into the stands and seeing their parents cheering for them. As part of their responsibilities, parents should be involved in their child's educational process, this includes being actively involved in after school activities.

Fortunately, the majority of parents behave appropriately at school sporting events. But those who misbehave can spoil it for all the rest. It takes only a few out-of-control parents to ruin what should be a pleasant atmosphere into one that is stressful for everyone. In addition to some of the obviously inappropriate actions, such as profanity, use of chemicals, throwing of objects and the like, the following rules of thumb for personal behavior should be followed.

- Express interest, encouragement and support to your child and to the coaching staff.
- Learn the rules of the game so that you may understand and appreciate why certain situations take place.
- Lend a hand when a coach or school administrator asks for help.
- Recognize and show appreciation for an outstanding play or achievement by either team.
- Inappropriate and/or harassing comments should not be made to athletes, parents, officials or coaches of either team, this will only undermine the efforts of those involved.
- Shouting out instruction or criticism may hinder the overall experience of the student-athlete.

- Remember that sports are to develop skills for the rest of your child's life. Don't define success by winning or losing.

Remember that interscholastic athletics and activities are learning experiences for students and that mistakes are sometimes made. Praise students in their attempt to improve themselves as students, as athletes and as people, as you would praise a student working in the classroom.

Good sportsmanship among all spectators is a goal worth working for, but especially for parents, who have the obligation not only to control their behavior, but to also remind others around them of their responsibilities when necessary. When parents misbehave, it is the duty of other parents and school administrators to step in and correct the situation. A simple rule of thumb for all spectators to follow is that absolutely nothing in their actions should interfere with any youngster's enjoyment of the game.

Sportsmanship Tips for Parents

✓ **Be Supportive of Coaches**

In front of your child be supportive and positive of the coach's decisions. If you have problems with what the coach is doing, it is best to talk directly with the coach.

✓ **Teach Respect for Authority**

There will be times when you disagree with a coach or official but always remember they are trying their best and are trying to be fair. Show good sportsmanship by being positive.

✓ **Let the Coach do the Coaching, but you can do some of the Teaching**

When your child is on the field, court or ice, let the coach do the coaching. You can teach sportsmanship and how to deal with success and failure. Develop their character and teach life skills that athletics and activities bring to the forefront.

✓ **Help your Children Learn through Failure**

The way your child handles failure can help them to face the certain failures life will throw them in the future. The worst time for you as a parent to give advice is immediately after a disappointment. Let your child cope in their own way.

✓ **Get to know the Coach**

Since the Coach has a powerful influence on your child, take the time to attend the preseason parent meeting and get to know the coaches' philosophy, expectations, and guidelines.

✓ **Focus on your Child as an Individual**

Focus on what your child does well and where they need to improve. Encouragement is essential.

✓ **Listen to your Child, but Stay Rational**

Always support and listen to your child, but remember to stay rational until you have investigated the situation.

✓ **Be Mindful of your Role as a Role Model**

Take a good honest look at your actions and reactions in the athletic arena. These actions are a big cue to your child and to the others around you.

✓ **Show Unconditional Love**

The most important thing...show your child you love them, win or lose. Remind them that you love to watch them play.

Sportsmanship is Everyone's Responsibility!

DETROIT LAKES PUBLIC SCHOOLS EXPECTATIONS FOR PARENT/ATHLETE CONCERNS

Parent/Athlete concerns should be addressed using the following protocol

- Athlete meets with the Coach/Coaches
- Athlete and parent meets with the Coach/Coaches
- Athlete and parent meets with the Coach/Coaches and Activities Director
- Athlete and parent meets with the Coach/Coaches, Activities Director and Principal

Note: These meetings will take place face to face at a time and place that is agreeable to all parties involved. Email, text, phone and social media are not a place to have these types of conversations.

Parent/Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to students. As a parent, you have a right to understand what expectations are placed on your child when involved in our programs. This begins with clear communication from the coach of your child's team.

PARENT/COACH COMMUNICATION

Communication You Should Expect From Your Child's Coach

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the team.
3. Location and times of all practices and contests.
4. Team requirements: i.e. fees, special equipment, off-season conditioning.
5. Procedures should your child be injured during practice or a contest.
6. Discipline that might affect your child's participation.

Communication Coaches Expect From Parents

1. Notification of any schedule conflicts well in advance.
2. Specific concerns in regard to a coach's expectations.
3. Communication of any medical or physical limitations that may impact your child's participation.

As your children become involved in the programs of Detroit Lakes Public Schools, they will experience some of the most rewarding moments of their lives. It is also important to understand that there might also be times when things do not go the way you or your child wishes. During those times it is important to have an open dialogue with the coach.

Appropriate Concerns to Discuss With Coaches

1. The treatment of your child mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

As a parent it may be very difficult to accept your child's playing time. Coaches are professionals. They make judgment decisions based upon what they believe is best for all students involved. As you have seen, certain things can and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

Issues Not Appropriate to Discuss With The Coach

1. *Playing Time*
2. *Play calling*
3. *Team Strategy*
4. *Other student athletes*

Remember...

Research indicates that a student who is involved in co-curricular activities has a greater chance for success during adulthood, thus the premise on which these programs have been established. Many of the character traits required to be a successful participant are the same as those found to promote a successful life after high school.

CAUTIONS, CONSIDERATIONS, AND RESPONSIBILITIES

Activities can be highly competitive, and practice plays a major role in the preparation of the student. Because of the intense demands of participation, students must observe the practice rules, procedures, and training progression that are given. This, in turn, should address the need for safety, learning, and the overall desire to succeed and enjoy the activity.

If there is a particular health concern related to a participant that may interfere with or limit the student's participation in the activity, parents should notify the coach/advisor (s) of these concerns. Every effort will be made, if possible, to allow the student to continue to participate.

Activities do require a significant time commitment. Many activities are held on Saturdays and require some travel. The days are long and return times are most often estimated. The coach/advisor will provide a time "window" of the expected time of return from an event, but participants and parents should be aware that events may run longer than expected (due to travel, number of participants in a particular activity, awards ceremonies, etc.).

Responsibilities

Unsportsmanlike conduct is not acceptable. Be positive in your interaction with other competitors and judges. Never discuss tournament results or ballots at the tournament site. Share your concerns with your coach/advisor at the conclusion of the event. If you have a concern about something that is taking place during an event, take your concerns to your coach/advisor, not other team members or contestants.

General Cautions

Students participating in activities are encouraged to take care of their health. Eating healthy and getting enough rest become extremely important to success in the activity. During competition, participants are encouraged to drink water rather than pop or other beverages.

Emergencies

Because of the nature of activities, injuries may occur. All injuries must be called to the attention of the coaching staff and athletic trainer. Some injuries may require more intense management. When such an incident occurs, the practice, scrimmage, drill, or contest should be stopped. Make sure the coach/advisor, trainer, or other site manager is aware of the problem immediately. If necessary, additional assistance should be called. Parents will be notified. If a fire or fire alarm occurs, the site should be evacuated, with all participants moving a safe distance away from the facility. It is important that all participants provide emergency contact information to the coach/advisor prior to the start of the season. Any changes to this information should be given to the coach/advisor in a timely manner.

Insurance and Injuries

Activities can play an important role in your student's development; however, there is a risk of injury occurring during participation. We encourage all parents to have medical coverage in the event that an injury occurs while their student is involved in activities or during the regular school day. All schools at the high school level do have certified, athletic trainers on duty during practices and most contests, so immediate attention is provided. They will consult with the parents and make recommendations if they believe further attention is needed by a physician.

Student Insurance Options

Activities can play an important role in your students' development; however, there is a risk of injury occurring during participation. We encourage all parents to have medical coverage in the event an injury occurs while their student is involved in activities or during the regular school day. There are insurance plans through Student Assurance Services inc. that are available for purchase through DL Public Schools.

For information regarding supplemental insurance coverage and claims handling procedures, you can contact Student Assurance Services at (800) 328-2739 or (651) 439-7098. Information is also available online at www.sas-mn.com or at dlschools.net.

****High school level interscholastic sports do have certified athletic trainers on duty during practices and most contests, so immediate attention is provided. They will consult with parents and make recommendations if they believe further attention is needed by a physician.**

Preparation for Activity

- All athletes must have a physical exam on file prior to the start of the season and should

report in sound physical condition/sport appropriate.

- Clothing, shoes, and protective equipment for your sport should fit properly and be worn during practices and contests.
- Remove all jewelry before participation.
- Individuals requiring athletic training services should arrive early to receive treatment to avoid being late for practice.
- All physical problems that are chronic or may interfere with participation should be reported to the trainer and coach/advisor.

Locker Room and Practice

- Be alert to the surroundings to prevent any injuries.
- Students should not engage in roughhouse or horseplay which could lead to injury.
- Close and lock your lockers whether you are at a home contest or on the road. Do not leave valuables out.
- Keep soap and shampoo in the shower area and report any problems with foot or skin infections.
- When spikes are used for the sport in which you're participating, they should not be worn in the building. Please remove them before entering.

Religious Activities

Wednesday evenings are reserved for church activities. Once the school year has started, all student activities (whether directly or indirectly sponsored by the school) will be terminated by 5:45 on Wednesdays. Multi-school tournaments constitute the only approved exceptions to this rule. Any student who misses an activity due to a church function will not be penalized in any way.

* The coach/advisor also recognizes that students are often involved in other activities. Whenever possible, the coach/advisor will work with students to accommodate other activities. Students are encouraged to participate in other activities. No student will be denied participation because of a conflict with another activity. When initial efforts to resolve participation conflicts fail, a building administrator will review the circumstances and make a decision.

SPORTS AND ACTIVITIES

FALL

Activity

Cheerleading
Cross Country (Boys/Girls)
Dance Team (non-competitive)
Fall Musical
Football
Pep Band
Soccer (Boys)
Soccer (Girls)
Swimming (Girls)
Tennis (Girls)
Volleyball (Girls)

WINTER

Activity

Basketball (Boys)
Basketball (Girls)
X-Country Skiing (Boys/Girls)
Danceline (competitive)
Gymnastics (Girls)
Hockey (Boys)
Hockey (Girls)
One-Act Play
Pep Band
Speech
Swimming (Boys)
Wrestling
Alpine Skiing (Boys/Girls)
Robotics

SPRING

Activity

Adapted Bowling
Band Contest
Baseball (Boys)
Choir Contest
Golf (Boys)
Golf (Girls)
Softball (Girls)
Speech
Spring Play
Track (Girls)
Track (Boys)
Tennis (Boys)
Trap Shooting

NON-SEASON SPECIFIC ACTIVITIES

Activity

Business Professionals of America (BPA)
DeLakonian (Yearbook)
FFA (Agriculture Education student group)
Interact (Rotary's service club for students)
Jazz Band
Yearbook
Drum & Dance Team
Intramurals
Knowledge Bowl
Pay

Key Club (Kiwanis' service club for students)
Laker Singers (auditioned choir group)
Math Contest
National Honor Society
Native American Club
Prom Committee
Spanish Club
Student Council
Target
Link Crew
Junior State of America

PARTICIPATION FEES

The fee structure is divided into middle and high school categories. All participants are required to pay fees prior to the first contest. A student will not be required to pay more than three activity fees per school year and will be charged for the first three activities in which they participate. The fees should be paid in the office of the school in which the program is being offered. Students in the seventh and eighth grades who participate on a high school team will be assessed the high school fee. Scholarships or fee waivers are available at the schools for those students not able to pay the fee. A written request for fee waiver should be submitted to the school's activities director.

USER FEE SCHEDULE FOR ACTIVITIES

- Grade 7—8 \$75/activity
- Grade 9-12 \$135/activity

Family Maximum / school year = \$480

*User fees may vary, some activities have a supply/facility fee that does not apply to family max

GROUPS EXEMPT FROM USER FEES

- Yearbook
- National Honor Society
- Foreign Exchange Students
- Students who work as support personnel
- Student Council

FEE REIMBURSEMENT

Participation fees will be reimbursed only if a student has tried out for an activity and was not selected to participate at any level. Students who try out for a team and then quit at any point in the season or who quit after being declared ineligible due to a MSHSL or school violation will not receive fee reimbursement. Fees will only be reimbursed if they were paid in the current school year. Unique circumstances will be reviewed on an individual basis by school administration.

DIRECTORY OF HIGH SCHOOL AND MIDDLE SCHOOL ACTIVITY ADMINISTRATION

Detroit Lakes High School Activities Director	Rob Nielsen	847-4491
Detroit Lakes High School Activities Secretary	Abby Pettit	847-4491
Detroit Lakes Middle School Assistant Principal	Justin Hegg	847-9228





STUDENT/PARENT HANDBOOK

Policies, Procedures, and Required Notices

2024-2025

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A complete copy of all School Board policies is available at any school, the district administration center, or the school website located at www.dlschools.net

NEW FOR 2024-2025

Electronic device procedures at DLHS for 2024-2025

- **Cellphones are to be on silent and placed in the classroom phone caddy during academic class periods.**
 - ◆ All classrooms require students to place their devices in a phone caddy. It is our expectation that this occurs every class period.
 - Cell phones are not needed to carry out any academic work that our instructors have students complete.
 - As a 1:1 technology school, every student is issued a Chromebook each year that is capable of fulfilling all technology requests that are needed for academics.
- Earbuds and AirPods are not allowed in the classroom.
- When a student requests to use the restroom, their phone will remain in the classroom phone caddy.
- No Phones Are Allowed During Academic Intervention Time (AIT) or Advisory as these periods are treated just like any other classroom where attendance is taken.
- Important reminder: No unsolicited pictures should be taken of other students without consent at any time! Unsolicited pictures that are taken or sent to other students are a form of bullying or harassment and will not be tolerated.
- Phones can be used during passing time, during lunch, and in a course where the teacher specifically instructs students to use them for academic purposes only.

Consequences for inappropriate use

- First Violation
 - ◆ The device will be confiscated by the teacher and brought to the office.
 - ◆ The student can pick up their device at the end of the day.
 - ◆ The teacher will communicate home about the issue.
- Second Violation
 - ◆ The device will be confiscated by the teacher and brought to the office.
 - ◆ The student will meet with an administrator and call home.
 - ◆ The device will be held in the office for 5 days during school hours.
- Third Violation
 - ◆ The device will be confiscated by the teacher and brought to the office.
 - ◆ A parent meeting will be held to discuss solutions to the problem.
 - ◆ The device will be held in the office for 10 days during school hours.


*At any time if a student refuses to give an adult their device when asked, they will be brought to ISS in the main office and a parent meeting will be required.

**The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engaging in bullying or harassment of other students may result in different, more severe consequences.

Students receive information and reminders regarding expectations for cell phone and electronics usage throughout the year during advisory lessons.

DAILY SCHEDULE

DLHS 2024-2025 BELL SCHEDULE

			Wednesday ODD BLOCK		Thursday EVEN BLOCK	
	Monday 7 PERIOD	Tuesday/Friday 7 PERIOD				
Zero Hour	7:20-8:10 (50)	7:20-8:10 (50)	Zero Hour	7:20-8:10 (50)	Zero Hour	7:20-8:10 (50)
Period 1	8:15 - 9:05 (50)	8:15 - 9:05 (50)	Period 1	8:15 - 9:45 (90)	Period 2	8:15 - 9:45 (90)
Period 2	9:10-10:00 (50)	9:10-10:00 (50)	Break	9:45-10:00 (15)	Break	9:45-10:00 (15)
Period 3	10:05-10:55 (50)	10:05-10:55 (50)	Period 3	10:00-11:30 (90)	Period 4	10:00-11:30 (90)
Period 4	11:00-11:50 (50)	11:00-11:50 (50)	Period 5 (Lunch-See below)	11:35-1:35 (90+30=120)	Period 6 (Lunch-See below)	11:35-1:35 (90+30=120)
Period 5 (Lunch-See below)	11:55-1:15 (50+30=80)	11:55-1:15 (50+30=80)				
Period 6	1:20-2:10 (50)	1:20-2:10 (50)	Period 7	1:40 - 3:10 (90)	AIT 1	1:40 - 2:35 (55)
Period 7	2:15-3:05 (50)	2:15-3:05 (50)				
Laker Time/AIT	Laker Time 3:10-3:30 (20)	AIT 3:10-3:30 (20)	Laker Time	3:15-3:30 (15)	AIT 2	2:40 - 3:30 (50)

7 Period Lunch Schedule		Block Lunch Schedule	
Lunch A 11:55 - 12:20 (25)	Class B 12:25-1:15 (50)	Lunch A 11:35 - 12:00 (25)	Class B 12:05-1:35 (90)
Class A 11:55 - 12:45 (50)	Lunch B 12:50-1:15 (25)	Class A 11:35 - 1:05 (90)	Lunch B 1:10-1:35 (25)

'24-'25 Block Calendar

<p style="text-align: center;">August</p> <p>Aug 19-20 - New Teacher Workshop Aug 26-29 - Teacher Workshop Aug 28 - Back to School Open House</p> <p style="text-align: center;">September</p> <p>Sept 2 - Labor Day No School Sept 3 - First Day of School</p>	<p style="text-align: center;">August</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	M	T	W	TH	F				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	<p style="text-align: center;">September</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> </thead> <tbody> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	M	T	W	TH	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30				
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<p style="text-align: center;">December</p> <p>Dec 23 - Jan 3 Winter Break</p> <p style="text-align: center;">January</p> <p>Jan 1/2/3 - Winter Break Jan 6 - Classes Resume **Jan 17 - End of 1st Sem. Jan 20 - No School - Teacher Inservice</p>	<p style="text-align: center;">December</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> </thead> <tbody> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	M	T	W	TH	F	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				<p style="text-align: center;">January</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17**</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	M	T	W	TH	F			1	2	3	6	7	8	9	10	13	14	15	16	17**	20	21	22	23	24	27	28	29	30	31
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'24-'25 Block Calendar

<p style="text-align: center;">February</p> <p>*Feb 10 - Registration/Conf Night 5-7pm Feb 12 - Early Dismissal Feb 13 - No School - Teacher Inservice Feb 14-17 - No School</p> <p style="text-align: center;">March</p> <p>Mar 13 - Early Dismissal Mar 14 - No School - Teacher Inservice ^Mar 14 - Midsemester *Mar 24 - Conferences 5-7pm</p>	<p>February</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> </thead> <tbody> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10*</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> </tbody> </table>	M	T	W	TH	F	3	4	5	6	7	10*	11	12	13	14	17	18	19	20	21	24	25	26	27	28	<p>March</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> </thead> <tbody> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14^</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>24*</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	M	T	W	TH	F	3	4	5	6	7	10	11	12	13	14^	17	18	19	20	21	24*	25	26	27	28	31									
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<p style="text-align: center;">April</p> <p>April 16 - Commit to Graduate April 16 - Academic Awards April 18 - No School April 22-25 - MCA Reading/Math</p> <p style="text-align: center;">May</p> <p>*May 7 - Day of Caring **May 14 - DOC-Alternate ^May 16 - Last Day, Seniors May 22 - Last Day (9-11th) ☺ May 23 - Teacher Inservice May 23 - Graduation, 2:00pm May 23 - Grad Bash, 9PM-TBD</p>	<p>April</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </tbody> </table>	M	T	W	TH	F		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			<p>May</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>TH</th><th>F</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>5</td><td>6</td><td>7*</td><td>8</td><td>9</td></tr> <tr><td>12</td><td>13</td><td>14**</td><td>15</td><td>16^</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22 ☺</td><td>23</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	M	T	W	TH	F				1	2	5	6	7*	8	9	12	13	14**	15	16^	19	20	21	22 ☺	23	26	27	28	29	30
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Snow Day/Flex-Learning Day Plan






The District has 3 Flex-Learning Days built into the schedule that can be used in the event of weather related school cancellations. The logistics of these days are outlined below:

- **Teachers will have learning activities posted by 8:30am on the morning of an E-Learning / Weather Day.**
- **Your student will know how to log into their courses as they regularly use the platforms listed below in most classes at DLHS. The most commonly used methods for posting assignments are:**
 - ◆ Schoology
 - ◆ Google Classroom
 - ◆ Email
- **Attendance is taken on these days.**
 - ◆ Please encourage your students to check their email immediately at 8:30am and log into their classes for attendance!
 - ◆ If you cannot log in for some reason please email your teachers, submit an absence in Skyward or leave a message on the main office attendance line: 847-4491.
- **Teachers will be available during the instructional day to answer questions.**
 - ◆ Available does not mean the teacher will be on video live all day.
 - ◆ Available means they can be reached via email or might host a virtual meeting students can join.
- **Flex-Learning is NOT Distance Learning.**
 - ◆ If your student does not have access to materials or the internet, they will be allowed to make up any required work once we are back in the classroom.
 - ◆ Most teachers choose to post a learning activity related to where they are at in the curriculum on a Flex-Learning day.
 - ◆ Remember most classes will not be “live” on the internet on a Flex-Learning day. Some teachers may choose to do a Google Meets or Zoom to answer questions or get students started, but this is not a requirement!
- **Be sure to stay sky aware!**
 - ◆ If weather could be an issue, be sure to listen for important updates from your teachers about what they will be posting on the Flex-Learning day.
- ★ **On 2 hour late starts due to weather-students will always attend the class they were scheduled to attend prior to the delay!** *For example: (2 hour late start on an Odd Block day=Students would report to 1st hour. Classes will simply be shortened so students can attend each one as originally planned).*

DLHS MISSION

The mission of Detroit Lakes Public Schools is to simply deliver educational excellence. You will often hear “Laker Pride” used around the district. A further illustration of our mission is represented in the graphic below. In addition our building goals are directly tied to this idea of “Laker Pride.” This graphic represents our road map for success not only at the district level, but at the building level as well.

Laker PRIDE

	Purpose our intention, what drives us	Deliver educational excellence.
	Relationships the ways we connect and behave toward each other	Care and communicate positively and respectfully within and across our schools and community. <ul style="list-style-type: none"> • District ↔ parents and community members • District ↔ building • Building ↔ teacher • Building ↔ parents • Teacher ↔ parent • Teacher ↔ students
	Innovation the creation, development and implementation of a new idea or concept to enhance educational opportunities	Embrace creativity and critical thinking. <ul style="list-style-type: none"> • Renew and bring up to date all systems and practices • Utilize growth mindset to hone existing intentions/objectives and explore new ideas • Support diverse ways of thinking and doing • Embed equity continually in every facet of our work
	Development a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components	Foster the academic, social, emotional, and cultural needs of all learners. <ul style="list-style-type: none"> • Implement and sustain PBIS at all levels • Hone our support for social/emotional health • Further learning and implementation of equitable feedback, assessment, grading and reporting • Provide professional development that supports PRIDE
	Equity the quality of being fair (not equal) and impartial	Ensure that our values, policies, and practices are equitable for our students, staff, and community. <ul style="list-style-type: none"> • Clarify and support understanding of equity vs. equality for all • Actively promote equity (institutional, personal, and instructional) • Remove systemic barriers • Accommodate different learning styles • Give students a voice

ACADEMIC INTERVENTION TIME

Academic Intervention Time (AIT) is a period that is available for students 3 days each week (Tuesday, Thursday and Friday). Students are assigned to academic intervention time by instructors for help with academics, reassessments, to complete relearning, or to make up missing items. Students also have the ability to sign themselves up for help as well. There is intentional time for this on Monday and Wednesday during Laker Time to help students develop the important life skills of prioritizing and asking for help. Attendance during AIT time is required each day just like a regular class period unless you meet the criteria below.

- 9th graders may not leave the building during intervention time.
- 10th, 11th, and 12th graders who are caught up academically and not signed up for intervention by an instructor are allowed to leave by checking out at the main entrance.
 - ◆ Students must have their student I.D. to check out!
 - ◆ Students must check out at the main entrance to leave the building!

Please help communicate the importance of this time with your student. Utilizing this time in our schedule effectively helps students who have questions, need extra support, or are struggling. Remember that our goal is to prepare students for success beyond our walls. Having flexible time in our schedule helps teach students how to prioritize and be responsible for their own learning. Two very important skills required as an adult. Our goal is not simply to provide "open hours" or "open time" for students during the day or during your senior year.

*If you are not caught up in courses or are struggling this is the primary resource to take advantage of!

LAKER TIME

Laker Time is an advisory period that is used to intentionally teach students about how our building works and organize themselves for academic success. Laker Time happens every Monday and Wednesday for 15-20 minutes. During this time students engage in lessons about building procedures, attendance, open lunch check-out, leaving for appointments, signing up for AIT, school safety, lockdowns, evacuation locations, mental health, and other building related items that help with success. Additionally, students check their emails and grades during this time and get themselves signed up for AIT sessions throughout the week. These are two very important things for students to learn and help them tremendously to succeed academically.

COMMUNICATION (Stay Connected)

DLHS employs several different methods of communication. Below are the most important ones for you to be aware of and know how to access.

1. Email

- a. Check your email regularly so that you do not miss important communications from your instructors or from administration.
- b. We have found that email is the most successful means of communication with parents. This includes the following very important items:
 - i. DLHS Newsletter: Weekly Wave is sent via email and routinely gets over 1,200 views each week.
 - ii. BARR communication emails from teachers are sent via email updating parents/guardians on student strengths, concerns, and interventions that we are trying to help students succeed.
 - iii. Attendance communications from DLHS are sent via email.
 - iv. Positive Laker Pride tickets are sent to both students and parents via email.
- c. Please be sure that your email is updated in Skyward so that you do not miss any important information from our school!

2. Social Media

- a. DLHS is active on Social Media platforms here are some important ones to follow:
 - i. Twitter/X:
 1. DL Public Schools: @DLPublicSchools
 2. Detroit Lakes High: @DetLakesHigh
 3. Mr. Omang: @DLHS_Principal
 - ii. Facebook
 1. Detroit Lakes Public Schools
 2. Laker Nation: Student Spirit Account

STUDENT SUPPORT RESOURCES

COUNSELORS

School counselors play an important role in the development of our high school students. DLHS has three school counselors that provide student support for social and emotional well being, academic planning, college and career readiness. Mrs. Doreen Richter, Mrs. Sara Pender, and Mr. Nathan Ochsner have many years of experience in school counseling. They each bring unique experiences and expertise to our school as they serve our students as a connection to resources, advocates, liaisons between teachers, parents, and administration and most importantly as trusted adults to support our students throughout their high school careers. Our school counselors are organized by alphabet, with each serving approximately 280 students. They are available to meet with students by appointment in the counseling center, are frequently visible in classrooms or around our school, and work hard to build relationships with our students. If you have questions about academic schedules, post secondary options, or other school related matters handled by the counselors please contact the counseling center at 847-4491.

Counseling Staff (218)847-4491		
Doreen Richter (A-G) drichter@detlakes.k12.mn.us	Sara Pender (H-N) spender@detlakes.k12.mn.us	Nathan Ochsner (O-Z) nochsner@detlakes.k12.mn.us

STUDENT SUPPORT SERVICES

DLHS also provides student support services to meet the needs of all students. In addition to school counselors, DLHS provides a Native American College and Career Facilitator, Chemical Health Coordinator, and has access to Stellher Mental Health Services. These groups all work together to provide appropriate services for all of our students at DLHS.

Student Support Services	
Melanie Holmquist Native American College and Career Facilitator mholmquist@detlakes.k12.mn.us	Allison Hefta McKinney Vento Liason/Truancy Coordinator ahefta@detlakes.k12.mn.us

SUICIDE PREVENTION INFORMATION

- The National Suicide Prevention Lifeline: 988
- The Crisis Text Line: text MN to 741741
- National Alliance on Mental Illness: 1-800-950-NAMI or text NAMI to 741741

★ These resources are also printed on all student I.D.s at DLHS.

ATTENDANCE

DLHS ATTENDANCE PHILOSOPHY

“Every Student, Every Day”

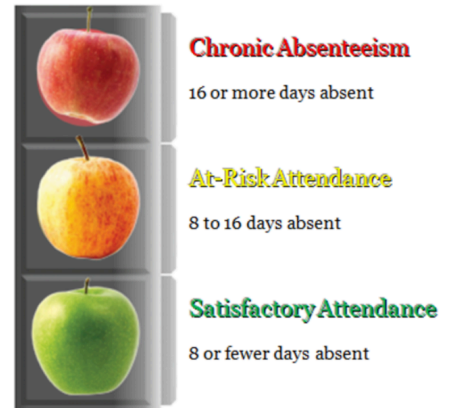
A student’s academic success is directly related to regular, daily attendance. Students who attend school every day receive opportunities for important contact with their teachers, a safe and stable environment, and establish a record of responsibility and dependability for themselves.

Detroit Lakes High School’s minimum attendance goal for every student is 95% attendance. This means a student should not miss more than four days each semester or eight days during the course of the school year. Students who are absent from school for unauthorized reasons must understand that many of the activities that happen in class are not possible to make up and their grades could suffer because they have missed valuable learning opportunities because of their absences.

Minnesota state law (MN 120A.22; 120A.34) states the parents of every child between the ages of 7 and 17 are responsible for ensuring their child receives instruction with the primary purpose of that instruction being that the child acquires the knowledge and skills essential for effective citizenship.

The Detroit Lakes High School attendance procedures are guided by research from the organization Attendance Works. The idea behind this system is that we spend effort proactively teaching the importance of attendance, communicating effectively to parents and families about attendance issues, use attendance data to problem solve attendance issues, and creating high quality relationships with students and families so that coming to school is a priority. Please understand that any absence, even “excused absences” can have an effect on student achievement. The graphic below illustrates the difference between truancy and chronic absenteeism. Our goal is to reduce absences of all types so that our students have the best possible chance for success in their education! You will often hear the phrase: “Every Student, Every Day” when we talk about attendance.

When Do Absences Become a Problem?



Truancy Vs. Chronic Absence

TRUANCY

- Counts only unexcused absences
- Emphasizes compliance with school rules
- Relies on legal & administrative solutions

VS.

CHRONIC ABSENCE

- Counts all absences: excused, unexcused & suspensions
- Emphasizes academic impact of missed days
- Uses community-based, positive strategies

PARENTAL NOTIFICATION OF STUDENT ABSENCES

A student becomes a “Continuing Truant” when a child who is subject to the compulsory instruction requirements (MN Statute 120A.22) is absent from instruction without valid excuse within a single school year for: (1) three days if the child is in elementary school; or (2) one class period on three separate days if the child is in middle school, junior high school, or high school.

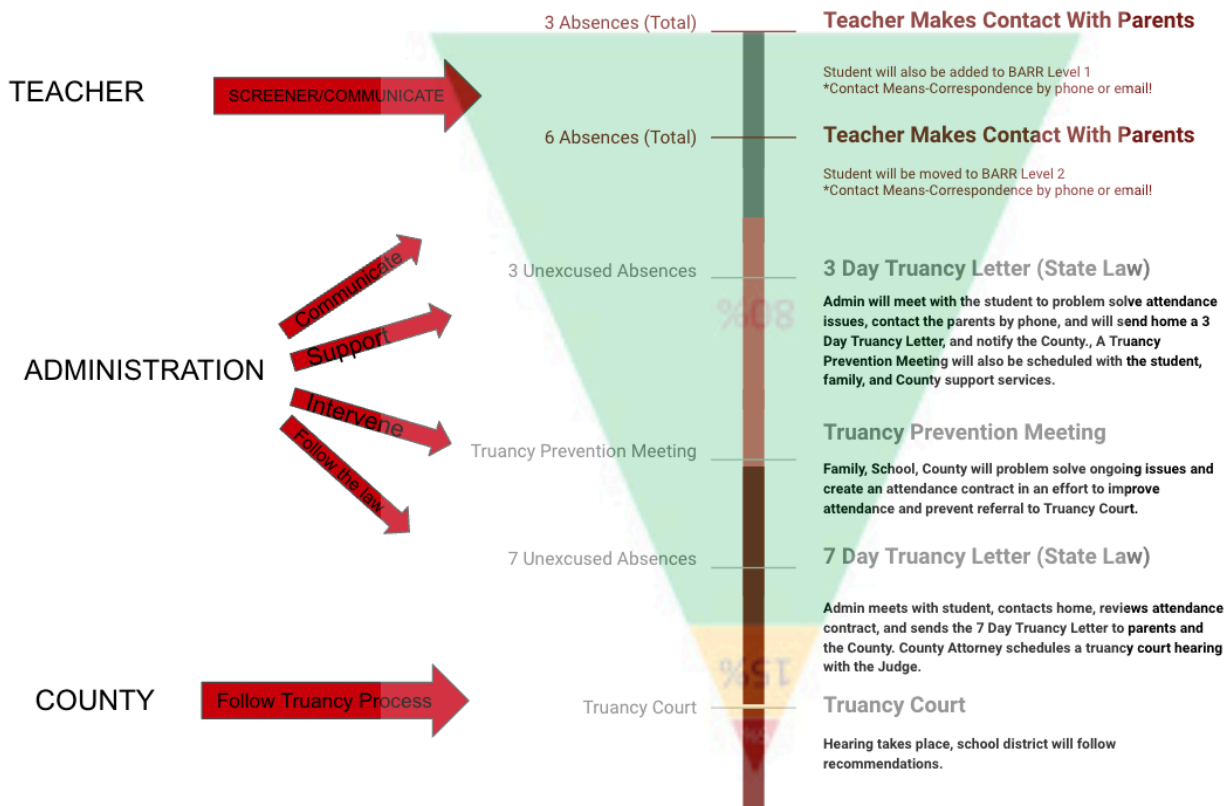
DLHS follows state law concerning the procedure for addressing student absences (MN Statute 260A.01 - 260A.07)

- Upon the 3rd accumulated Non-Exempt absence, the school will notify the student and parents via phone/letter that their child has 3 absences in said class period. They will be invited to set up a meeting with the school. Becker County Social Services will also be notified.
- The purpose of these truancy prevention meetings is to solve issues causing poor attendance and create an attendance contract that prevents further absence from school.
- Upon the 7th accumulated Non-Exempt absence, the school will notify the student and parents via phone/letter. A meeting with parents will be required.
 - On the seventh unexcused absence the Becker County Social Services and the Becker County Attorney will be notified, requesting a petition of truancy be filed for those students required to be in school by the laws of the State of Minnesota.

*Remember that if students continue to accumulate Non-Exempt absences, especially after the implementation of a truancy improvement plan and referral to Becker County, they can be dropped/failed from a course and lose credit. Students who are dropped or fail a course have to make up credits using the credit recovery options provided in the district.

DLHS ATTENDANCE INTERVENTION PROCEDURES

The graphic below outlines the specific procedures that DLHS follows when attendance concerns arise.



DLHS ATTENDANCE

It is essential that Detroit Lakes High School students and their families take responsibility for knowing and following the attendance expectations. Please review the following definitions and expectations closely:

ABSENCE REPORTING PROCEDURES

- 1. All Day Absence**
 - a. Parent/Guardian should report student absences using the Skyward Absence Notification App by 8:00 a.m. on the day of the absence.
- 2. Leaving Early**
 - a. Parent/Guardian can use the Skyward Absence Notification App if there is more than 2 hours before the absence.
 - b. If there is not 2 hours please call the HS Attendance Line: 218-847-4491
- 3. Arriving Late**
 - a. Student checks in at the Main Office with the greeter
 - i. Greeter updates the student's attendance
- 4. Illness At School**
 - a. Students who are unwell at school need to leave through the DLHS Health Office. Parents/Guardians will be notified.
- 5. Out of the Building Passes**
 - a. Students leaving early will be issued an electronic pass via email.
 - b. Students will check out if they are leaving early with the supervisor at the front door.

***Please allow a minimum of 2 hours during the school day to process your requested absence in Skyward Family Access.**

****Note: The attendance line cannot accommodate last minute requests!**

- Parents are to contact the school prior to, or the day of, all planned absences and provide a reason for the student's absence.
- Absences which are not reported to the school with the required documentation when the student returns to school will be considered Non-Exempt.
 - Appointment verification is required for any appointments which take a student out of the school building during the school day.
 - Students are required to return to school with an appointment card from the clinic that includes the date and time of the appointment and are required to present this information to the office before going to class.
- The school district may require a signed note from a medical professional for absences due to illness or medical reasons, especially when those absences become excessive.
- A student who is absent due to participation in a school-sponsored activity does not need to be excused by a note or phone call from a parent.
- Students who are 18 years old and are independent as defined by section 152 of the Internal Revenue Code and who have provided documentation of independence may excuse their own absences, but are required to abide by all DLHS attendance rules and regulations. 18 year old students who are claimed as dependents by their parents or guardian are, in accordance with Minnesota Statute 120A.20, governed by the same set of rules and regulations that are applied to all other students.
- If a student arrives at school after classes have started or will be leaving before the school day has ended, they must report to the office to check-in and check- out.

ABSENCE CLASSIFICATIONS

Exempt Absences	Non-Exempt Absences
<ul style="list-style-type: none"> ● Absences approved by the state of Minnesota (120A.22): <ul style="list-style-type: none"> ○ child illness verified by medical provider school nurse in writing ○ medical, dental, orthodontic, or counseling appointments verified by the medical provider in writing; ○ family emergencies (such as a house fire, critical injury to parent/guardian) ○ the death or serious illness or funeral of an immediate family member ○ active duty in any military branch of the United States ○ The child has a condition that requires ongoing treatment for a mental health diagnosis ○ Religious observations approved by parents (must notify DLHS in writing beforehand) 	<ul style="list-style-type: none"> ● Medical appointments not verified by medical provider ● College visits (beyond the first two per year) ● Driver's training instruction ● Emergency family matters not excused by the State of Minnesota ● Family trips (beyond the first five days per year) ● Others as determined by administration ● Leaving campus without following proper check-out procedures in the office ● Unverified absences ● Personal appointments or activities ● Babysitting ● Transportation problems (any after 1 exempt) ● Oversleeping, Running Late, studying, volunteering, etc ● Skipping their assigned class period for any other reason ● Others as determined by administration
Absences approved by school administration	
<ul style="list-style-type: none"> ○ Child illness verified by medical provider or school nurse (Medical verification required after the eighth cumulative non-medically verified absence due to illness) ○ School supported extra/co-curricular activities ○ School suspensions ○ Court dates/appearances ○ College visits approved by administration (2 days per year; must notify DLHS in writing before the absence) ○ Transportation problems (1 per year) ○ Family trips (up to five days per year; includes hunting; must notify DLHS in writing before the absence) ○ Others as determined by administration 	

*The reasons for not being in school listed under the Non-Exempt categories of Excused and Unexcused are examples and not to be considered a complete list. Any reason given that does not fall under the Exempt category will be considered Non-Exempt at the discretion of administration.

PARTICIPATION IN ACTIVITIES

To ensure that activities are uniform and known to all students, the Board of Education of I.S.D. #22 has adopted the Minnesota State High School League (MSHSL) participation rules and regulations for all activities offered to Detroit Lakes students, regardless of whether they are league activities or school sponsored activities.

A student must attend at least one-half of the school day (4 consecutive periods) in order to be allowed to participate in

or attend after-school activities that day. If a student misses all day because of an Exempt absence, they may be allowed to participate upon the determination of an administrator.

A student must be in good standing academically, behaviorally, and in attendance to participate in activities. In addition to meeting the MSHSL eligibility requirements for participation, the administration reserves the right to limit participation by students deemed not to be making adequate progress toward graduation. The administration also reserves the right to limit participation by students with excessive behavioral detention hours.

A student who has been determined to have been truant from school will be ineligible to participate in the next competition, regardless of the date and/or time of the contest.

Instances of excessive absence from school and chronic tardiness will be handled on a case-by-case by school administration and consequences will be determined based on the merit of each case.

It is vital that students and parents communicate absences immediately to the school to ensure accurate attendance and avoid Loss of Privileges.

If there are any circumstances or issues interfering with your ability to attend class, visit with your counselor.

system seamlessly connects with and is built into our BARR (Building Assets Reducing Risks) system where all teachers, administrators, counselors, and support staff in our building work together each week to help students find success.

PARTIAL LOSS OF CREDIT FOR ATTENDANCE REASONS

Excessive absence in any class, excused or otherwise, could result in students earning partial/prorated credit for the course. Our highest priority is getting students to attend classes so that they can stay on track, earn credits, and graduate! Understand that courses at the High School level cannot simply be “made up” after lengthy time periods of learning loss. Allocation of full credit for a course requires consistent participation in daily instruction and interaction with classmates. If a student shows a continued pattern of absences or no effort in their courses without any improvement after staff intervention, it is likely they will be dropped from the course.

- Students who have been non-exempt in a class are eligible to be dropped from the classes they have been skipping. Drop/Failing a class will not happen until they qualify for the 7 Day Truancy Letter and will be built into their Attendance Contract.

Appeal Process

Students and families that wish to appeal credit allocation or drop/fail should contact the principal or assistant principal to explain any extenuating circumstances that may have caused these absences. A conference with the AP and/or head principal will occur.

PRIVILEGES OPEN HOURS AND OPEN LUNCH

Open Hours

Students in grades 11-12 have the ability to have an “open hour” in place of a 7th class if it fits into their schedule and they are on track for graduation. This system works very well for building capacity in our students to manage their time wisely. In fact, it is an easy way for us to help students practice having more responsibility with minimal risk!

Having an open hour is a privilege and is directly tied to attendance and grades. Parent permission must be granted for a student to have an open hour.. Generally, the requirements for having an open hour are below:

- ★ Open hours for 11th-12th can start as soon as the electronic parent permission form is submitted.. *(if students qualify with grades/attendance/and parent permission)*
- ★ **Students must check out for open hours at the Main Entrance Only!**
 - **If students do not check out they will be marked absent, unexcused!**
 - **If students leave through other doors, they will lose their open hours!**

Important Reminders About Open Hours

- *Parents always have the ability to request that their students not have open hours!*
- *Open hours can always be taken away for poor attendance or grades.*
 - ◆ *There are 4 intervals each semester where these checks are performed for grades.*
 - *Grade Check Intervals for Semester 1: Oct. 13, Nov. 10, Dec. 8, Jan. 12*
 - ◆ *Students may not have any F's and no more than 1 D in any course during the 4 grade check intervals.*
 - ◆ *Poor attendance can cause a loss of open hours at any time!*
- **Students must check out for open hours at the Main Entrance Only!**
 - ◆ **If students do not check out they will be marked absent, unexcused!**
 - ◆ **If students leave through other doors, they will lose their open hours!**

Open Lunch

Students in grades 10-12 have the ability to leave campus for lunch. Open lunch is a privilege that is tied to attendance (including tardies and unexcused absences) and grades. Below are the requirements for having an open lunch.

- **Less than 5 tardies to class**
 - ◆ Consequence: Lose open lunch for 1 week
 - ◆ Each tardy within this period will add an additional week of no open lunch!
- **Less than 3 days with an unexcused absence**
 - ◆ Consequence: Lose open lunch for 1 week
 - If a student has 1 more unexcused absence during the semester an additional week of no open lunch will be added!
 - If a student has more than 1 unexcused absence after the original 3, they will lose open lunch privilege for the remainder of the semester.
- **Not checking out at the main entrance and using other doors**
 - ◆ Consequence: Loss of open lunch for 1 week.
- **Passing all their classes**
 - ◆ Consequence: Loss of open lunch until they are passing all their classes
 - ◆ Interval checks for grades will be conducted for all students during the semester. *If they are failing classes during these checks, they will lose their open lunch privileges.*
 - Semester 1: Oct. 11, Nov. 8, Dec. 6, Jan. 10.
 - Semester 2: Feb. 7, Mar. 21, April 11, May 2,
 - ◆ Students could also lose their open lunch for course failures at any time if academic concerns are discussed at a BARR meeting.
 - ◆ This standard is very similar to our activity/athletic participation standard.

Important Reminders About Open Lunch

- Open lunch is a privilege, in fact, most schools do not have an open campus for lunch. We are fortunate to have this option for students here at DLHS but we need your partnership as parents to help enforce basic, minimum requirements for this luxury.
- *Parents always have the ability to request that their students not have open lunch!*
- Tardiness to classes (5+), Unexcused absences (3+), or having 2 or more course failures will result in loss of open lunch privileges for 1 week or until the student is passing all their classes.
 - ◆ Additional tardiness or unexcused absences during this period will result in another week of no open lunch privilege being added.
 - ◆ Once a student has completed their consequence week of no open lunch with no additional tardies, they will be given a clean slate.
 - ◆ In the case of grades, students will lose their open lunch privilege until they are passing all their classes.
- Poor behavior in the community can also result in loss of privilege for open lunch. These include calls for bad driving, littering in neighborhoods or the city park, or returning to school excessively late!
- **Students must check out at the Main Entrance Only!**
 - ◆ **If students do not check out they will be marked absent, unexcused!**
 - ◆ **If students leave out other doors in the building, they will lose their open lunch privilege!**

ACADEMICS

ACADEMIC INTEGRITY (CHEATING / PLAGIARISM)

Having academic integrity means:

- Being intellectually honest
- Possessing personal truthfulness
- Learning for its own sake
- Valuing the creations and opinions of others

You are *acting* with academic integrity when you:

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized.
- Report breaches of academic integrity to a teacher, counselor or administrator

What is cheating? Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means.

WHAT DOES CHEATING LOOK LIKE?

- **Sending answers, copies of assignments, or sharing Google Docs of assignments electronically with friends! (*This has been a common problem since the Pandemic!)**
- **Using AI tools to complete assignments for you!**
- Presenting someone else's information/work as your own (with or without their permission) or allowing someone else to use your work as his or her own.
- Taking shortcuts (such as unauthorized use of study aids) to bypass steps of an assignment.
- Using forbidden material, such as cheat sheets, graphing calculators, or cell phones, during an exam.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Being dishonest with your teacher such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam, ie. "My dog ate my homework"!
- Missing class in order to avoid turning in an assignment or taking a test.

WHAT ARE YOUR RESPONSIBILITIES?

- Read and know the *DLHS Academic Integrity Policy* AND observe all rules and consequences established by your teachers.
- Report to the teacher if cheating is taking place and how it is being done.
- Do not copy homework or let someone else copy your homework. Do not use study aids (ie. Sparknotes).
- Only work with others when the teacher has specifically given permission.
- Seek only appropriate help from parents, tutors, or other students; make sure it is pre-approved by the teacher.
- If working with other students is not approved, the assignment must be completed on your own.
- Take responsibility for doing your fair share on a collaborative assignment.
- On papers, do not summarize, paraphrase or quote without proper documentation.
- During tests/quizzes:
 - Keep your paper covered and your eyes on your own paper.
 - Clarify if notes, calculators, etc. can be used on the test.
 - Do not talk during a test except to the teacher.
 - Do not discuss any aspect of the test until the teacher has returned it or given permission to discuss it.

WHAT ARE THE CONSEQUENCES?

Students can face disciplinary consequences for academic dishonesty. These can include everything from losing credit and having to redo the assignment to suspension from school depending on the severity of the cheating. Keep in mind that this can also cause a “Code of Conduct” Violation from MSHSL sports and activities!

All parties concerned—students and parents—are to understand that the teachers and administrators professional judgment will determine whether a violation of the Academic Integrity Policy has occurred.

POLICY 621: GRADING AND REPORTING OF PUPIL ACHIEVEMENT

I. PURPOSE

The purpose of this policy is to establish grading and reporting practices that reflect a student's academic achievement of the course standards.

II. GENERAL STATEMENT OF POLICY

It is the Detroit Lakes Public School District's responsibility to ensure grades represent an accurate measure of each student's level of achievement pertaining to established local, state or national standards and the essential learning outcomes related to those standards.

For this reason, the District shall establish a clear and accurate system of grading student achievement and shall provide students, parents, teachers, and the community with reports that accurately reflect this information.

The Detroit Lakes Public Schools supports a system of guiding principles for clear and accurate grading and reporting policies and procedures. To achieve these goals, the grading and reporting system must reflect academic achievement; contain meaningful feedback; be honest, fair, transparent, credible, useful and user friendly; be criterion referenced; align with school board approved Detroit Lakes Public Schools curriculum; reflect consistency within and among courses, grade levels, departments, and/or schools; communicate in a clear and timely manner information to parties; reflect high expectations of all students across all courses and programs; and be developmentally appropriate for all students.

GRADING PARAMETERS

A. The primary purpose of grading is to determine the level of achievement of students related to essential learning expectations.

B. Additional purposes for grading include:

1. providing information to the students, their families, employers, and post-secondary institutions.
2. providing information that students can use for self-evaluation.
3. providing information that teachers can use to modify planning and instruction.
4. evaluating the effectiveness of instructional programs.

A complete copy of Policy 621 is available at any school, the district administration center, or the school website located at [www.dlschools.net](http://dlschools.net) or <http://dlschools.net/page/2706>.

GRADING OF COURSES

DLHS Uniform Grading Scale: Unless the course has been granted an exception or is under specified grading parameters because it is a concurrent enrollment course, final grades are determined by at least **85%** of the final grade coming from Summative Assessments and at most **15%** coming from Formative Assessments for all courses.

- **Summative Assessments** are work conducted when a student has had adequate instruction and practice to be responsible for the material. It is designed to provide information to be used in making judgment about a student's achievement at the end of a sequence of instruction, e.g. final drafts/attempts, tests, exams, assignments, projects, performances.
- **Formative Assessments** are work conducted when a student is still learning the material. It is an assessment that is designed to provide direction for both students and teachers. For the students, the adjustment may mean reviewing, additional practice, or confirmation that they are ready to move forward. For the teachers, it may mean changing instructional strategies, providing additional practice, or being ready to move forward. (e.g. teacher observation, quizzes, homework, rough drafts, peer editing, or notebook checks).

All teachers at DLHS will use the following grading scale to determine final grades for all of their courses.

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	Below 60%

LETTER GRADE DESCRIPTIONS

For "Regular" courses (non-weighted courses):

<u>Grade</u>	<u>Grade Pts</u>	<u>Description</u>
A	4	Superior or excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.
B	3	Above Average or very good work. Student performance demonstrates above-average comprehension of the course materials and meets or exceeds course expectations on all tasks as defined in the course syllabus.
C	2	Average work or competence. Student performance demonstrates incomplete understanding of course materials, but still meets basic course expectations.
D	1	Below average or unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.
F	0	Failure. Student performance is significantly below teacher expectations and quality of work is of very poor quality and/or completeness.

For concurrent enrollment and Advanced Placement courses:

<u>Grade</u>	<u>Grade Pts</u>	<u>Description</u>
A	5	Extraordinary achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.
B	4	Superior or excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner.
C	3	Very good work. Student performance demonstrates above- average comprehension of the course materials and meets or exceeds course expectations on all tasks as defined in the course syllabus.
D	1	Below Average or unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials.
F	0	Failure. Student performance is significantly below teacher expectations and quality of work is of very poor quality and/or completeness.

REASSESSMENTS

The purpose of reassessment is to ensure that students have competency in the learning outcomes identified as essential. It is not designed for students to just earn enough points to get an “A” in the course or to “Pass” courses. Students will be allowed to take a reassessment on content if they complete the necessary steps outlined in the reassessment plan by the instructor of the course. Each instructor has a communicated reassessment plan that must be completed prior to any student getting a “retake” on a summative assessment. Remember that the ultimate goal of reassessment is to demonstrate learning and mastery, not just earn points. Additionally, all reassessments will follow the procedure outline below:

- A teacher may require students to complete all formative assessments tied to the summative assessment that is being retaken.
- A teacher may require students to complete all the steps in the “reassessment plan” that they have communicated at the beginning of the course. This includes a relearning plan detailing what students will need to do in order to earn a reassessment.
- No “blind reassessments;” students do not automatically get to just retake any assessment without demonstrating relearning. Remember that the goal is competency in learning, not earning points!
- The reassessment grade will never be lower than the original grade.
- The teacher may assign a reasonable timeline for reassessment. Typically this timeline is 2 weeks (10 days) from the time that feedback was provided on the original assessment.
 - ◆ Students have ten days from the date they receive feedback on the original assessment to meet with their teacher, complete their relearning, and schedule their reassessment.

DEADLINES

A common misconception in today’s grading practices is that “there are no deadlines” for students. This is not accurate. In fact, getting things done on time is one of the “10 Commandments for Career Success” that are taught as part of our academy model. Showing up reliably and on time everyday is perhaps one of the most important skills of all! At the same time we also understand and value that not all students learn at exactly the same pace. Below is an outline of some common deadlines that are given.

- Students will be allowed a reasonable amount of time to complete a “reassessment” or “retake” on a summative assessment.
 - ◆ Typically this is 10 school days from when feedback was given on the original assessment.
- Teachers may have a more strict deadline for Formative Assessments (practice).

WEIGHTED GRADES

Weighted grades, or honors credit, are awarded only to students taking class at the high school for college credit (Advanced Placement (AP) and Concurrent Enrollment). PSEO and other courses not part of Detroit Lakes High School's curriculum will not be awarded weighted grades. In addition, when students transfer to DLHS from schools that also offer AP and concurrent enrollment courses, we only grant weighted credit for those AP courses completed that are available to all DLHS students.

In AP and Concurrent Enrollment courses, a grade of "A", "B", "C", or "D" earns a student one additional grade point than the same grade in a "regular" course. For example, an "A" in a regular course earns the student 4 grade points. In an AP course, the student earns 5 grade points for an "A".

SCHEDULING PROCEDURES DROP/ADD

Drop Option

- There is a Schedule Change form available in the counseling office. Parents must sign the form before changes will be made to a student's schedule.
- Any drop after the 5th day of any course will result in an "F" for the class on the student's permanent transcript.
 - *Unless exercising the one time "Withdraw Option." See below for more information.*
- If students drop a course after the first 5 days, we will not move classes around in their schedule to accommodate adding another class. Classes that can be added are the ones offered that hour, or they can replace the dropped class with a study hall and make up the credit at a later time.
- We will not overload other classes to accommodate course drops!
- If a student drops/withdraws from an AP course and they have already signed up to take the exam, a refund will not be given for the cost of the exam.
 - The school is required to pay for the AP exams prior to them being administered and we do not get refunds for students who choose not to take the exam!

***Course drop requests will be reviewed by administration for approval. They will take into account information from the counseling center, instructors, parents, and the student.**

**** PSEO and Concurrent enrollment classes do not follow the DLHS drop/add timeline.**

*****PSEO Deadline*** The deadline to notify the school and meet with counselors is May 30th, 2024 for the upcoming school year.**

SCHEDULING CHANGES

- **The following will be the only justifiable reasons accepted for schedule changes:**
 - You are missing a class (full time students must have at least 7 credits).
 - You have too many classes (students may have a maximum of 8 classes each semester).
 - You are scheduled for a class you've already taken.
 - You have completed a course on your schedule during summer school.
 - Schedule a class required for graduation.
 - There is a scheduling conflict.
 - Emergency situation approved by counselor and administrator.
 - You are exercising your Withdrawal Option.

- **Schedule changes will not be allowed for the following reasons:**
 - If you want to change your lunch period.
 - If you want a different teacher for a class.
 - If you want to change the period you have a certain class.
 - If you want to be in a class with a friend.
 - If you failed to turn in your registration sheet when it was due.

PASS/FAIL OPTION

- There is a Schedule Change form available in the counseling office. Parents must sign the form before changes will be made.
- **Students may take one course (not CE/AP/Advanced) for a Pass/Fail grade during their high school career. This needs to be determined by mid-semester.**

WITHDRAW OPTION

- There is a Schedule Change form available in the counseling office. Parents must sign the form before changes will be made.
- **Students may “withdraw” from one course during their high school career and get a “W” on their transcript. This gives them flexibility if things in their life are getting in the way of school.**
 - The deadline for withdrawing from a course is prior to 80% of the course completion.
 - Semester 1 deadline: December 13, 2024
 - Semester 2 deadline: April 25th, 2025
 - Paperwork must be completed prior to the deadlines above to be considered. Students not meeting these deadlines will remain in the course or be drop/failed.
- **NOTICE: Withdrawing from classes that have class trips or are performance based is not allowed.**
 - *Example: Withdrawing from band or choir after the Spring trip*

GRADUATION REQUIREMENTS

In accordance with [Board Policy #613](#), the graduation requirements for DLHS are reflected in the table below. The graduation requirements are based on MN State Statute and local requirements determined by the Board of Education. The table below reflects the MN and local graduation requirements in addition to the elective credits that students have the opportunity to take over the course of their academic career.

Required Courses	Class of 2025 SR	Class of 2026 & Beyond JR
Pathway	8	8
Language Arts	8	8
Social Studies	7	7
Science	6	6
Mathematics	6	6
Physical Education	3	3
Health	1	1
Fine Arts	2	2
Financial Literacy (21st Century Skills) *State Requirement	1	1
General Elective Credits	10	8
Total credits required to graduate	52	50

→ Minimum required course loads are:

- ◆ Freshmen/Sophomores-7/7 classes per day
- ◆ 11th/12th -6/7 classes per day
 - *11th/12th graders can have 1 open hour if they are on track for graduation
 - Students must also meet the requirements outlined previously in this handbook about open hours.

→ Maximum course load per semester:

- ◆ Most students typically take 7 classes per semester
- ◆ Some students may have 8 classes if they are enrolled in a DLHS zero-hour course
 - DLHS Zero Hour Courses:
 - Jazz Band
 - Laker Singer

ACADEMIC LETTERING

The Academic Lettering Award is given to students who have demonstrated excellence in the classroom at Detroit Lakes High School earning a 3.5 GPA or higher. Students who qualify for an Academic Letter are given a physical letter with the words academics on it, the first time they earn this award. In successive years, students will get an academic pin. Students can earn an academic letter each year that they are in high school.

The goals of the academic lettering program are:

- To recognize students who excel academically
- To demonstrate to students, staff, and the community the importance of academics. Especially effort over time.

GRADUATION CEREMONY PARTICIPATION

Participation in the Graduation Ceremony is a privilege extended to students who have met all state and school district graduation requirements and are in good standing with the school.

Examples of not being in good standing include, but are not limited to:

- Not accumulating enough credits
- Being under suspension or expulsion
- Committing school pranks that cause disruption, endanger other students, or damage school property.

All required coursework must be completed and turned in to the classroom teacher before 3:30 on the last day of school for Seniors. Students at risk of not participating in the ceremony and their parents are informed of their status on a regular basis throughout the school year.

GRADUATION CEREMONY STUDENT SPEAKERS

Student graduation speakers are nominated and selected by the students in the graduating class. The Senior class participates in several senior meetings throughout the year to decide on speakers and other important things.

GRADUATION - EARLY

Students may be considered for early graduation, as provided for within Minn. Stat. 120B.07, upon meeting the following conditions:

1. All course, credit and academic standard requirements must be met.
2. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education.
3. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Early graduation is a privilege, and requires the written approval of a student's parent/guardian, a school counselor, and the principal. It also requires advanced planning so that the student meets all requirements established by the State Department of Education and the Board of Education of ISD #22. Students contemplating early graduation should contact the Counseling Center for additional information. Students who are early graduates, but who return to take additional classes, are subject to the same regulations and rules as all other students. In order for early grads to be eligible for spring activities:

1. You cannot accept your diploma until spring graduation exercises.
2. You must be properly enrolled and attending school regularly.
3. You must be carrying a minimum of six credits spring semester.
4. When you graduate and are a member of a team with a season in progress, you may complete the season providing three or fewer weeks remain of the regularly scheduled contests, excluding tournament play.

A complete copy of Policy #613 is available at any school, the district administration center, or the school website located at [this link](#)

PROGRESS REPORTS AND REPORT CARDS

Progress reports and report cards can always be obtained electronically, at any time, by logging into your Skyward family or student access account. Mid-term progress reports will be mailed for students in danger of/or failing a course shortly after the mid-way point of each semester. Report cards will be mailed shortly after the end of a semester. End of semester dates are included in the district calendar. Parents who “opt out” of hard copy grade reports will only receive hard copy grade reports at the end of the school year.

STUDENT ACTIVITIES

FALL	WINTER	SPRING	FULL YEAR
Boys Soccer - 8AA (Luis Moreno)	Alpine Skiing-5A (Matt Brunkow)	Adaptive Bowling - 1A (Scott Piepkorn)	Business Professionals of America (Braeden Hogie)
Boys Cross Country - 8AA (Bill Kvebak)	Boys Basketball - 8AAA (Brett Maass)	Band Contest - 8AA (Tim Siewert)	DeLakonian (Yearbook) (Amy Knopf)
Girls Cross Country - 8AA (Ryan Zunich)	Boys Hockey - 8A (Ben Noah)	Boys Baseball - 8AAA (Mark Gulseth)	FFA (Alyssa Mitchell)
Fall Musical (Nathan Thelen)	Boys Swimming - 5A (TBD)	Boys Golf - 8AAA (Vern Schnathorst)	Interact (Nathan Ochsner)
Football - 8AAAA (Reed Hefta)	Boys Wrestling - 8AA (Taylor Nien)	Boys Tennis - 8AA (Zach Biggar)	Jazz Band - 8AA (Tim Siewert)
Girls Tennis - 8AA (Greg Unruh)	Cross Country Skiing - 8A (Dan Josephson)	Boys Track - 8AA (Ryan Zunich)	Key Club (Amy Lakin)
Girls Soccer - 8AA (Ben Astuen)	Dance Team - 4AA (Britton Ramsey)	Choir Contest - 8AA (Blake Weitzel)	Laker Singers - 8AA (Blake Weitzel)
Girls Swimming - 8A (Sam Salathe)	Girls Basketball - 8AAA (Robb Flint)	Girls Golf - 8AAA (Dustin Martin)	Knowledge Bowl (Jennifer Burnside)
Girls Volleyball - 8AAA (Rachel Solum)	Girls Gymnastics - 8A (Leeza Lindegaard)	Girls Softball - 8AAA (Emma Mejia)	National Honor Society (Jennifer Burnside)
Cheerleading - 1A (Carli Manjorin)	Girls Hockey - 8A (Gretchen Norby)	Girls Track - 8AA (Maggy Doll)	Native American Student Council (Melanie Holmquist)
	One-Act Play (Nikki Caulfield)	Prom Committee (TBD)	Pep Band (Tim Siewert)
	QWERTY Robotics - 1A (Christin Mohr)	Spring Play - 8AA (Nikki Caulfield)	Philanthropy and Youth (Sara Pender/Kalan Malchow)
	Speech - 8AA (Jennifer Burnside)	Trap Shooting - 1A (Cory Haverkamp)	Student Council (Mary Haus)

USER FEE SCHEDULE FOR ACTIVITIES

Grades 9-12 \$135.00 for each activity
 Grades 7-8 \$75.00 for each activity
 Maximum per family \$480.00 per year
 Free/Reduced Lunch.....\$20.00 for each activity

*User fees may vary - Some activities have a facility fee that does not apply to family max.

****You must register and pay online for each activity you participate in!**

GROUPS EXEMPT FROM FEES: Student organizations, Yearbook, Honor Society, Foreign Exchange Students, Student Support Personnel (Student Managers), and Student Council.

To ensure that activities are uniform and known to all students, the Board of Education of ISD #22 has adopted the Minnesota State High School League (MSHSL) participation rules and regulations for all activities offered to Detroit Lakes students, regardless of whether they are league activities or school sponsored activities.

ACTIVITY SEASON PASS

\$45 Adults

\$5 Students

Purchase season passes and event tickets online at www.dllakers.com. Passes DO NOT apply to MSHSL playoffs or tournaments.

HOW CAN STUDENTS REGISTER FOR ACTIVITIES?

All registration can be found at www.dllakers.com

If you have questions or problems with registration please contact Abby Pettit at apettit@detlakes.k12.mn.us

ELIGIBILITY AND SCHOOL ACTIVITIES POLICY

The Detroit Lakes Public Schools adopts, and follows the Minnesota State High School League (MSHSL) rules for all extracurricular activities. In addition to the MSHSL rules, the district has established policies that pertain to student eligibility in activities. These rules and procedures will be shared with coaches/advisors, athletes and parents prior to the start of an activity.

The entire policy is available upon request from any school office, the district administration office, or on the school website located at www.dlschools.net.

BEHAVIOR & DISCIPLINE

STUDENT CONDUCT AND “LAKERS” PRIDE

- We expect our students to show LAKERS PRIDE at DLHS. This stands for **L**eaders, having a good **A**ttitude, being **K**ind, striving for **E**xcellence, being **R**esponsible, and being **S**afe.

NON-EXCLUSIONARY DISCIPLINE

Maintaining a safe and welcoming learning environment is of utmost importance at DLHS. The procedures and policies below play a major role in maintaining the type of environment where students can learn, feel connected and safe here at school. When behavior issues do arise, DLHS staff intervene with the utmost professionalism with techniques that are pedagogically proven to improve student behavior. This includes the use of non-exclusionary discipline practices as a first resort where appropriate.

REMOVAL OF STUDENTS FROM CLASS OR ACTIVITY PERIODS

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. “Removal from class” and “removal” mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

GROUND FOR REMOVAL FROM CLASS SHALL INCLUDE ANY OF THE FOLLOWING:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class

REASONABLE FORCE STANDARD

A teacher, school principal, school bus driver, or other agent of the district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. (Minn. Stat. § 121A.582 Student discipline; reasonable force)

ALCOHOL, DRUGS, AND DRUG PARAPHERNALIA

Alcohol, Drugs, and Drug Paraphernalia have no place in schools and will not be tolerated at DLHS. Staff officials who have a reason to suspect use or possession of illegal drugs on school campus, are authorized to search the student, his/her locker, car or property and confiscate any contraband. If illegal items are discovered, parents/guardians will be notified as soon as possible by an administrator and may be requested to come to school immediately to help address the situation. This includes the use, possession and distribution of non-prescribed medications. Violations of this policy will result in the following:

- Suspension from school.
- Possible loss of parking privileges until a chemical health program has been completed.
- Referral to our Chemical Health Coordinator
- Referral to our Detroit Lakes Police SRO Officer
- Referral to outside chemical health agencies for repeat offenses.

ALCOHOL SCREENING FOR AFTER SCHOOL EVENTS

Detroit Lakes High School may choose to administer alcohol screening tests to students who choose to attend after-school events such as dances, Prom, athletic contests, etc. Students who are detected to have alcohol in their system will be referred to an on-duty officer from the Detroit Lakes Police Department. Our School Resource Officer is always involved in these screenings.

COMPLIANCE WITH SCHOOL PERSONNEL

Students are expected to comply with all reasonable requests from any school personnel. Requests for a student's name, to accompany the staff member or report to the office, or directives to cease an activity are always considered reasonable requests. Refusal to comply with a reasonable directive, fleeing or giving a false name will be treated as insubordination and result in appropriate disciplinary action.

DISPLAYS OF AFFECTION

School is not the appropriate place for students to display physical affection. Students are asked to refrain from intimate behavior (kissing, embracing, etc.) during school or at school events. Teachers and staff members are instructed to address students whose displays of affection are not appropriate for school.

DISRUPTIVE BEHAVIOR

Each and every student is responsible for behaving in a manner that does not disrupt the order, safety and learning environment. Students exhibiting behavior that creates or has the potential to disrupt the learning environment is in violation of school Rule 8 of District Discipline Regulations. Examples include, but are not limited to, throwing food in the lunchroom or being involved in activities such as the assassins game, which disrupt the learning environment of the school. Consequences include mediation, in-school suspension or out-of-school suspension and restitution for damages to the building and personal belongings.

BULLYING/CYBERBULLYING/MALICIOUS AND SADISTIC CONDUCT

The safety and wellbeing of all DLHS students is of the utmost importance to our staff. School Board Policy #514 supports our goal of preventing and responding to any act of bullying, intimidation, violence, or other disruptive behaviors.

“Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term, “bullying,” specifically includes cyberbullying as defined in School Board policy #514.
- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

***New* Malicious and Sadistic Conduct**

2023 legislation outlines the prohibition of malicious or sadistic conduct under the bullying provision. A definition of this type of conduct is below.

- “Malicious and sadistic conduct” means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

DRESS CODE

The purpose of a dress code is to maintain a safe, respectful, professional learning environment for all students. Additionally, to ensure that all students are treated equitably regardless of gender, gender identification, sexual orientation, race ethnicity, cultural observance, body type/size, household income, religion and personal style. Students are generally allowed to wear clothing of their choice as long as it is not disruptive to the educational environment or causes a safety concern in school. Appropriate clothing includes clothes that are reasonably modest, commonly decent, covers the body well and is appropriate for school. Inappropriate clothing for school can include (but is not limited to) the following:

1. Creates a potential danger to students' health and safety
2. Creates disorder/distraction in the learning environment
3. Causes others to be intimidated by fear or violence
4. Apparel promoting illegal activity by minors (For example, drugs or alcohol)
5. Is offensive or discriminatory in nature (lewd, sexual in nature, or promotes chemical use)
6. Communicates a message that is racist, sexist, or otherwise derogatory.
7. Approve, advance or provoke any form of harassment and/or violence against any individual or group of people.

School administration reserves the right to make determinations relating to appropriate dress and attire in the event that questions arise relating to the details above. Minimally, students who are in violation of the dress code will be asked to remove offending items and store them in their locker or in the office. Students whose clothing is particularly offensive or who continue to violate this policy or who willingly fail to comply with directives to remove offending items will face disciplinary action for insubordination.

DISCIPLINARY ACTION OPTIONS

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

- **Examples of privileges afforded to students that may be lost due to misbehavior include: Open Lunch, Open Hour, parking in the school lot, attending school activities as a spectator, attending school dances and Prom, being part of the Homecoming or Snoball coronation, participation in the Graduation ceremony, participating in athletic competitions, among others.**

FIGHTING AND ASSAULT

Fighting, Assault, or other acts of aggression will not be tolerated at DLHS. Students engaging in these behaviors will be suspended from school for a minimum of 3-5 days and referred to law enforcement for appropriate legal action.

HARASSMENT AND VIOLENCE

Everyone in the Detroit Lakes Public School has a right to feel respected and safe. Consequently, it is important for everyone to know about the district policy to prohibit sexual, racial, or religious harassment or violence.

A harasser may be a student or an adult. Harassment may include, but is not limited to any of the following when related to race, religion, sex or gender:

- a. Name calling, jokes or rumors;
- b. Pulling on clothes;

- c. Graffiti;
- d. Notes or cartoons;
- e. Unwelcome touching of a person or clothing;
- f. Offensive or graphic posters, book covers; or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings, or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, principal, assistant principal or the District Human Rights Officer.

You may also make a written report using your own paper or the district report form available in the principal's office, School District office, or the office of the Human Rights Officer. It should be given to the teacher, counselor, social worker, principal, assistant principal, or the District Human Rights Officer. Your right to privacy will be respected as much as possible.

We take all reports of sexual, racial, or religious harassment or violence seriously and will take timely and appropriate action based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a report

HAZING

At Detroit Lakes High School, hazing means committing an act against a person or coercing a person into committing an act that creates a risk of physical or emotional harm to a person (with or without the person's consent) in order for the person to be initiated into an organization or for any other purpose. Hazing activities of any type, including displays of clothing or other articles that promote hazing activities, are inconsistent with the educational goals of the school district and are prohibited at all times. The district's hazing policy applies to behavior that occurs on or off school property and during and after school hours and applies to any student organization even if the group is not an official school organization.

INAPPROPRIATE LANGUAGE

Use of profane and inappropriate language has no place in the school setting and may result in disciplinary action.

INSUBORDINATION

Insubordination means that a student does not comply with a reasonable request from a teacher, any staff member, administrator, or volunteer. When students display this type of behavior they jeopardize the safety of themselves and others in the school environment.

NUISANCE ITEMS

There are items that are not appropriate for the school setting and can cause disruption or distraction. Students in possession of these types of items will be asked by a staff member to turn them in. Examples include but are not limited to: laser pointers, liquid sprays, lighters, glow sticks, etc..

RESPECT FOR PROPERTY

We are very lucky at DLHS to have amazing facilities. Students are expected to do their part in taking care of our building including classroom areas, hallways, and especially the commons/lunchroom. Students are always expected to clean up after themselves and will be asked to do so if garbage, food, or other items are left in the common areas. We expect students to take pride in these amazing spaces and begin to learn the importance of keeping things in good condition.

SOCIAL MEDIA PROCEDURES

Schools are authorized to discipline students for off campus behavior as long as there is some connection (a “nexus”) between the behavior and the school and the behavior materially disrupts the school in some manner. Social media can be one of these “nexus” to school and often is the place where harassment, bullying, hazing, and even cheating on academics take place in today’s world.

Understand that the primary responsibility for monitoring student use of social media lies with the parent. DLHS will respond in accordance with the discipline policies established by our School Board and by the State of MN when students are harassed, bullied, otherwise mistreated, or participate in academic dishonesty using social media or other online means. One of the best tools we have to combat these online forms of bullying is to promote healthy use of social media with our children. Below is a social media emergency plan that we employ when issues arise on social media. Please help us by monitoring your student’s use of social media accounts, and by reporting issues that you see to administration.

Social Media Emergency Plan

- Parents can always lock down their kids’ accounts on different programs.
- Investigation Plan: DLHS will determine High, Medium, and Low Risk issues:
 - Step 1: Determine nature of the threat, bullying, harassment, or inappropriate conduct.
 - Step 2: Investigate and work to get content taken down from social media platforms.
 - Step 3: Communicate with families the steps taken and the next steps to help remedy the situation.
 - Step 4: Develop a safety plan moving forward for those affected.
 - Step 5: Conduct an after action review to ensure that the problem has been addressed appropriately.

TOBACCO/VAPING

In accordance with State Law and School Board policy #419, no student, teacher, administrator, other school personnel of the school district, or person may smoke or uses tobacco, tobacco-related devices, or carry or use an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

***In accordance with District Policy #632 and State statute, tobacco used for the purpose of Indigenous ceremonies that are conducted under the supervision of a school official or Tribal Elder is not part of the tobacco policy referenced above. Indigenous students at DLHS regularly participate in smudging ceremonies and are encouraged to do so in celebration of their cultural heritage.**

WEAPONS/REPLICA WEAPONS/DANGEROUS OBJECTS

A “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chuks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

VANDALISM

Vandalism is a violation of the law and will not be tolerated at DLHS. Student actions that cause damage to school equipment, property, or any property belonging to staff may result in suspension from school, payment for damages, restitution for the school’s expenses or a recommendation for expulsion.

ADDITIONAL DISCIPLINE INFORMATION**Student Suspensions**

In addition to the regulations stated in the previous sections of this manual, the following applies to students suspended from DLHS:

- Absences due to suspension from school are classified as “Authorized” and do not apply to a student’s total absence count. All schoolwork may be made up for full credit.

DLHS Behavior Guide

The behavior guide below is used by DLHS staff to respond to behaviors in a professional, research based, and consistent manner. Unique or special circumstances always arise that may call for a response that is different from a typical response listed in the chart below. Administration always has the ability to use discretion in these situations.

DETROIT LAKES HIGH SCHOOL: MAJOR V. MINOR BEHAVIOR CHART

MINOR PROBLEM BEHAVIOR (CLASSROOM MANAGED)	TYPES OF MINOR BEHAVIORS (Classroom Managed)	TYPES OF MAJOR BEHAVIOR (Office Managed)	MAJOR BEHAVIOR: OFFICE MANAGED
<p>1st Level Response:</p> <ul style="list-style-type: none"> → Pause → Quiet Word → Pre-Arranged Signal → A "Look" → Planned Ignoring → Proximity <p>2nd Level Response:</p> <ul style="list-style-type: none"> → Redirect → Re-teach → Remind → Private Conversation → Phone Call Home <p>3rd Level Response:</p> <ul style="list-style-type: none"> → Conference with student → Phone call home → Define problem → Decide on action → Agree on consequence → Possible BARR referral <p>Responding to Power Struggles:</p> <ul style="list-style-type: none"> ★ Pause, take a deep breath ★ Speak slowly and calmly ★ Shift responsibility ★ Allow student to save face ★ End with a thank you 	<ul style="list-style-type: none"> → Poor attendance (possible skipping) → Disrespect of teachers/staff → Disrespect of peers → Technology issues → Minor dress code issues → Cell phones/computer (electronic device infraction) → Inappropriate classroom behavior → Cheating → Lack of Engagement in class → Defacing property (minor vandalism) → Inappropriate language 	<p><u>Complete a referral in Skyward or Email for the following:</u></p> <ul style="list-style-type: none"> → Door infractions → Parking infractions → Skipping and leaving the building → Major technology issues (non compliance) → Skipping/Excessive tardies → Major dress code issues <p><u>Call and or Escort Student to the Main Office Immediately for the following:</u></p> <ul style="list-style-type: none"> → Assault/Fighting → Threats and intimidation → Serious insubordination → Bullying/Harassment → Chemical use <ul style="list-style-type: none"> ◆ Alcohol ◆ Drugs → Destroying property (Major Vandalism) → Disrespect to teacher/sub → Possession of a Weapon (or Suspected Possession) → Theft → Inappropriate Sexual Behavior 	<p>Staff Action:</p> <ul style="list-style-type: none"> ● Complete Incident Referral (QMLATIV) ● Contact Home <p>Administrative Action:</p> <ul style="list-style-type: none"> → Conference with student → Conference with guardian → Restorative practice → Follow up Communication to staff member <ul style="list-style-type: none"> ◆ Follow up conversation ◆ Follow up email <p>*Note: Discipline is at the discretion of the Administration consistent with ISD 22 policy and State Law.</p> <p>**Documentation in QMLATIV</p>

HEALTH, SECURITY, AND SAFETY

YOU FEEL SICK OR INJURE YOURSELF DURING SCHOOL?

- Ask your teacher for a pass to see the nurse. You will receive permission to use the telephone in the Main Office to contact your parents. The attendance secretary must speak to your parent and issue you a pass to leave the building. Be sure to follow proper sign-out procedures to avoid an unexcused absence.

MEDICATION ADMINISTRATION

In the event that it is necessary for you to take prescription medication during school hours, it is necessary to have a statement signed by your physician and parent, with medication named, directions for administration and an authorization for school personnel to administer the medicine. The form is available in the Main Office and should be returned to the school along with the medication in an originally labeled bottle from the pharmacy that issued the medication. Prescription medication must be kept in the health office and will be distributed under the supervision of a health assistant or certified staff member.

EMERGENCY PROCEDURES

EVACUATION AND LOCKDOWN DRILLS

The state of Minnesota requires all schools in the state to conduct eleven emergency drills during the course of a school year. Schools must conduct five fire drills, five lockdown drills in accordance with district emergency procedures, and one tornado drill.

LOCKDOWN EXPLANATIONS

- **CODE YELLOW** is a shelter in place alert that keeps students secured in rooms and suspends regular school functions, but still allows teachers to carry on with instruction in most situations. A Code Yellow may be used for a variety of situations and there is no reason to panic. Students not already in classrooms should report to their homeroom or the nearest classroom. Students are regularly trained on Code Yellow when we conduct our required lockdown drills each year.
- **CODE RED** is a lockdown emergency where all students and staff must implement their emergency procedures training. A Code Red is an unstable situation that will stop all school functions and will involve law enforcement officers. Students and staff have full options on how to handle the situation including evacuation or lockdown. A Code Red means that you must get to the nearest safe place right away. If you are outside of a classroom, get to a classroom immediately or hide somewhere safe. If you are outside of the building you should go to the school evacuation point when the situation has ended.
- Students and staff are trained on these procedures each year and practice drills are conducted in accordance with State law.

LEAD IN DRINKING WATER

The Detroit Lakes School District will follow the recommendations of the Minnesota Department of Health's "Lead Contamination Control in School Drinking Water Guidance Manual." The Detroit Lakes School District completed lead in water testing of all potable water sources during the 2021-2022 school years. The Detroit Lakes School District followed Minnesota Department of Health's protocol in the reduction of any water sources found to be above action levels of lead. There are no known sources of water above the recommended action level for lead. Testing will be completed every 5 years. The results of testing are available upon request.

STUDENT I.D.S

Students are expected to carry their Student ID with them in the building. Throughout the year student IDs are scanned for attendance when students leave or enter the building during the day. They are also used in the media center to check out school materials. Students will be issued their student ID once they arrive after pictures. DLHS Student I.D.s also contain the Suicide Prevention information below as required by State Law.

Suicide Prevention: LOOK OUT FOR EACH OTHER

***The National Suicide Prevention Lifeline: 988**

***The Crisis Text Line: text MN to 741741**

***National Alliance on Mental Illness:
1-800-950-NAMI or text NAMI to 741741**

HELP IS AVAILABLE 24/7

SCHOOL DOORS

Students are expected to use the primary entrance and check in or out during the school day. All other doors will be locked during the school day for security purposes. Propping of doors to get back in after lunch or to let other students into the building is a major safety concern and will not be tolerated. Using doors inappropriately will result in disciplinary action.

SCHOOL PROPERTY AND SEARCHES

We conduct regular and random searches of everything on school property including the parking lot, lockers, and classrooms. The school district contracts with a detection business who assists in our searches.

SCHOOL LIAISON OFFICER

DLPS is thankful to have a Detroit Lakes police officer assigned to work in our schools during the school year. Our students have benefited from the relationships they have with the officers who have worked in our schools. If you need to visit with our school resource officer, stop by the main office.

The school Liaison Officer's responsibilities include:

- Taking reports and conducting investigations of alleged criminal conduct which occur on school property or buses.
- Present to students, parents, teachers, and administrators information that relates to school safety.
- Attend school activities as appropriate.
- Be visible in the school climate and build positive relationships with students and staff.

BUS TRANSPORTATION AND SAFETY

Transportation for students is provided by district buses, Olander Bus Company (847-7533), and Schultz Bus Company (847-9266). Rules for conduct on school buses are listed in detail in the Activity Calendar and school board policy. Building Administrators are responsible for dealing with discipline problems on the school bus. Failure to abide by rules of conduct will result in disciplinary action. The maintenance of the discipline policy as established by the School Board, will be carried out by the bus driver. For security reasons, the district may utilize surveillance equipment at school and on the bus.

Buses play vital roles in the life of a school and understanding bus safety is important for all students, parents, and staff. Many of our high school students ride buses to and from school, but even those who get to school in other ways will ride a school bus for various school-related activities.

Students receive training about bus safety from their teachers and Bus Drivers when they are in elementary and middle school, but, because many students do not ride the bus every day, many miss the annual bus safety training when they get to high school.

The following points are emphasized:

- **Always** return to the curb if a bus driver honks his horn.
- **Always** stay seated and use your inside voice when on the bus. “Back to back and seat to seat.”
- **Never** go into the “danger zone” (the area 10 feet around the bus) unless the bus driver tells you it is OK to get on the bus.
- **Always** listen to the bus driver’s instructions as they are helping keep you safe.

GENERAL INFORMATION

AREA LEARNING CENTER

The Detroit Lakes Area Learning Center was established to meet the needs of students who have experienced difficulty in the public educational system. Students must meet Graduation Incentive criteria to qualify for any of the Area Learning Center’s alternative programs. ALC referrals are available in the Counseling Center and will be reviewed by the Student Assistance Team for consideration of alternative services.

BACKPACKS

For school security, student health, and corridor congestion reasons, students are asked to limit the contents that are carried in their backpacks during the school day. Teachers will determine appropriate use and storage of backpacks in their settings during class time.

CHILD ABUSE/NEGLECT POLICY/PROCEDURES

1. It is the policy of Independent School District #22 to protect children whose health or welfare may be jeopardized through physical, emotional or sexual abuse and conditions of neglect.
2. It is the policy of Independent School District #22 to comply with the law requiring the reporting of suspected physical, emotional or sexual abuse and conditions of neglect involving children.
3. The reporting of maltreatment of minors shall be strictly in accordance with provisions of Minnesota Statute, Chapter 625.556.

For further interpretation or assistance contact the District Social Worker.

A complete copy of Policy 414 is available at any school, the district administration center, or the school website

located at <https://meetings.boardbook.org/Public/Organization/2364>

DIRECTORY INFORMATION

In accordance with FERPA, School Board Policy #515 and Minnesota State Statute DLHS protects the privacy of pupil records using the following standards.

“Directory information” means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. **Directory Information includes, but is not limited to: the student’s name, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student’s parent(s).**

Directory information does not include:

1. *New* as of 2023: The school District may not designate a student’s home address, telephone number, email address, or other personal contact information as directory information.
2. A student’s social security number;
3. A student’s identification number (ID), or user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
4. A student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student’s identity, such as a PIN, password, or other factor known or possessed only by the student;
5. personally identifiable data which references religion, race, color, social position, or nationality; or
6. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student’s parent or guardian.

A complete copy of Policy #515 is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/2364>

FEES

School Board Policy #542 - CLASSROOM SUPPLIES AND MATERIALS FEE

No student will be charged a fee for books or supplies necessary to complete the basic educational requirements for graduation. In classes (such as shop, ag, home economics, art, etc.) where projects are completed using materials (wood, metal, cloth, ceramics, paints, etc.) purchased by the school district, the project completed remains the property of the school district unless the student wishes to purchase the item for the actual cost of materials. In any class where a student elects to build or make an item above and beyond minimum course requirements, the student will pay for all materials used and retain ownership of such project.

A complete copy of Policy 542 is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Book/2364?docTypeId=223646&file=a3d6d3a6-98dd-4e0e-87f9-7c4c33eba9f5>

FOOD AND BEVERAGES IN SCHOOL

Students are permitted to store food and beverages in their lockers and are permitted to carry water with them during the school day unless specifically prohibited by the classroom teacher. Students are expected to assist in keeping our building clean and should dispose of garbage appropriately and report any spills immediately to the office or a classroom teacher. During lunch periods, students are expected to eat in the cafeteria, in the Commons or in other areas as determined by school administration.

GYMNASIUMS, WEIGHT ROOM, AND INSTRUCTIONAL SPACES

The High School gymnasiums, weight rooms, and all instructional workspaces are not available for unsupervised activities. Students will not use these facilities unless a teacher or other administration-approved staff member is in attendance to supervise. Community Education activities will be under the supervision of the District #22 Community Education Director.

HALL PASSES

Students are required to obtain permission from their teacher before leaving their classroom. Hall passes are used regularly at DLHS. Students are provided a hall pass they are to keep with them while in the hallway. If students are asked by an adult to see their hall pass, the expectation is that students respectfully comply with this request.

LOCKERS - PROPERTY

School lockers are the property of the school district. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason 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, school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. The School District may use contraband-sniffing dogs through law enforcement or private certified contractors to conduct a general search of the hallways adjacent to student lockers. If the contraband-sniffing dog indicates that contraband is located in a locker, the interior of the locker and the items inside the locker will be searched.

Lockers should be used to house your textbooks and other school materials when they are not in use, and other personal belongings. You will be assigned a locker at the beginning of the year and will be expected to use that locker for the entire school year unless assigned another locker by a school principal. Students will be expected to keep their lockers clean and any item displayed within the locker should be in accordance with school policy.

It is important that you not share your locker or locker combination with any other student. Students are responsible at all times for their personal property and all items in their locker. You will be expected to keep your locker clean during the school year.

A complete copy of Policy #502 is available at any school, the district administration center, or the school website located at <https://meetings.boardbook.org/Public/Organization/236>.

LUNCH ACCOUNTS

Money for your lunch account must be deposited in the Main Office in order to be credited to your family lunch account. Students are not permitted to have a negative balance in their account. It is the responsibility of the student and parent/guardian to ensure that adequate funds are in the student's lunch account.

Seniors with money left in their lunch account at the end of their senior year will leave the balance for their younger sibling at the high school or will be reimbursed by check made payable to the parent/guardian from the administration center.

The Main Office accepts cash and checks for deposit only. Change will not be given back from checks or cash presented to pay into a lunch account.

On March 17, 2023, Governor Walz signed the MN Free School Meals bill into law. The MN Free School Meals Program is a permanent program that provides state reimbursement to schools that participate in the National School Lunch Program and the School Breakfast Program so that students can have one breakfast and one lunch at no cost at school. The Free School Meals Program began on July 1, 2023.

What is the Minnesota Free School Meals Program?

The Minnesota Free School Meals Program provides state reimbursement to schools that participate in the National School Lunch Program and School Breakfast Program so that students can have one breakfast and one lunch at no cost at school.

Can the meals be picked up or brought home like we did during the pandemic?

No. Congregate meal service is required in the National School Lunch Program and the School Breakfast Program. Meals may not be taken off campus, sent home, delivered, or picked up by parents or others.

Do I still need to complete the Application for Educational Benefits?

It is important for families to complete the Application for Educational Benefits. Applications for Educational Benefits determine how much funding your child's school receives for educational programs and supports. Additionally, eligible families can qualify for other benefits, such as: • WIC Benefits • Metro Transits' Transit Assistance Program • FCC Affordable Connectivity Program/Reduced price internet programs • Some summer camps, athletics programs and/or child cares offer scholarships or discounts.

What is included in the MN Free School Meals Program?

In schools with Offer versus Serve (high schools and many elementary schools): • At breakfast, the student must choose at least 3 items to be counted as a reimbursable meal. The student must choose a ½ cup serving of fruit or vegetable as part of their breakfast. • At lunch, the student must choose at least 3 components to be counted as a reimbursable meal. The student must choose a ½ cup serving of fruit or vegetable as part of their lunch.

If you are eligible for free or reduced priced meals, you must fill out the application each school year and return it to the Main Office. Forms are available in the main office of each school in the district as well as at the district administrative center.

MATERIALS ISSUED TO STUDENTS

Students are responsible for all materials and texts issued to them as part of a class. Materials and textbooks will be collected at the end of each term. Materials and textbooks not turned in at this time will result in the cost of the item being assessed to the student.

MESSAGES

Telephone messages left by parents for students will be announced during the school day as time permits. The Main Office is not responsible for unclaimed messages or deliveries. Students will not be called out of class to receive phone messages unless an emergency situation exists and has been discussed with an administrator. Due to the number of students at DLHS, we ask that the number of individual student messages be kept to a minimum.

MILITARY RECRUITERS

In accordance with the "No Child Left Behind Act of 2001", school districts are required to provide the name, address, and telephone listing of secondary students to military recruiters upon request unless the parent or eligible student has requested the information not be released to military recruiters without prior consent. In such a case, the school district will seek to obtain the parent's or eligible student's written consent before releasing the data and, if there is refusal to give such consent, not provide the data.

MOBILE PHONES AND PERSONAL ELECTRONIC DEVICES (PEDS)

Electronic device procedures at DLHS for 2024-2025



- Cellphones are to be on silent and placed in the classroom phone caddy during academic class periods.
 - ◆ All classrooms require students to place their devices in a phone caddy. It is our expectation that this occurs every class period.
 - Cell phones are not needed to carry out any academic work that our instructors have students complete.
 - As a 1:1 technology school, every student is issued a Chromebook each year that is capable of fulfilling all technology requests that are needed for academics.
- Earbuds and AirPods are not allowed in the classroom.
- When a student requests to use the restroom, their phone will remain in the classroom phone caddy.
- No Phones Are Allowed During Academic Intervention Time (AIT) or Advisory as these periods are treated just like any other classroom where attendance is taken.
- Important reminder: No unsolicited pictures should be taken of other students without consent at any time! Unsolicited pictures that are taken or sent to other students are a form of bullying or harassment and will not be tolerated.
- Phones can be used during passing time, during lunch, and in a course where the teacher specifically instructs students to use them for academic purposes only.

Consequences for inappropriate use

- First Violation
 - ◆ The device will be confiscated by the teacher and brought to the office.
 - ◆ The student can pick up their device at the end of the day.
 - ◆ The teacher will communicate home about the issue.
- Second Violation
 - ◆ The device will be confiscated by the teacher and brought to the office.
 - ◆ The student will meet with an administrator and call home.
 - ◆ The device will be held in the office for 5 days during school hours.
- Third Violation
 - ◆ The device will be confiscated by the teacher and brought to the office.
 - ◆ A parent meeting will be held to discuss solutions to the problem.
 - ◆ The device will be held in the office for 10 days during school hours.

*At any time if a student refuses to give an adult their device when asked, they will be brought to ISS in the main office and a parent meeting will be required.

**The administration reserves the right to adjust these consequences on a case-by-case basis if needed. For example, extreme behaviors that break the law or engaging in bullying or harassment of other students may result in different, more severe consequences.

Students receive information regarding expectations for cell phone and electronics usage throughout the year during advisory lessons. Consider these messages your “warning.” Students violating this policy will be asked to turn the nuisance item over to the teacher and may retrieve it at the end of the school day from the office. Students violating this policy may be required to turn the nuisance item into the office for five school days. The student may retrieve the item at the end of each day. Subsequent violations by the student will result in increased consequences as determined by school administration.

NEXUS TO SCHOOL/OFF CAMPUS BEHAVIOR

Schools are authorized to discipline students for off campus behavior as long as there is some connection (a “nexus”) between the behavior and the school and the behavior materially disrupts the school in some manner. Consequences for actions that occur off campus, but materially disrupt the school include, but are not limited to: placement in in-school-suspension (ISS), out-of-school- suspension (OSS), loss of extra-curricular eligibility as defined by Minnesota State High School League bylaws, and social suspensions (revoking of privilege to attend extra-curricular or other school-sponsored activities). “Off Campus” is defined as locations not part of the school district. Parking lots on school property and property belonging to facilities used for school-sponsored activities are considered to be on campus.

OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student’s case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

PARKING

All students must obtain a parking permit for any vehicle they plan to park in the school’s student parking lot. Parking permits are \$20 and available in the Main Office. Parking of student cars will be permitted only in the student parking lot to the south and west of the building. The northeast parking lot is reserved for staff parking and school bus use only. Violations of parking policy include:

- Failing to follow posted traffic signs and markings
- Failing to follow standard traffic laws
- Parking anywhere except the southwest student parking lot (No parking in visitor spaces, handicapped spaces, or Laker Pride spaces without a permit)
- Parking in a way which occupies more than a single parking space. Consequences for violating the parking expectations may include:
 - assigned detention time, or
 - fined for illegal parking or not having a parking permit (minimum \$5), or
 - denied the privilege of parking in school’s student parking lot, or
 - towed at the owner/operator’s expense without notification. Damage that may be incurred as a result of towing shall be the sole responsibility of the owner/operator, or other consequences at administration discretion.

PARKING FEE SCHEDULE

- 1st Violation – \$5 Fine
- 2nd Violation – \$5 Fine
- 3rd Violation – \$20 Fine and Parking Permit revoked for the remainder of the school year.
- 4th Violation – \$20 Fine and Towed (due to being banned from DLHS Parking Lots in 3rd violation)

PESTICIDE USE

Occasionally pesticides are used to control harmful insects or weeds. Parents and students will be notified if pesticides are used in the building or on the grounds.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance is recited by students and staff at least one time per week according to the Minnesota Statute 121A.11. In accordance with State Law, anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect the rights of others to make the choice to say or not to say the Pledge of Allegiance. Any disruption during this time may result in disciplinary action.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

Any student interested in PSEO or Concurrent Enrollment Courses (CE) must make an appointment with their school counselor and parents to discuss eligibility and graduation requirements. Students who fail classes at the high school or Post-Secondary institution while enrolled in a PSEO program may lose their PSEO status and will be at risk of not graduating. More information about PSEO can be found on our school website by clicking on this link:

<https://hs.dlschools.net/students/registration-information>

*Note that there are deadlines for enrollment in PSEO that are communicated to both students and parents.

POSTERS

1. Posters or signs shall not be placed in the building without permission from a building administrator. The main office will mark all approved posters.
2. Approved posters may be placed in the following designated areas:
 - On designated bulletin boards in the halls;
 - In the commons area;
 - In individual rooms and in the display cases if the student has permission from the teacher.
3. Posters shall be neat in appearance and appropriate in subject matter, grammar, spelling, etc.
4. Posters allowed to be displayed in Detroit Lakes High School are:
 - those having to do with Detroit Lakes High School events, or
 - other school sponsored activities.
5. Posters shall be removed by the organization the day after the event or function they advertised.

RECORDS

The school has student grades, attendance, and standardized test scores on file. If a student has attended several different schools, these records are now on file in Detroit Lakes.

A student or their parents may:

- review the contents of these records by making an appointment to do so with the Principal or a school counselor.
- have copies made of anything in the school records, but you are not permitted to take the original record out of the Counseling Center or the Main Office.
- place any statement or items in your record that you wish to, if it pertains to your schoolwork.
- request that items be removed from your file. In the event that you or your parent or guardian makes such a request,

- the person in charge of the record may or may not grant the request. In the event the request is denied, you may appeal the decision to the next highest school official, and ultimately to the School Board.

Your records, or any part thereof, cannot be transferred in writing or orally to any other place without the written consent of you and your parent or guardian, with the exception of another public school in the state in which you have already enrolled after transferring from this school.

This means that your school will not, and cannot by law, without first receiving written consent from you and your parent or guardian:

- send a transcript of your school record to a college.
- send a transcript to a vocational school or university.
- give information from your record to a prospective employer.

Written consent can be given by using a form available in the Main Office of the principal or school counselor, or by writing a letter to the Main Office requesting the transfer of such records.

Students who are 18 years of age or older need not seek consent of their parents or guardian to exercise their rights of access or control of transfer of their records.

All students' records will be treated in accordance with the provisions of Public Laws 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Session Laws of the State of Minnesota. These laws and the resulting procedures described on these pages also apply to the records of all graduates of this school.

RELEASE OF DIRECTORY INFORMATION

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Directory information includes, but is not limited to: the student's name, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended. It also includes the name, address and telephone number of the student's parent(s). Directory information does not include personally identifiable data that references religion, race, color, social position or nationality.

A parent or eligible student who does not wish to have any or all of the directory information disclosed must provide written notice to the responsible administrator that shall include the following:

1. Name of the student and/or parent, as appropriate;
2. Home address;
3. School presently attended by student;
4. Parent's legal relationship to student, if applicable; and
5. Specific categories of directory information to be made not public with the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

A complete copy of Policy 515 is available at any school, the district administration center, or the school website located at www.dlschools.net

SCHOOL-TO-WORK (STW)

The DLHS School-to-Work program connects the community and the classroom by providing meaningful and relevant learning experiences for all learners regardless of age. The three main goals of School-To-Work are:

1. Career Exploration
2. Application of Knowledge and Skills
3. A seamless transition from K-12 into post-secondary education or the workplace.

School-To-Work is a partnership between our schools, community organizations, employers, and post-secondary institutions. They work together to provide learning experiences that develop broad transferable skills which help students learn how school and careers fit together. Students learn academic knowledge, technical proficiency, task management skills, critical thinking skills, communication skills, team work, and problem solving skills

School-To-Work has three components. They are as follows:

- **School-Based Learning:** Students learn math, science, English/Language Arts, social studies, technology and other knowledge, skills and standards in the context of the world of work.
- **Work-Based Learning:** Students gain practical experience and training through learning activities provided by community businesses and agencies. Examples are field trips, guest speakers, job shadowing, internships, mentorships, and youth apprenticeships.
- **Connecting Activities:** Links between employers, schools, teachers, and students are formed to match young people with employers, mentors, and other learning experiences.

SECTION 504

REHABILITATION ACT OF 1973 (ANNUAL NOTICE AND INFORMATION REGARDING SECTION 504 ACT)

Section 504 is an Act which prohibits discrimination against persons with disability in any program or activity that receives or benefits from Federal Financial assistance. The Act defines a person with a disability as anyone who:

1. has a physical or mental impairment which substantially limits one or more major life activities including activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working; or
2. has a record of such an impairment; or
3. is regarded as having such an impairment. (34 Code of Federal Regulations Part 104.3). In order to fulfill its obligations under Section 504, the Detroit Lakes School District #22 recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and learners. No discrimination against any person with a disability will be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504, provide access to appropriate education services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. The Act gives the parent or guardian the right to:

1. inspect and review his/her child's educational records;
2. make copies of these records;
3. receive a list of all individuals having access to those records;
4. ask for an explanation of any item in the records;
5. ask for amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
6. a hearing on the issue if the school refuses to make the amendment.

Please contact your child's counselor at 847-4491 if you have questions.

SEMESTER ASSESSMENTS ("FINALS")

All students are expected to be in all of their classes (including study halls and classes they do not have a final test) during "Finals". Attendance procedures operate the same as any other school day: teachers will be reporting all absences, parents are expected to notify the Main Office of absences, and students are liable for consequences resulting from unexcused absences.

Students are responsible for making arrangements with teachers to make up final tests if absent on test days.

POLICY 520: STUDENT SURVEYS PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys. Student surveys may be conducted as determined necessary by the school district.

STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student returning a survey will be maintained.
- B. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate in such survey. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.

A complete copy of Policy 520 is available at any school, the district administration center, or the school website located at www.dlschools.net.

SURVEILLANCE EQUIPMENT

To help ensure the safety of students and staff, Detroit Lakes High School uses video cameras for surveillance on school property including, but not limited to, hallways, the commons, the cafeteria, the gymnasiums, and parking areas. Video cameras are not to be used for classroom surveillance unless the principal of the school and the teacher of the classroom consent to the surveillance.

Video cameras are not used at a time or location that would violate a student's reasonable expectation of privacy including, but not limited to, a locker room, lavatory, or another area where a student may disrobe.

STATEWIDE TESTING AND ASSESSMENT INFORMATION

Minnesota's statewide assessments measure that curriculum and instruction in our schools are aligned to the academic standards, ensuring all students are being provided an equitable education. A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education is aligned to the academic standards.

In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability, including opportunities for school support and recognition.

Students who receive a college-ready score on the high school MCA are not required to take a remedial, non credit course at a Minnesota State college or university in the corresponding subject area, potentially saving the student time and money.

Educators and policy makers use information from assessments to make decisions about resources and support provided.

School performance results that are publicly released and used by families and communities are negatively impacted if students do not participate in assessments. 27 / The Minnesota Comprehensive Assessments are given annually to students in grade 10 (reading), grade 11 (mathematics), and biology (science). A complete testing calendar will be available each year on the [assessment page](#) of the District website. Including information about the opting out procedures.

TITLE IX POLICY

It is the policy of the Board of Education of School District #22 not to discriminate on the basis of sex in its educational program, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to Title IX Coordinator (Kylie Johnson, HR Director) at 702 Lake Avenue, Detroit Lakes (847-9271) or to the Director of the Office for Civil Rights, Department of Health and Welfare, Washington, D.C.

TECHNOLOGY USE

Any cell phone or other recording device used to record any illegal activity will be confiscated by the SRO as evidence.

The Detroit Lakes Public School District has established School Board Policy 524 “Access to and Use of the District Technology System (Networked Information Resources)” to detail district expectations and guidelines regarding the use of these resources. The information below is a summary of Policy 524. The full policy is available on the DLPS website at <https://meetings.boardbook.org/Public/Organization/2364>

The school district is providing students with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user’s private personal account on another system may not be acceptable on this limited-purpose network.

Electronic mail as well as telephone communication, voicemail, and data stored, received or sent via DLPS phone equipment, computers and related computer equipment are the sole property of the school district. Users of these systems should assume no privacy with respect to these systems.

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

UNACCEPTABLE USES

The following uses (not limited to those listed) of the school district system and Internet resources or accounts pertain to student users and are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - a. pornographic, obscene or sexually explicit material or other visual depictions;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education or professional setting, or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district’s security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access

- another person's materials, information or files without the implied or direct permission of that person.
6. Unless directed and for official school district use, users will not use the school district system to post private information about another person's personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Instagram", "Twitter" and "Facebook."
 7. Users must keep all account information and passwords for software (which is not housed or managed on the district network) on file and/or communicate the location of this information to the employee's building administrator or supervisor. It is not necessary to keep account information and passwords on file for Skyward or the district network login information. Users may not share account information or passwords with others users. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.

A student engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations are, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, or exclusion.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the superintendent.

FILTER

With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are 1) obscene; 2) child pornography; or 3) harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes. Violations of the above activities will result in disciplinary action, based upon the current discipline policy.

VIOLATION GUIDELINES

- 1st offense: Up to 30 days loss of computer privileges district wide and/or disciplinary action.
- 2nd offense: 60 days loss of computer privileges district wide, plus disciplinary action.
- 3rd offense: One calendar year loss of computer privileges district wide, plus disciplinary action.
- Depending upon the severity of the violation, additional actions may result.

The School District will educate students about appropriate online behavior including interacting with other individuals on Social Networking Websites and in chat rooms and cyber bullying awareness and response.

CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

LIMITED EXPECTATION OF PRIVACY

- a) By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files, including email, on the school district system.
- b) Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- c) An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- d) Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- e) The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

Detroit Lakes Public Schools cannot realistically censor access to all inappropriate materials. Use of the internet is at the user's own risk. The district will make every effort to monitor or control information accessible thru the internet, but the district does not accept responsibility for any content found on the internet.

PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

As with other curricular issues, parents have the option to request alternative educational activities not requiring Internet access. If a parent desires this option, requests should be made to the classroom teacher, a school counselor, or a school administrator.

By enrolling in Detroit Lakes Public Schools, parents and students agree to follow the policies and procedures implemented by the School Board and each school, including the policies regarding technology.

FREQUENTLY ASKED QUESTIONS

CAN I BRING A VISITOR/GUEST TO SCHOOL?

- All non-DLHS students are considered visitors during the school day. Visitors to DLHS are expected to report immediately to the Main Office to register and state their business. Students are not permitted to bring visitors or guests to school for any part of any school day. Foreign exchange students visiting the area may attend if their visit is pre-approved by a building administrator.

WHAT IF THE WEATHER IS BAD AND MAY AFFECT SCHOOL?

- The District will send a mass communication to all parents alerting them of the change due to weather. Listen to radio stations KDLM (AM 1340) and KRCQ (FM 102.3). The district will also use its "Instant Alert" system to notify parents and students about weather delays. Mr. Omang will also use his parent newsletter email notifications in these instances.

HOW DO I REPORT MY CHILD'S ABSENCE?

- Parent/Guardian should report student absences using the Skyward Absence Notification App by 8:00 a.m. on the day of the absence.
- Call 218-847-4491 and let the school attendance assistant know the reason for the absence. Give any applicable appointment cards from medical providers to the office to ensure the absence is recorded as Exempt.

HOW CAN I EASILY VIEW MY CHILD'S ATTENDANCE DATA?

- Students and parents may view all attendance data using their Skyward account.
- Parents are encouraged to set up Skyward's automatic messaging system so they are sent reports of their child's attendance and grades on a regular basis.

WHAT DO I DO IF MY SCHOOL ACTIVITY DOESN'T RETURN HOME UNTIL LATE?

- Come to school on time the next day. All students are expected to attend school on time every day that school is in session. Absences that do not meet the definition of "excused" by the State of Minnesota are Non-Exempt (unexcused).

HOW DO I REPORT MY CHILD WILL BE ABSENT FROM SCHOOL DUE TO A FAMILY TRIP OR A HUNTING TRIP?

- Call to notify the office and have your child fill out the Advance Notice form and turn the form into the office

before the trip.

- Students are allowed five Exempt “personal” or “vacation” days during the year. Absences after the first five “personal” reasons are considered Non-Exempt.

HOW DO I REPORT MY CHILD’S ABSENCE DUE TO AN APPOINTMENT?

- Student absences should be reported in ONE of the following ways by 8:00 a.m. on the day of the absence.
 - **Skyward Online Family Access (Preferred Method)**
 - i. <https://skyward.iscorp.com/DetroitLakesISDMNStuSTS/Session/Signin>
 - **Automated Attendance Line**
 - i. **218-847-4491**

***Please allow a minimum of 2 hours during the school day to process your requested absence in Skyward Family Access.**

****Note: The attendance line cannot accommodate last minute requests!**

WHAT DOES MY CHILD DO ABOUT HOMEWORK MISSED DURING ABSENCES?

- Students who are absent for any reason are responsible for all work they have missed. Students are to communicate with their teacher and make arrangements to complete the work.
- All class work is subject to in-class deadlines unless other arrangements are made with the teacher in advance or the student was absent for an Exempt reason.
- Students who miss class because of school-sponsored activities are held to the assigned in-class deadlines.

WHAT ABOUT TARDINESS?

- Tardiness will be handled by each individual teacher:
 - Students can lose their open lunch privilege when they hit 5 tardies!
 - Open lunch privilege will be restored once a student has no tardies for 1 week.
- Tardies in excess of 10 minutes will be considered unexcused absences and will be recorded in the student’s attendance record.

HOW CAN I AVOID NON-EXEMPT ABSENCES?

- Always stop in the office to check-out before leaving the building when you have a scheduled class.
- Regularly check your attendance on Skyward and work with your teachers to ensure it is accurate.
- Visit the school nurse before leaving school because of illness (the nurse can Exempt illness absences).
- Provide documentation for all absences (from medical providers).
- Request pre-approval for all absences you know about in advance of the dates of absence.
- Schedule appointments for before or after school. If that isn’t possible, always bring back verification from the medical provider.
- Protect your Sleep - Find out the following information and then use it to figure out when you should go to sleep the night before school:
 - How much sleep does your body need every night? (probably between 8-10 hours)
 - How long does it take you to get ready for school in the morning and get to school?
 - When does school start?
 - Hint: 1st hour begins at 8:15 AM and 0 Hour begins at 7:20 AM
 - Example: Billy needs 9 hours of sleep each night (average teenager). It takes him a little more than one hour to get dressed, eat, and then drive to school after waking up. His first class is at 8:15 AM but he likes to get to school at 8:00 AM. When should Billy be in bed?
 - Answer: Billy should be in bed by 10:00 PM in order to get nine hours of sleep and then get to school on time for his first class

WHAT DO I DO IF I ARRIVE TO SCHOOL AFTER CLASS STARTS?

- If you arrive at school after the beginning of your school day, report to the Main Office to check in.

WHAT IF I WILL BE ABSENT DURING THE SCHOOL DAY?

- Make every effort to ensure the reason for your absence is Exempt instead of Non-Exempt:
 1. Verify your reason for missing class with the Exempt vs. Non-Exempt information provided in this handbook.
 2. If your reason for missing school is Non-Exempt, stay in school, visit with your counselor, an attendance officer, or an administrator.
 3. Prior to leaving school, you must report to the Main Office and explain your reason for missing class.
 4. If you will be leaving school, we must have parent/guardian permission before you leave and you must sign out in the Main Office. Failure to follow proper sign- out procedures will result in a Non-Exempt absence.

HOW DO I SEE A SCHOOL COUNSELOR?

- Come to the Counseling Center. If a counselor is not immediately available, you can make an appointment to see them.

WHAT SHOULD I DO IF MY STUDENT INFORMATION CHANGES?

- Report this information to the Main Office. Updated contact information is very important!

WHAT IF I AM WITHDRAWING FROM SCHOOL?

- Check with the Counseling Center.

WHAT SHOULD I DO IF I LOST OR FOUND SOMETHING?

- Report it to the Main Office.

WHAT IF SOMETHING IS STOLEN?

- Report it immediately to the Main Office or the Police-Liaison Officer.
- DLHS investigates thefts to the best of our ability however, does not replace items we cannot recover.
- Students are encouraged to not bring anything of value to the high school and to always lock their belongings in their lockers, especially in the locker rooms.

HOW DO I PARTICIPATE IN A SPORT OR ACTIVITY?

- Pay attention to the announcements for meeting dates. Pick up paperwork necessary from the Main Office, complete forms with your parents, and return paperwork and user fee to the activities secretary.

WHAT IF I AM SICK AND NEED ASSIGNMENTS?

- Communicate directly with your teachers using your school email accounts or other arrangements they have made with their students.
- Ask your classmates for assistance in getting the correct assignment information if the teacher doesn't respond.
- If the options above are not effective, contact your counselor or the Main Office to request assignments to be picked up.

WHAT IF I HAVE A DOCTOR/DENTAL/MEDICAL APPOINTMENT?

- Your parent/guardian needs to contact the Main Office to request a pass for you to leave the building. Pick up a pass in the Main Office before you leave. Not following proper sign-out procedures may result in an unexcused absence.
- Request a note from the clinic and bring it to the office when you return to school. Medical appointment absences unverified by a note from the medical provider are considered Non-Exempt.

WHAT IF I HAVE A LOCKER PROBLEM?

- Report the problem to the Main Office.

CAN I LEAVE CAMPUS DURING LUNCH?

- Sophomores, Juniors and Seniors can leave campus during lunch and must meeting the following conditions:
 - Less than 5 tardies total to class
 - No Unexcused absences during the previous week (See below for definition of unexcused absences).
- Keep in mind that this is a privilege and can be taken away at any time especially if it is being abused (i.e...coming back excessively late to the next class period, having behavior problems during lunch, in the parking lot, or in the community).

CAN I TALK TO A PRINCIPAL?

- Yes! Come to the Main Office and ask an office assistant for help finding a principal.

SCHOOL BOARD POLICIES

All School Board Policies Can Be Found At:
<https://meetings.boardbook.org/Public/Organization/2364>

POLICY 404 - EMPLOYMENT CRIMINAL BACKGROUND CHECKS

POLICY 413: HARASSMENT AND VIOLENCE POLICY

POLICY 417: CHEMICAL USE/ABUSE POLICY/PROCEDURES

POLICY 502 SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

POLICY 503 - STUDENT ATTENDANCE

POLICY #504 STUDENT DRESS AND APPEARANCE

POLICY 505: DISTRIBUTION OF NON SCHOOL SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

POLICY 506: K-12 DISCIPLINE AND VIOLENCE PREVENTION POLICY

POLICY 514: BULLYING PROHIBITION POLICY

POLICY 520 - STUDENT SURVEYS

POLICY 524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

POLICY 526: HAZING POLICY

POLICY 527: STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

POLICY 621: GRADING AND REPORTING OF PUPIL ACHIEVEMENT

INDEPENDENT SCHOOL DISTRICT #22
FINANCE COMMITTEE MEETING AGENDA
Finance Committee Meeting - August 22, 2024

Members Present:

Mary Rotter Ethan Walz Mickey Okeson Mark Jensen Jason Kuehn

A Finance Committee Meeting was held on Thursday, August 22nd in the District Office Conference Room. The agenda was as follows:

1. Fund Balances Review

Director of Finance Kuehn reviewed the fund balances through the month of July and receipts for the month of July. District expenditures and revenues through July were reviewed in comparison to the budget.

2. Review of Disbursements

Two sets of disbursement were reviewed by the Finance Committee. The committee recommends approval of the hand payables for July. Lastly, the committee recommends approval of the check summaries for August 12th and August 22nd.

3. Purchase of Deaf/Hard of Hearing Services Agreement

The committee reviewed a purchase of services agreement with Stephanie Hanson for the 2024-25 school year to provide Deaf/Hard of Hearing services. The agreement allows for a highly-qualified contractor to provide services for students on Individualized Education Plans (IEP). Committee recommends approval.

Next Meeting: Thursday, August 22nd @ 12:00 PM at the District Office

INDEPENDENT SCHOOL DISTRICT #22
FACILITIES COMMITTEE MEETING
August 20th, 2024

A Facilities Committee Meeting was held on Tuesday, August 20, 2024 at the District Office. In attendance were Mark Jenson, John Steffl, April Thomas, Josh Omang, Vern Schnathorst, Charles (Skip Honke) and Jason Kuehn.

1. DLHS Engineering Lab Presentation

The committee heard a presentation from DLHS teachers Vern Schnathorst and Charles (Skip Honke), as well as DLHS Principal Josh Omang on the updates to the DLHS Engineering and Manufacturing Pathway. The presentation included updates to the curriculum sequencing and needed equipment for the updated curriculum. Additionally, the presenters highlighted funding sources for the equipment and potential space needs for the short and long term. The committee recommended the group to take the next steps by completing a fundraising request that would allow them to begin their capital campaign if approved.

2. Summer Projects Update

The committee reviewed the completed and ongoing Summer Project list, which included projects at all sites. Major projects like the DLHS Greenhouse construction and DLHS Air-Cooling Condensing Unit projects are close to wrapping up.

3. FY26 LTFM Project - Rossman Roofing

The committee reviewed the Comprehensive Project Management Services Agreement with ICS in relation to the planned roofing project at Rossman Elementary in the Summer of 2025 (Fiscal Year 2026). ICS outlined the scope and timeline of the project, with a planned bidding timeline of November or December 2024. The committee recommends approval of the agreement.

4. Long-Term Facilities Planning Update

The committee was updated in regards to the ongoing discussion with MSTATE and addressing future space needs. This included the current plan for leased space for the 2025-26 school year and options for future years. The group discussed working with ICS to conduct an analysis of the district's current space and room availability to compare to projected enrollment.